



## VILLAGE OF RIVER FOREST, ILLINOIS

### Annual Budget Fiscal Year 2016

400 Park Avenue, River Forest, IL 60305  
[www.vrf.us](http://www.vrf.us)

**VILLAGE OF RIVER FOREST, ILLINOIS  
ANNUAL BUDGET  
FISCAL YEAR 2016**

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## **Distinguished Budget Award**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of River Forest, Illinois for its annual budget for the fiscal year beginning May 1, 2014. To receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, operations guide, financial plan, and as a communications device.

This award is valid for a period of only one year. The Village believes the current budget continues to conform to program requirements and will be submitting the budget document to the GFOA to determine its eligibility for another award.



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March 10, 2015

The Honorable Catherine Adduci, Village President  
Village Board of Trustees  
Residents of River Forest

On behalf of the Village Management Team, it is my pleasure to present to you the Fiscal Year 2016 Annual Budget and Capital Improvement Program of the Village of River Forest. The Village operates under the budget act as outlined in 65 ILCS 5/8-2-9 as adopted by the Village in 1981 and amended in 2011. The Village's fiscal year commences on May 1 and concludes on April 30.

This year's budget is an exciting one despite the ongoing financial challenges faced by local units of government. The budget contains a very capital intensive agenda. This year the Village will commence construction on the Northside Stormwater Management Project (NSMP) – the largest capital infrastructure project in our history. This project will provide a much needed improvement to the Village by separating the sanitary and stormwater system at the northside of the community. The Village will also partner with the Village of Forest Park on a streetscape project for Madison Street funded in part through a grant from the State of Illinois. This year's watermain project will rely on innovative technology by relining the existing infrastructure in lieu of the traditional excavation and replacement methodology.

Overall, the Village's General Fund continues to demonstrate signs of stability and modest growth in areas such as sales tax and building permit revenue. Other revenues such as telecommunication tax continue to decline due to the rapid elimination of land line phone service. This past year the Village completed a pension funding study with the police and fire pension boards. The study recommended an increase to police and fire pension payments over the next two years. The Village was also pleased to be awarded an upgrade in its bond rating to AAA from Standard and Poor's and to maintain its already high Aa2 rating from Moody's.



The biggest challenge for the Village's finances this year is the uncertainty of shared revenue from the State of Illinois. In his budget address in February, Governor Bruce Rauner proposed reducing the local share of state shared income taxes by 50%. Such a reduction would equate to a loss of revenue of approximately \$500,000 annually. The Governor's budget still needs to be approved by the democratically controlled legislature and many of those legislators have publically criticized the proposal. It is impossible to predict the budget outcome in Springfield. As a result, this budget does not assume any loss in shared revenue. Staff will continue to monitor the budget proceedings downstate and recommend any changes as appropriate. Further, the modest personnel enhancements recommended this year will not be implemented until we have clarity regarding State shared revenue.

We continue to look for ways to be innovative, work with our neighboring municipalities and units of government to find efficiencies, and limit our financial burden to the community. The latter becomes difficult as the cost of providing our services continues to increase. The FY 2016 budget includes a modest increase to our property tax

levy of 1.45%. In addition we will also be increasing our water and sewer rates to account for the NSMP, increased operating costs and capital needs.

All of these factors combined provide for a balanced General Fund operational budget, as presented, for FY 2016.

### Process for Development of the FY 2016 Budget

The FY 2016 Budget was developed by the Village's Management Team consisting of the Village's four department heads, the Assistant Village Administrator and myself. The Finance Director and the Assistant Village Administrator lead this process. In November 2014, the Village Board met and conducted its annual goal setting session for the upcoming fiscal year. The Village Board identified a series of goals for FY 2016 that centered around four central themes: Customer Service, Performance, Economic Development, and Quality of Life. These themes are further clarified by the Village's desire to improve property values and stabilize or lower property taxes in the Village.



Each department was asked to outline various goals it sought to achieve in FY 2016 based on the themes and goals developed by the Board. Those goals and objectives were reviewed by the Budget Team and incorporated into this budget document.

The FY 2016 budget also includes a comprehensive five-year capital improvement program that will be used to guide the Village for years to come. Following completion of the capital improvement program, the Management Team met to review and discuss each department's FY 2016 goals, performance measures and the corresponding expenditure line items.

### Budgetary Trends

Similar to other public and private sector businesses, the Village continues to face increasing pension, healthcare and commodities costs.

- Sales tax continues steady, albeit modest growth. An additional 1% in growth is forecasted for FY 2016. Revenue from the new Fresh Thyme Farmers Market has not been factored into revenue forecasts at this juncture.
- Certain state shared revenues have shown some signs of progress with income tax receipts increasing over 2%. In addition, Use Tax is up 10%. Telecommunication tax continues its negative growth with a 2% decrease projected in FY 2015 and another 10% reduction budgeted in FY 2016.
- The Village continues to beat industry trends for health insurance premiums through its membership with the Intergovernmental Personnel Benefit Cooperative (IPBC). Increases have been budgeted at 5% ahead of a final rate increase to be determined in April 2015. All retirees eligible for Medicare have been moved to the fully insured Benistar supplement plan.
- The Village has the unfortunate responsibility of passing onto consumers the third 15% increase this past January 1, 2015 courtesy of the City of Chicago. The Village has not been given any indication of what, if any, the increase will be next year.

**Table 1. Village of River Forest, Illinois  
Statement of Revenues over Expenditures-All Funds**

	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget
Revenues	\$27,338,424	\$25,943,906	\$25,927,512	\$41,033,822
Expenditures	22,513,601	28,394,056	25,296,415	42,867,756
Excess (Deficiency) of Revenues over (under) Expenditures	\$ 4,824,823	\$ (2,450,150)	\$ 631,097	\$ (1,833,934)

The Village’s statement of revenue over expenditures is listed in Table 1. Although a deficiency is shown, it is primarily attributable to expenditures committed in the Motor Fuel Tax, Capital Equipment Replacement and Economic Development Funds.

**General Fund**

The Village’s General Fund is the main operating fund for the Village and includes Administration, Building, Police, Fire and Public Works. The Board of Police & Fire Commissioners, E911 and Legal costs are also paid from the General Fund. The Village’s General Fund operating budget, as presented, is balanced for FY 2016. We anticipate \$14,909,364 in revenues and \$14,906,724 in expenditures.

Table 2. General Fund Statement of Revenues over Expenditures				
	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget
Operating Revenues				
Property Taxes	\$ 6,017,575	\$ 6,095,647	\$ 6,062,087	\$ 6,183,942
State Sales Tax	1,731,032	1,720,392	1,841,498	1,862,913
Non-Home Rule Sales Tax	819,156	843,843	853,672	862,209
Income Tax (LGDF)	1,088,668	1,080,332	1,069,529	1,106,028
Other Revenues	5,542,040	4,845,932	4,867,685	4,894,272
Total Revenues	15,198,471	14,586,146	14,694,471	14,909,364
Expenditures				
Salaries and Benefits	9,599,157	10,121,055	9,938,864	10,524,132
Contractual Services	3,269,963	3,618,847	3,544,473	3,388,647
Commodities	424,752	481,211	446,803	482,398
Capital Outlay	131,074	-	-	-
Transfers	1,051,857	465,423	515,423	511,547
Total Expenditures	14,476,803	14,686,536	14,445,563	14,906,724
Total Revenues over Expenditures	\$ 721,668	\$ (100,390)	\$ 248,908	\$ 2,640

**General Fund Revenues**

General Fund revenues are up \$323,218 or 2.2%, from the previous year budget. The major General Fund revenue sources are property, sales, use and income taxes. These revenues make up approximately 68.6% of the overall revenue in the General Fund.

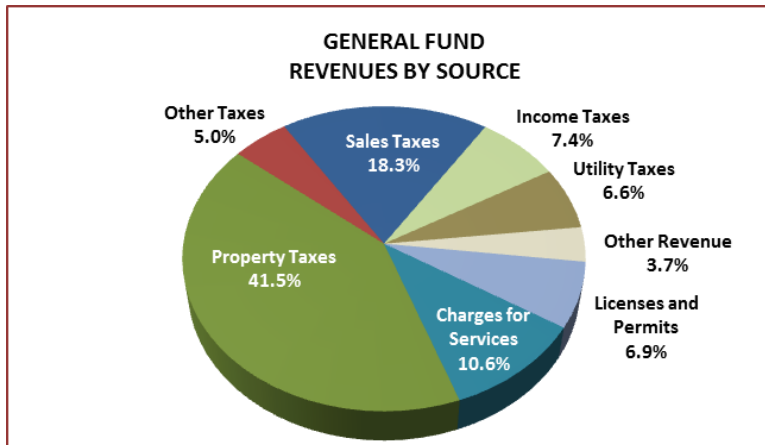
The primary reason for this overall increase is due to higher property, sales and use tax revenues and the expected 5% increase in refuse fees due to a new and more comprehensive contract with the Village’s solid waste contractor. Telecommunication Tax revenues are expected to decrease again due to service bundling, data packages that are not subject to the tax and a movement away from land lines. Revenues from the electric and natural gas taxes are very weather dependent therefore budgeted numbers are based on five year averages.

**Property Taxes**

FY 2016 total property tax revenues of \$6,183,942 are \$88,295 or 1.45% higher than the prior year budget primarily due to the Consumer Price Index (CPI) increase of 1.50%. The actual budgetary increase is lower because the dollar amount for new property included in the Village’s equalized assessed value was lower than estimated in the prior year’s levy included in the FY 2015 budget amount.

## Sales Taxes

State sales tax revenues are estimated to increase \$142,521 or 8.28%. The increase is due to revenues from two new retail stores, Ulta and Tilly's, which located in the River Forest Town Center during FY 2014 and a new vegan restaurant that opened during FY 2015. The Village's main sales tax generator, River Forest Town Center is now



completely leased out which is the main contributing factor to this increased revenue. Non-home rule sales tax revenues are expected to increase 2.18%. It was anticipated that the Village's State Sales Tax revenue would be more severely impacted in FY 2015 due to the loss of a Dominick's grocery store. The 1% Non-Home Rule Tax is not applied on food and drug purchases so it is would not have been as severely affected. Fresh Thyme Farmers Market has signed a lease for the old Dominick's store and we are hopeful that sales tax will be realized in FY 2017.

## Income Tax

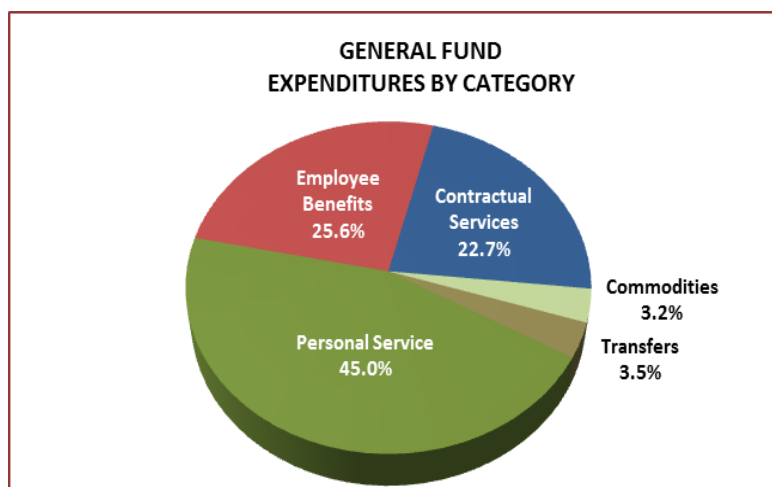
Income Tax revenue from the Local Government Distributed Fund is distributed based on population. Estimates are derived from data provided by the Illinois Municipal League. FY 2016 income tax receipts are estimated at \$1,106,028 which represents a small increase over the FY 2015 projection. In 2015 revenue is projected to be slightly lower than FY 2014 actuals. As mentioned previously, the Village will continue to advocate its position on shared revenue with its state legislator. Should there be any reduction in shared revenue; the Village will provide a series of recommendations to the Village Board to offset the loss in revenue.

## Other Revenues

Other revenues encompass all remaining General Fund revenues including license and permit fees, charges for services, fines, interest, and miscellaneous revenues. Residential construction activity in the Village is expected to drive contractor's license fees and building permit revenues higher.

## General Fund Expenditures

General Fund expenditures have increased \$220,188 or 1.50%, from last year's budget. As the table below illustrates, 70.6% of the General Fund budget is attributed to Salaries and Benefits.



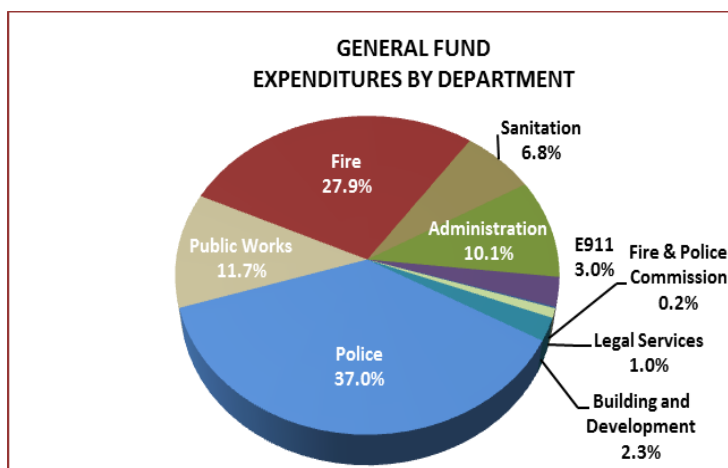
Employee salary and benefit costs are up 3.98%. This is due to contractual salary increases and also rising costs for public safety pension contributions. Because salaries and benefits account for the majority of General Fund expenditures, the Village is a member of the Intergovernmental Personnel Benefit Cooperative (IPBC) to curtail the increasing cost of health insurance. Participation in the IPBC provides stability to health insurance rates and allows for flexibility in plan design. There are a few position enhancements that are recommended and included in this year's budget request. First, we are seeking to

upgrade one part-time position to full-time and add a second part-time position. The first position will be an increase to a part-time finance clerk to full-time. The additional hours will be used to provide administrative

support to the public works department. Currently, the department does not have any administrative support. This much needed position will take many of the administrative tasks away from the director, engineer and superintendent of operations. Second, A part-time permit clerk was added to assist with the increasing demands with residential and commercial construction activity in the Village.

One of the Village Board goals this year is to enhance our communications efforts. In order to do so, funds have been budgeted to either engage a consultant or possibly hire a part-time employee to accomplish our communication related goals. It should be noted that further evaluation is still needed to determine exactly how this will be accomplished, meaning it could be an employee, a contractual worker, or even a shared employee with another unit of local government. These recommendations will not be implemented until the State adopts a budget and the Village has clarity on the status of our shared revenue. Finally, a cost of living wage adjustment of 2.5% is proposed for non-union employees as recommended by the Village's compensation consultant.

Following is a discussion of major initiatives in the General Fund Departments. No major changes are included in the E911, Legal and Fire Department Budgets. As the table to the right demonstrates, core Police, Fire and Public Works services account for 77% of the Village's General Fund expenditures.



#### Administration

- After a significant number of technology upgrades and enhancements over the past two years, the FY 2016 Budget will focus on the continued refinement and utilization of those software platforms along with management from our new IT contractor. We will continue the use of temporary part-time help to maximize utilization of the electronic records management system. To increase efficiency amongst our staff, we plan to provide training on Microsoft Office. While employees have a good basic grasp of the software, there is a lot more the software can do to improve employee efficiency and productivity.
- This budget eliminates funding for tuition reimbursement. This year's significant increase to its police and fire pensions makes funding this line item difficult. This is a line item we will continue to evaluate in future years.
- The Accounting Supervisor position has been reclassified to an Assistant Finance Director and an additional month of salary expense has been budgeted for overlap for a possible retirement and new hire.
- The Administration budget contains funding for several consulting projects:
  - Planning & Traffic Consulting – A total of \$20,000 is budgeted for general consulting for planning and traffic purposes.
  - Scanning Services – We continue to budget \$10,000 to scan older documents into our electronic records management system.
  - Sustainability – \$5,000 is allocated for the Village's sustainability efforts in the community.
- The Building and Development Division is anticipating an increase in budgeted expenditures. The amount allocated for contractual inspection services has been increased. In addition, the amount budgeted for part-time salaries is higher due to the need for increased hours for property maintenance issues in the Village.



## Police and Fire

The Police and Fire Department's budgets are status quo, with the exception of increases to the pension contributions as a result of the Lauterbach & Amen funding study. The police pension contribution will increase 12%, or \$125,045 while the fire pension contribution has increased 11%, or \$100,230. These increases are important to reverse a trend, and grow each fund's net assets.

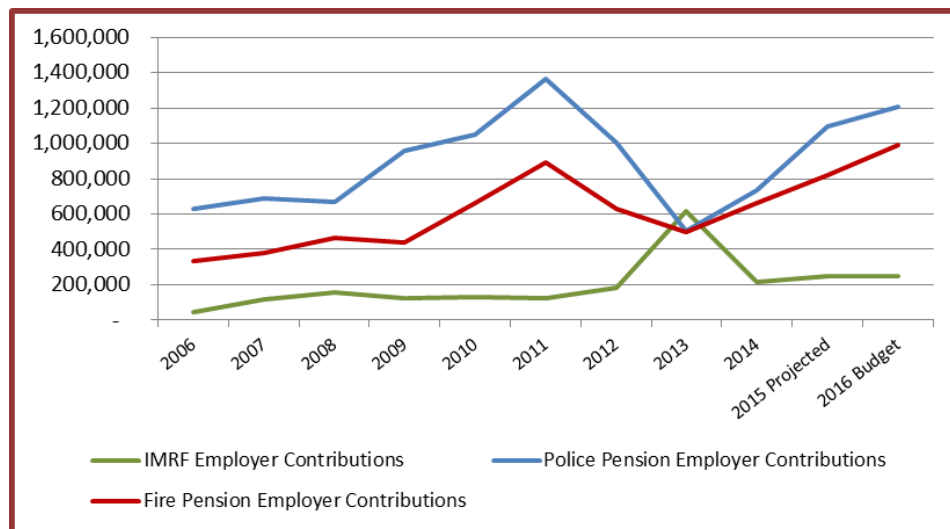
## Public Works

The Public Works budget is relatively flat but includes important objectives including membership in the GIS Consortium as well as continued removal of trees infected with the Emerald Ash Borer.

## Pension Funding

The Village is covered by three defined-benefit pension plans that cover all qualifying employees and are primarily funded through the General Fund. The funds include the Police Pension Fund (covering sworn police officers), the Firefighters Pension Fund (covering sworn members of the Fire Department), one statewide fund, the Illinois Municipal Retirement Fund (IMRF), which covers all other qualified employees. The benefits of all three pension plans are governed by state law and may only be amended through acts of the Illinois General Assembly.

Below is a history of the Village's pension contributions since 2006, immediately prior to the economic downturn.



As the table demonstrates, Police and Fire pension contributions spiked in 2011 before the Illinois General Assembly changed the funding requirement from 100% by 2033 to 90% by 2040. However, as previously discussed, changes in the mortality table resulted in increases in Police and Firefighter Pension Contributions in FY 2014. The 2013 spike in IMRF Employer Contributions was a result of the Village's decision to pay off

the Early Retirement Incentive Program which was offered in 2009. By paying off the program now, the Village is projected to save more than \$140,000 in interest expense through FY 2020.

The Village and Police and Firefighter Pension Boards met with an actuary during FY 2014 to develop written Pension Funding Policies for the funds. After a number of meetings and indepth discussions, policies were developed for each fund that outlined the actuarial assumptions to be used in determining the annual employer contributions. The assumptions used are designed to ensure that employer contributions are sufficient to adequately pay future police and firefighter pension fund retirement and disability pensions. A five year transition plan was developed through FY 2018 to bring the Village up to the contribution levels required per the funding policies. Employer contributions are increased over 11% in the FY 2016 Budget. Increases in FY 2017 and 2018 are expected to be around \$200,000 or 9%. Future increases are expected to be less than 3% annually.

## Motor Fuel Tax Fund

The Motor Fuel Tax (MFT) Fund is the primary source of revenue for the Village's Street Improvement Plan (SIP).

## Capital Projects Funds

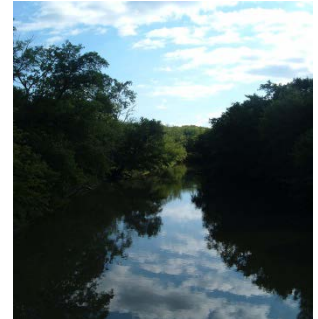
The **Capital Equipment Replacement Fund** accumulates monies for vehicle and equipment replacement and building improvements. In FY 2016, funds are appropriated for 3 police department vehicles, a fire pumper, and a



skid steer loader and large dump truck for the Public Works Department. Details on each piece of equipment to be replaced in FY 2016 can be found in the capital improvement program. The **Capital Improvement Fund** was created in FY 2014 to account for alley, parking lot, building and other miscellaneous improvements. These improvements are funded by Red Light Camera Revenues, Parking Lot Reserves and grants. The **Economic Development Fund** accounts for the various projects that were committed to prior to the dissolution of the TIF fund. New retailers opened in the River Forest Town Center (the former TIF District) as a result of economic development incentives. We will budget for each of those projects each year until the dollars are expended. The new **TIF Funds** for Madison Street and North Avenue are being used for preliminary expenditures associated with the possible creation of two new Tax Increment Financing Districts.

### Water and Sewer Fund

In FY 2012 the Village Board completed a water and sewer rate study. This study considered both operational and capital costs for the fund. In February 2012, the Village Board endorsed a new water and sewer rate that will fund 50% of the consultants' recommended capital plan. The plan provided a schedule of rate increases of the subsequent five years. In addition, the Village increased its rate in January 1<sup>st</sup> of each year to offset the increase in the cost of water by the City of Chicago. A 7% increase is estimated for January 1, 2016. Additional sewer rate increases are necessary to fund the Northside Stormwater Management Project (NSMP). The rate was increased \$0.75 per 100 cubic feet of water consumed on May 1, 2015 for the project. The budget assumes an additional increase of \$0.90 on May 1, 2016 to cover costs associated with the project. Design engineering costs have been paid from fund reserves. The Village obtained a \$600,000 loan from a local bank to fund Phase 0 of the project in FY 2015. Phase I construction will be funded with an IEPA Loan.



Water and Sewer Fund Statement of Revenues over Expenditures				
	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget
Operating Revenues				
Water Sales	\$2,715,223	\$ 2,943,577	\$2,723,383	\$ 3,055,268
Sewer Sales	1,004,183	1,376,113	1,368,294	1,887,503
Other Revenue	89,372	36,524	49,692	52,468
Total Revenues	3,808,778	4,356,214	4,141,369	4,995,239
Expenses				
Operating Expenses	2,899,050	3,296,261	3,168,755	3,979,516
Depreciation	171,097	191,520	185,000	191,520
Total Expenses	3,070,147	3,487,781	3,353,755	4,171,036
Operating Revenues over Operating Expenditures including Depreciation	738,631	868,433	787,614	824,203
Loan Proceeds			600,000	13,789,000
Capital Expenses	(200,614)	(1,916,500)	(2,038,318)	(14,487,500)
Total Revenues over Total Expenditures excluding Depreciation	\$ 709,114	\$ (856,547)	\$ (465,704)	\$ 317,223

Due to a cooler and wetter summer than expected, water sales were lower than budgeted in FY 2015. In FY 2016, water and sewer sales revenue assumes a 3% increase in consumption. This past year, the Village once again

contracted for a leak detection survey and water meter replacement program to address water loss in the system. The results allowed the Village to address unknown leaks and “tighten” its system. The main expenditure highlights include:

- The Village will complete a water main relining project on Thatcher Avenue and a valve replacement at the Village’s pump station.
- The Northside Stormwater Management Project.
- The budget continues to fund the Overhead Sewer Program which provides residents with financial assistance to protect their basement from flooding due to sewer backups.

### **Police and Firefighter’s Pension Funds**

FY 2016 employer contributions to the pension funds are based on what is expected to be levied with the Village’s 2015 property tax levy during the fiscal year. As previously discussed, the amount of employer contributions is expected to increase as a result of the new Pension Funding Policies that will be used to calculate the actuarial required contribution and the five year transition employer contribution plan that was developed.

### **Capital Improvement Plan**

For the FY 2016 budget, the Village has presented a comprehensive five-year capital improvement plan (CIP) that identifies the Village’s capital needs over six categories:

- Buildings and Improvements
- Vehicles
- Equipment
- Information Technology
- Streets, Curbs, Sidewalks, Alleys
- Water and Sewer Improvements

Revenue for these projects and equipment are derived from five sources:

- General Fund
- Motor Fuel Tax Fund
- Capital Equipment Replacement Fund (CERF)
- Water and Sewer Fund
- Capital Improvement Fund/Grants

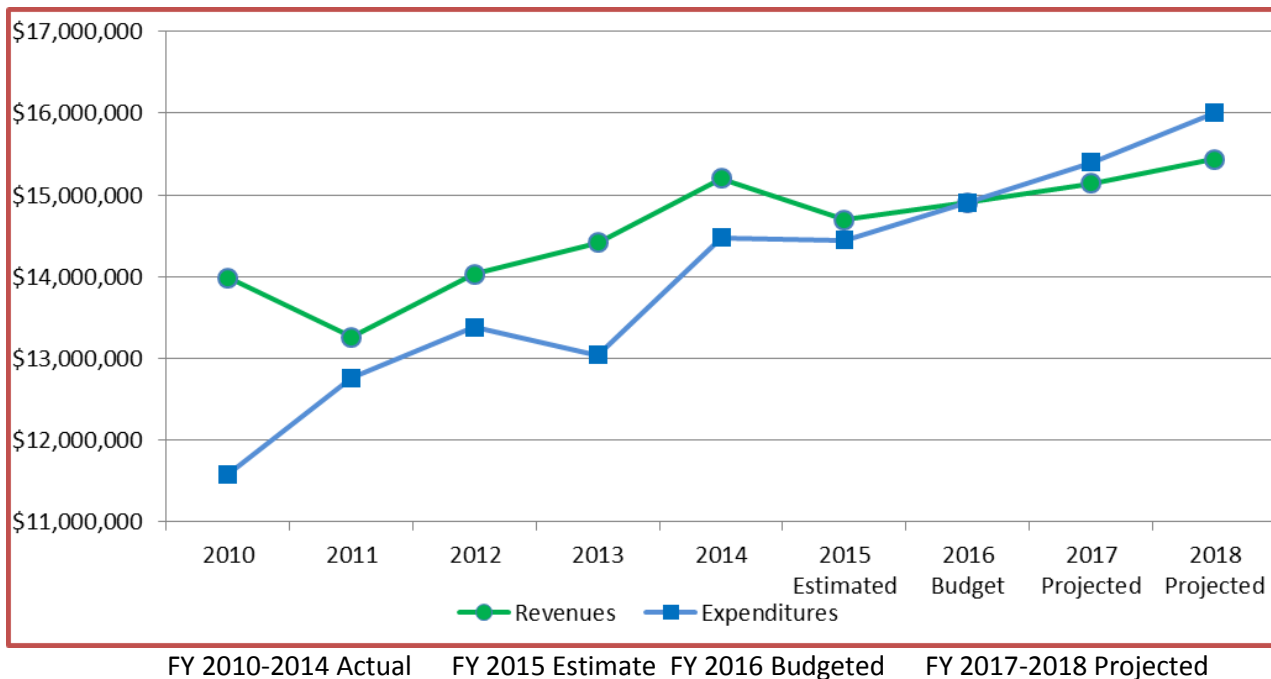
The CIP has been previously reviewed and endorsed by the Village Board in January 2015. The CIP includes several yearly routine items such as police vehicles, police, firefighter and information technology equipment, building improvements and street maintenance. The budget also includes the following major highlights:

- Purchase of a new fire engine
- Replacement Public Works Dump Truck & Skid Steer Loader
- Comprehensive upgrades to the Village’s firing range
- Continuation of the Madison Street Streetscape Project (ITEP Grant)
- Improvements to the Public Works Garage
- Several equipment purchases including new sewer televising equipment and leak correlation equipment.
- Street Improvement Program (SIP)
  - Street Resurfacing (grind, patch & overlay with minor curb replacement)
    - Central Avenue (Harlem to Lathrop)
    - William Street (Central to Lake)
    - Garden Street (William to Clinton)
    - Jackson Avenue (Greenfield to North)
    - Monroe Avenue (Greenfield to North)

### Future Years

General Fund projections for FY 2017 and FY 2018 are included in this document. Currently, FY 2017 for the General Fund shows a deficit of \$118,487 while FY 2018 projects a deficit of \$426,446. Staff will continue to identify means to improve efficiencies and reduce operating costs wherever possible. Should current revenue and expenditure projections hold, future budgets will require additional revenue sources, which are limited as the Village is a non-home rule government. Absent new revenue sources, the Village will have to identify acceptable cost or level of service reductions. These policy decisions will likely be contingent on economic conditions moving forward, as well as union negotiations.

### General Fund Revenues and Expenditures



FY 2010 and 2011 revenues include \$1,168,470 and \$355,085 respectively from TIF Surplus Distributions. FY 2012 includes the first year of the 1% non-home rule sales tax revenue which was approved via referendum. Revenues are expected to exceed expenditures in FY 2015 and 2016.

### Conclusion

The economy continues its modest growth which has led to greater stabilization of the Village's budget and finances. The Village continues to properly manage its finances and budget, the result of which was recognized by Standard and Poor's with an upgrade to our bond rating. Now, our greatest financial threat comes from Springfield where the State continues to grapple with its own finances and looks to eliminate shared municipal funding. The irony of this being that back in 2008-2010 municipalities like River Forest made the difficult decisions to balance its budget through cuts (including personnel reductions), revenue increases and deferral of many projects. The State has not done that and now the Governor is looking at eliminating 50% of our shared revenue to solve their problem while providing no relief from the ongoing litany of unfunded mandates passed down to local municipalities.

On the whole, the economic stabilization allows staff to better predict revenues. The Village is fortunate to have a balanced General Fund budget in FY 2016. The means to that end is never an easy one and is truly a team effort. From the Village Board that sets the goals and policies, to management staff who works with the Board to identify and implement those policies, to all of the front line employees who carry out those duties and responsibilities on

a daily basis using the resources in a careful and deliberate fashion. Each person and group is equally important to ensuring the overall success – financial or otherwise – for the Village of River Forest.

It is incumbent upon the Village to continue to be diligent, thoughtful and innovative as it moves forward as an organization and in evaluating and creating future budgets. If there is one thing we have learned in the “new normal” it is to not take anything for granted and realize that economic conditions can change very quickly and abruptly. We must continue to look for ways to provide excellent customer service in the most efficient means possible. Future budget year projections reinforce that notion as operating deficits will return next year unless other actions are taken.

The budget document is a reflection of the hard work of many individuals and is truly a team effort. My thanks to our department heads in their careful and thoughtful consideration of their budget. There are several people that deserve special recognition for their assistance during the budget process. Special thanks to Accounting Supervisor Nancy Caine who serves as our “quality control” reviewer of the budget numbers and figures. Thanks also to Administrative Assistant Dawn Haney who assists with ensuring the document is completed.

I extend my sincerest and deepest thanks to Finance Director Joan Rock and Assistant Administrator Lisa Scheiner for leading our budget process. The two make a fantastic team and ensured that the budget process and document were properly managed. The organization is fortunate to have diligent professionals like Joan and Lisa. I am grateful for their hard work and patience during the many rounds of Staff deliberations and countless edits and changes.

Finally, on behalf of the entire Village Staff, I want to thank the Village Board for their continued leadership and to the Residents of River Forest for the privilege of serving you.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Palm". The signature is fluid and cursive, with a large initial "E" and a long, sweeping underline.

Eric Palm  
Village Administrator

# Introduction

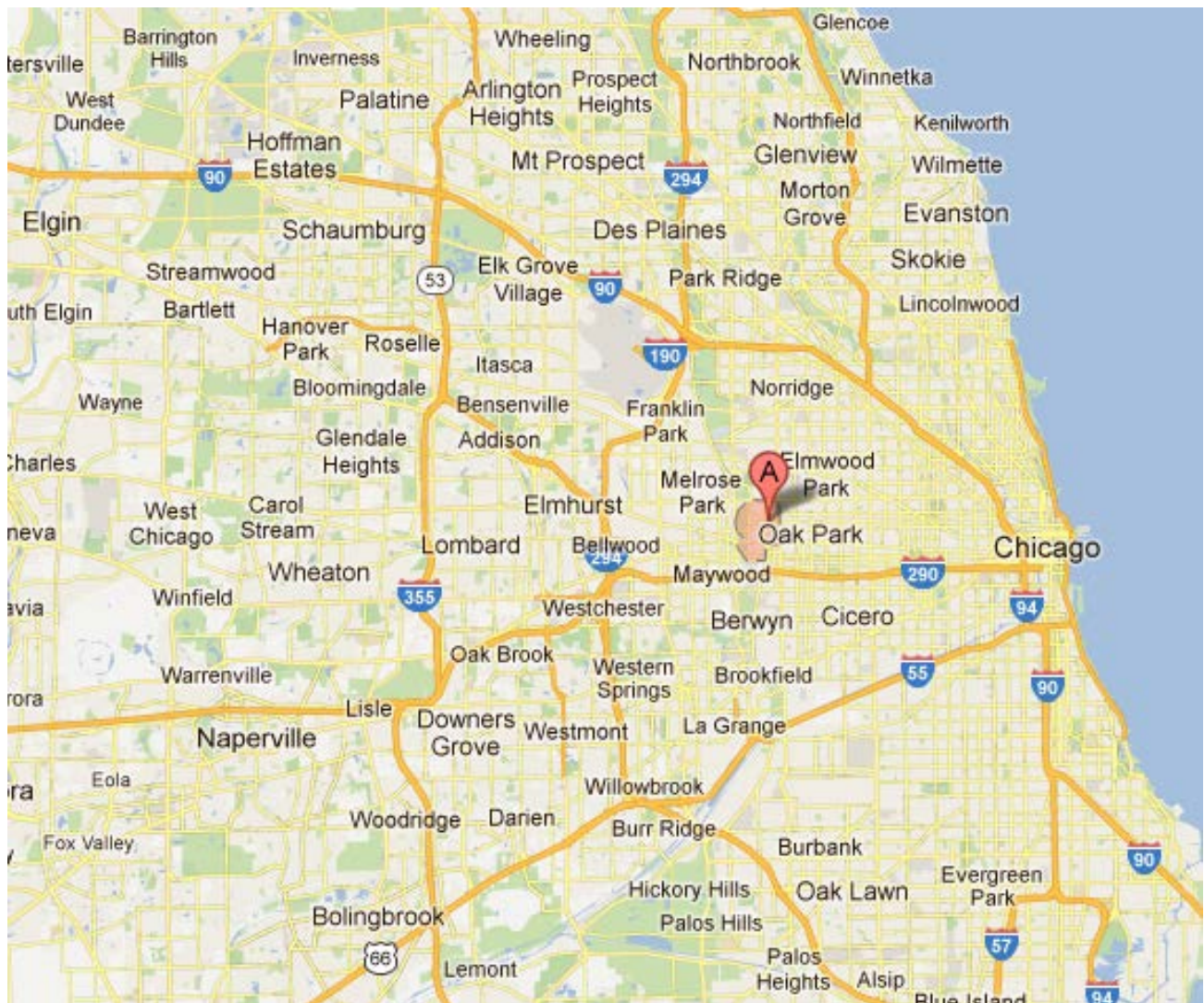
This section contains the Village Board's strategic goals which set the vision for the Budget document as well as a description of the Village, the budget process, fund structure, and detailed financial policies.

## Location of River Forest

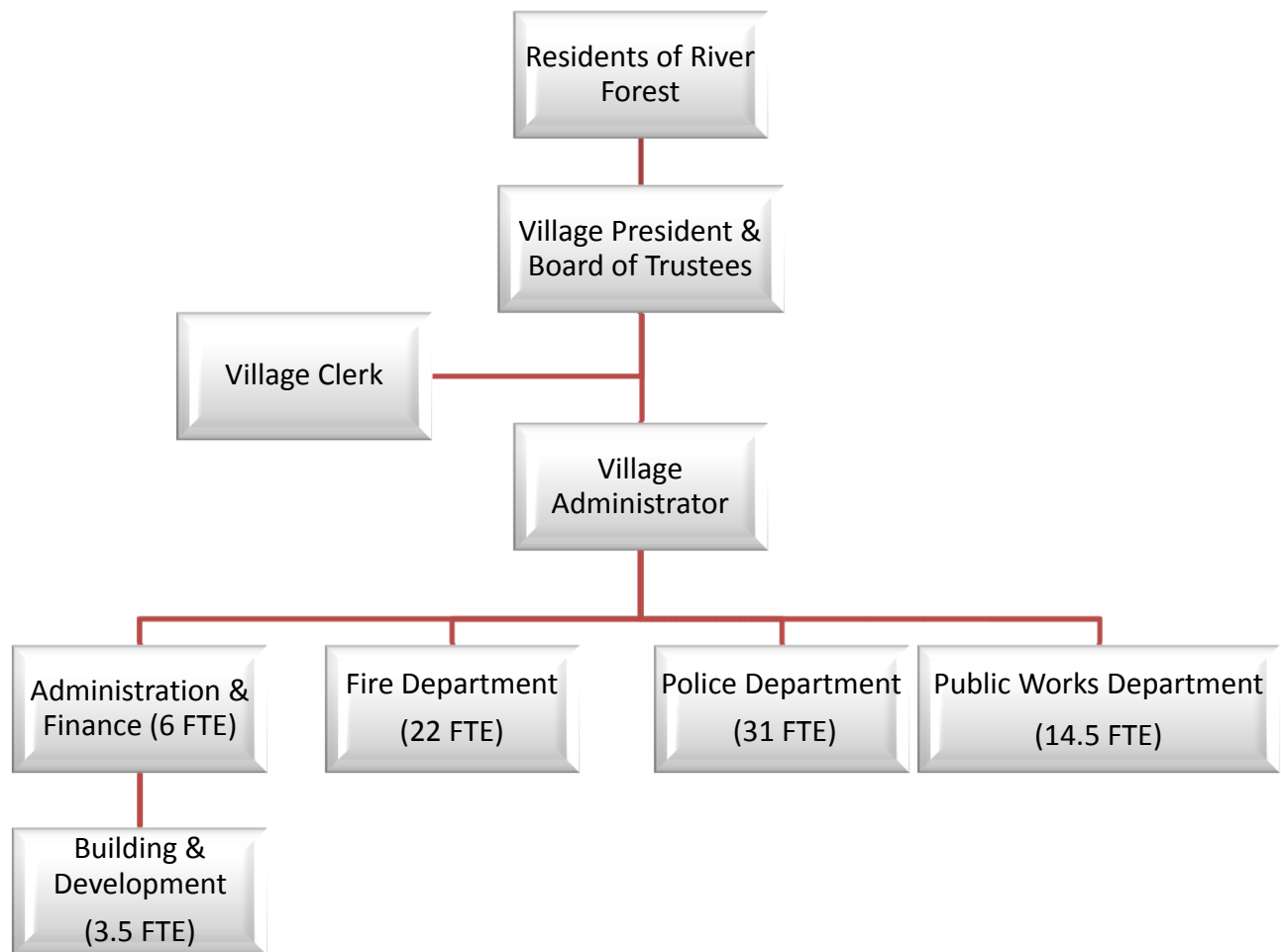
River Forest is located in Cook County, Illinois, approximately 10 miles west of downtown Chicago.

Given the Village's proximity to downtown Chicago, the community is well served by a network of public transportation systems, including the Metra Union Pacific West Line, the Chicago "El" Blue Line, Pace Bus Services, as well as Interstate 290.

The image below identifies River Forest's location in the Chicagoland area.



# Village of River Forest Organizational Chart





# Village Board Goals

## Long Term Strategic Themes

*Long term strategic themes serve to achieve the Village Board's primary goals to improve property values and stabilize or lower property taxes in the Village of River Forest.*

- **Customer Service-** Provide outstanding customer service for our residents, business community and visitors.
- **Performance-** Provide efficient and streamlined services and processes for the community that are sustainable and which effectively utilize technology.
- **Economic Development-** Continue economic development efforts to provide financial stability by implementing previous studies and reducing vacancies.
- **Quality of Life-** Make River Forest a place where people want to live, work, and play and create a legacy where people want to stay in the community after they “grow-up” and raise their own children.

## Short-Term Goals Related to Strategic Themes

### **Maintain Financial Stability**

- Advocate Village's positions to Springfield on reductions in shared revenue and increases to unfunded mandates
- Examine health insurance landscape and applicability of “Cadillac Tax”
- Prepare for collective bargaining as contracts expire on April 30, 2016
- Create a forum for River Forest taxing bodies to discuss how taxpayer dollars are spent

### **Enhance Communication Efforts**

- Continue community wide communication efforts with River Forest Taxing Bodies
- Hire part time employee or contractor to manage communication efforts
- Elevate communication with the community through:
  - Refreshed website
  - Use of social media
  - Use of Village's “app”
  - Implementation of Village's communications plan
  - Implementation of web-based community calendar

### **Economic Development**

- Continue to move forward in economic development efforts including
  - Tax Increment Financing (TIF) Districts for Madison Street and North Avenue Corridors
  - Lake and Lathrop Redevelopment
  - Lake and Park Redevelopment
  - Former Hines Lumber Site Redevelopment

### **Collaboration efforts for providing efficient services**

- Create an intergovernmental agreement with the School District & Park District to improve snow removal around the schools and parks
- Evaluate other shared services with taxing bodies such as shooting range, maintenance operations, etc.
- Support efforts to grow consolidated dispatch center and consider relocation to a larger facility
- Seek membership in the GIS consortium to elevate efforts in this area

### **Infrastructure & Flood Mitigation**

- Complete construction of Phase #1 of the Northside Stormwater Management Project
- Complete construction of the Madison Street ITEP Project with Forest Park
- Work with Elmwood Park on a streetscape plan for North Avenue
- Implement Traffic & Safety Commission recommendations to the Roosevelt PRI



# Community Profile

## **Location**

The Village of River Forest is a mature community with a population of 11,172. It is located in Cook County, approximately 10 miles west of downtown Chicago. The Village is bounded on its west side by the Des Plaines River and large tracts of Cook County Forest Preserves. River Forest is bordered to the east by Oak Park, to the south by Forest Park, to the north by Elmwood Park, and to the west, across the Des Plaines River, by Melrose Park and Maywood. River Forest is centrally and conveniently located in the Chicago metropolitan area and it is well served by an efficient roadway network and mass transportation system.

## **History**

The character of River Forest today is the result of its early settlers; the Steeles, Thatchers, Quicks, Murphys, Griffens, Wallers, Boughtons, and Brookes. The affluence of these early settlers resulted in grand homes, upscale schools and churches and attracted other wealthy residents to River Forest.

River Forest was incorporated as a Village on October 30, 1880. Prior to that, it was considered part of a larger community called Harlem, which included parts of Oak Park and Forest Park. Fearing the possibility of alcohol-related problems if Harlem incorporated, River Forest residents banded together to incorporate a smaller and initially “dry” community. Forest Park and Oak Park followed suit and were incorporated in 1884 and 1901, respectively.

The original homes in River Forest were constructed along the east-west rail line between Chicago Avenue and Madison Street, primarily due to the importance of rail transportation. With the introduction of the automobile, homes began to sprout up farther away from the train stations that existed in the Village. Initially, the northern section of River Forest was largely undeveloped. In the early 1900’s, Concordia University, Rosary College and the Priory of St. Dominic and St. Thomas acquired land and established their institutions in River Forest. Today, the three occupy approximately 110 acres of land in River Forest.

## **Village Services**

### **Police**

Police operations focus on the prevention of crime in the Village, enforcement of the law, parking and animal control, coordination of criminal investigations and maintenance of public order. Sworn personnel respond to calls for service and provide community and public safety services to River Forest residents.

### **Fire**

The River Forest Fire Department is an all-hazard protection service providing fire suppression, hazardous materials, technical rescue and emergency medical care response to the Village and its residents. River Forest is served by one fire station which is located next to Village Hall on Park Avenue. The Village of River Forest is an ISO-Public Protection Class 3.

### **Public Works**

The Village of River Forest Public Works Department is comprised of five divisions including: Administration, Buildings & Grounds, Engineering, Geographic Information Systems, and Operations (water, sewer, streets, and forestry). Public Works oversees the maintenance and improvement of the Village’s infrastructure and Right-of-Ways. The administrative functions of Public Works are performed at Village Hall while operations are preformed out of the Public Works Garage and the Pumping Station.

# Community Profile

## Statistics

### Socio-Economic Data (2010 Census Information)

Population	11,172
Median Age	41.3
Per Capita Income	\$62,034
Median Home Value	\$568,900
Median Family Income	\$158,000
Unemployment Rate (IDES)	5.1%

### Building Permits

<u>Fiscal Year</u>	<u>Number Issued</u>	<u>Value of Permits</u>
2005	240	22,212,550
2006	251	45,330,157
2007	207	21,852,253
2008	131	15,479,689
2009	196	20,998,543
2010	185	10,734,585
2011	210	23,127,993
2012	208	14,175,620
2013	190	10,200,076
2014	254	13,607,856

### Water and Sewer

Population Served	11,172
100 Cubic Feet of Water Pumped FY 2014	661,609
100 Cubic Feet of Water Billed FY 2014	536,156
Average Daily Pumpage (mgd)	1.23
Miles of Water Mains	40
Miles of Sanitary Sewers	33.1
Number of Metered Customers	3,182
Number of Fire Hydrants	440

### **Water, Sewer and Refuse Rates**

Water*	\$ 5.90	Per 100 cubic feet
Sewer	\$ 3.55	Per 100 cubic feet of water used
Refuse- Base Service	\$49.24	Bi-Monthly
Refuse- Special Service	\$73.06	Bi-Monthly

\*The minimum bi-monthly water and sewer bill is \$33.08 for up to 350 cubic feet of water used.

# Community Profile

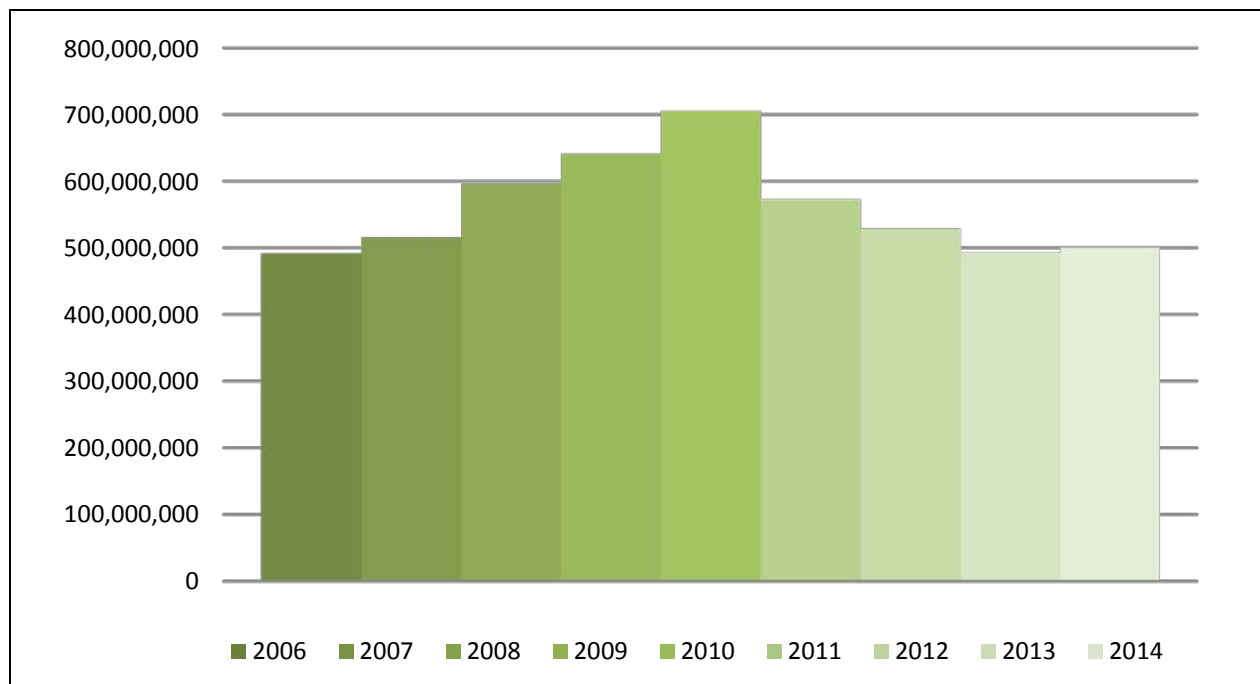
## Village Taxes

<b>Tax</b>	<b>Rate</b>	<b>Applied to</b>
Municipal Sales Tax	1.0%	Retails sales including groceries and drugs
Non Home Rule Sales Tax	1.0%	Retail sales excluding groceries and drugs
Places for Eating Tax	1.0%	Sales at places for eating
Real Estate Transfer Tax	\$1.00	Each \$1,000 in residential real estate sales
Simplified Telecommunications Tax	6.0%	Telephone bills
Natural Gas Use Tax	5.0%	Natural gas bills
Electric Use Tax	\$0.30- \$0.61	Per therm of electricity used

# Property Tax Exhibit

Tax Levy Year	2011 Extended	2012 Extended	2013 Extended	2014 Estimated
General Fund	\$ 4,574,388	\$ 4,639,350	\$ 4,383,930	\$ 4,265,820
Police Pension	\$ 696,321	\$ 724,288	\$ 971,083	\$ 1,088,922
Fire Pension	\$ 524,390	\$ 626,196	\$ 757,141	\$ 887,920
Total Corporate Levy	\$ 5,795,099	\$ 5,989,834	\$ 6,112,154	\$ 6,242,662
Bond and Interest Levy	\$ 231,977	\$ 231,215	\$ 229,780	\$ 216,778
River Forest Library	\$ 1,113,541	\$ 1,154,203	\$ 1,176,742	\$ 1,204,122
Total Levy	\$ 7,140,617	\$ 7,375,252	\$ 7,518,676	\$ 7,663,562
Property Tax Rate	\$1.246	\$1.393	\$1.525	\$1.534

## Equalized Assessed Valuations



2006-2013: Actual

2014: Estimated

The Village's 2014 Equalized Assessed Value is expected to increase slightly due to new property. The Village's property was reassessed in 2014, however, the overall EAV is expected to remain fairly flat, with offsetting increase and decreases in values. In 2011, 2012 and 2013 the Equalized Assessed Value decreased due to declining property values resulting from the real estate recession that began in 2008. Property in the Village was also reassessed in 2011. The Village's Tax Increment Financing (TIF) District was closed effective December 31, 2010. The equalized assessed value of the TIF district was considered new property in Tax Levy Year 2010.

# Fee Schedule

	2015 Budget	2016 Proposed	Change
<b>Vehicle Stickers:</b>			
Passenger Cars	\$45	\$45	No Change
Motorcycles	\$25	\$25	No Change
Antique Vehicles	\$25	\$25	No Change
Trucks less than 5,000 lbs.	\$50	\$50	No Change
Trucks over 5,000 lbs.	\$70	\$70	No Change
Recreational Vehicles (RV)	\$50	\$50	No Change
Senior Citizen Discount	\$25	\$25	No Change
<b>Licenses:</b>			
Dog License	\$10	\$10	No Change
Liquor License	\$500 - \$4,000	\$500 - \$4,000	No Change
Temporary Liquor License	\$100	\$100	No Change
Contractor License	\$100	\$100	No Change
Landscaper and Snow Removal Contractor	\$150	\$150	No Change
Amusement and Amusement Events	\$25	\$25	No Change
Animal Care, Grooming and/or Sales	\$125	\$125	No Change
Child Daycare Centers	\$275	\$275	No Change
Financial Institutions	\$100	\$100	No Change
Food/Drug Retail- Under 3,000 Sq. Ft.	\$125	\$125	No Change
Food/Drug Retail- 3,001 - 10,000 Sq. Ft.	\$175	\$175	No Change
Food/Drug Retail- 10,001 + Sq. Ft.	\$225	\$225	No Change
Temporary Food Establishment/Event	\$125	\$125	No Change
Food Service- Low Risk	\$95	\$95	No Change
Food Service- Medium Risk	\$150	\$150	No Change
Food Service- High Risk	\$225	\$225	No Change
Food Service- Outdoor Seating	Fee + \$25 + \$0.50 per sq. ft. of public space	Fee + \$25 + \$0.50 per sq. ft. of public space	No Change
Manufacturing Operations	\$25	\$25	No Change
Peddlers	\$75	\$75	No Change
Recreational	\$25	\$25	No Change
Retail and Service	\$50	\$50	No Change
Taxicab/Livery	\$500	\$500	No Change
Use of Public Sidewalk	\$25 + \$0.50 per sq. ft.	\$25 + \$0.50 per sq. ft.	No Change
Vending Machine	\$30/machine	\$30/machine	No Change
Veterinary Hospitals	\$125	\$125	No Change
Waste Disposal Firms	\$1,000	\$1,000	No Change
House Movers	\$100	\$100	No Change
<b>Fines:</b>			
Parking Fines	\$30	\$30	No Change
Overweight Vehicles	\$75 - \$750	\$75 - \$750	No Change
Local Ordinance Violations	Up to \$750	Up to \$750	No Change

# Fee Schedule

	2015 Budget	2016 Proposed	Change
<b>Service Charges:</b>			
Solid Waste Bi-Monthly Collection- Base Service	\$49.24	\$51.21(Estimated)	4.0%
Solid Waste Bi-Monthly Collection- Unlimited	\$73.06	\$75.98 (Estimated)	4.0%
Solid Waste Tags	\$2.55	\$2.65 (Estimated)	\$0.10
Ambulance Transport Fee- Resident	BLS \$600/ALS I \$950/ALS II \$1,200 + \$20/mile BLS \$750/ALS I \$1,100/ALS II \$1,500 + \$22/mile	BLS \$600/ALS I \$950/ALS II \$1,200 + \$20/mile BLS \$750/ALS I \$1,100/ALS II \$1,500 + \$22/mile	No Change
Ambulance Transport Fee- Non-Resident			No Change
EMS Response- Additional manpower	\$100	\$100	No Change
ALS Refusal (when 1 ALS procedure performed)	\$300	\$300	No Change
EMS Citizens Assist (more than 3 in 3 months)	\$300	\$300	No Change
Extrication	\$500	\$500	No Change
CPR Class fee	\$40	\$40	No Change
Daily Parking Fee	\$2.50	\$2.50	No Change
<b>Permits:</b>			
Commuter Parking (Monthly)	\$35	\$35	No Change
Building Permit- Single-Family	2% of Project Cost + \$100 base fee	2% of Project Cost + \$100 base fee	No Change
Building Permit- All Other	2.35% of Project Cost + \$100 base fee	2.35% of Project Cost + \$100 base fee	No Change
Permit Extension (3 months)	1/3 initial cost	1/3 initial cost	No Change
Exterior Remodel	\$100	\$100	No Change
Roofing, Siding, Gutters	\$100	\$100	No Change
Fence or Brick Pavers	\$100	\$100	No Change
Windows	\$100	\$100	No Change
Generator	\$115	\$115	No Change
Driveway	\$100	\$100	No Change
HVAC	\$100	\$100	No Change
In-Ground Swimming Pool	1.5% of Project Cost or \$150 minimum	1.5% of Project Cost or \$150 minimum	No Change
Above-Ground Swimming Pool	\$25	\$25	No Change
Demolition- Primary Structure	\$1,500	\$1,500	No Change
Demolition- Accessory Structure	\$1 per sq. ft. or \$200	\$1 per sq. ft. or \$200	No Change
Electrical	\$100 Base Fee + \$9 per Circuit and \$1.75 per Opening	\$100 Base Fee + \$9 per Circuit and \$1.75 per Opening	No Change
Electrical Service Upgrade	Up to 200 Amps: \$75 201 to 399 Amps: \$100 400 to 799 Amps: 150 800 + Amps: \$200	Up to 200 Amps: \$75 201 to 399 Amps: \$100 400 to 799 Amps: 150 800 + Amps: \$200	No Change

# Fee Schedule

	2015 Budget	2016 Proposed	Change
<b>Permits Con't:</b>			
Parkway Opening	\$100	\$100	No Change
Lawn Sprinkling System	\$115	\$115	No Change
Drain Tile	\$115	\$115	No Change
Sign	\$100	\$100	No Change
Temporary Sign/Banner	\$50	\$50	No Change
Electric Sign	\$100 + \$0.05 per sq. ft.	\$100 + \$0.05 per sq. ft.	No Change
Film Production	\$100	\$100	No Change
Newsstand	\$50 manned / \$10 coin	\$50 manned / \$10 coin	No Change
Grading	\$50 + pass through costs	\$50 + pass through costs	No Change
<b>Zoning &amp; Administrative Building Fees:</b>			
ZBA Variation Request	\$450	\$450	No Change
Certificate of Occupancy	\$50	\$50	No Change
Temporary Certificate of Occupancy	\$40	\$40	No Change
Removal of Stop Work Order	\$200	\$200	No Change
Placard Removal: Unfit for Occupancy	\$500	\$500	No Change
Work without Permit	2 x Permit Cost	2 x Permit Cost	No Change
Reinspection Fee	\$75	\$75	No Change
<b>Other:</b>			
Impounded Dogs	\$30 + Cost	\$30 + Cost	No Change
<b>Water &amp; Sewer Fees:</b>			
Water Rate	\$5.73/100 cubic feet*	\$5.90/100 cubic feet	3%
Sewer Rate	\$2.59/100 cubic feet	\$3.55/100 cubic feet	37%
<b>Water &amp; Sewer Connection Fees:</b>			
Single Family- Up to 1 inch service	\$500 water / \$500 sewer	\$500 water / \$500 sewer	No Change
Single Family- Greater than 1 inch service	\$750 water / \$750 sewer	\$750 water / \$750 sewer	No Change
Multi Family- Per Living Unit	\$500 water / \$500 sewer	\$500 water / \$500 sewer	No Change
All Other	\$1,000 water / \$1,000 sewer	\$1,000 water / \$1,000 sewer	No Change
Replace Service Line w/ Same Size	\$50 water / \$50 sewer	\$50 water / \$50 sewer	No Change
Replace Service Line w/ Increase in Size	\$300 water / \$300 sewer	\$300 water / \$300 sewer	No Change

# Budget Process

The Village of River Forest's budget, when adopted by the Village President and Board of Trustees, becomes the official financial plan for the Village's operating departments. Accordingly, preparation of the budget is one of the most important administrative functions performed each year. This budget process summary is designed to provide residents, elected officials and employees with an overview of the budget process. Since the budgetary process involves all operating departments, advisory boards and commissions, and Village Board members, it does not include every aspect of the budget process. However, it can be used as a guide in understanding how the Village creates its annual budget. The budget process ends after the Village Board conducts a series of public meetings to review and approve the proposed budget.

The Village takes a collaborative approach to budget development that begins each winter when the Village Board holds their strategic planning session to develop priorities for the upcoming fiscal year. This information is passed along to Village staff at the Budget Kickoff Meeting and the budget schedule and applicable time deadlines are also relayed. After this meeting, department staff begins preparation of their budget requests.

## Long-Term Financial Planning

The Village is committed to long-term financial planning to ensure a stable and sustainable operation. The Village completes the following long-term planning during the budget process:

- Annual short and long term goal setting by the Village Board
- Development of three year financial projections
- Development of a five-year capital improvement program
- Review of the Village's Capital Equipment Replacement Fund

The Village uses historical trends, knowledge of current events and predictions of future economic indicators when preparing its three-year financial projections. These projections allow the budget team to evaluate the financial direction of the Village, develop a balanced budget and plot a sustainable course for the Village.

## Budget Calendar

### Village Board Goal Setting Session

**November 17, 2014** The Village Board held a Committee-of-the Whole meeting to review their long-term strategic plan and set short-term goals for the Village and to identify priorities. During this planning process the Village Board identified four central themes: Customer Service, Performance, Economic Development and Quality of Life and developed short-term goals relating to these themes.

### Five-Year Capital Improvement Plan

**October through December 2014** Preparation of the Five-Year Capital Improvement Plan (CIP) begins in October when departments evaluate the condition of buildings, infrastructure, vehicles and equipment, identify projects and establish priorities. Outlays greater than \$10,000 are reflected in the CIP and are considered during the annual budget process. The CIP was presented to the Village Board in January 2015.



# Budget Process

## Budget Kickoff Meeting

**December 2, 2014** Village Staff responsible for budget preparation meet with the Village Administrator to discuss the development of the budget for the fiscal year. Village board goals and priorities and anticipated budget constraints are relayed and the budget schedule is distributed.

## Budget Requests Due

**January 20, 2015** The departments' Budget Request packets are submitted to the budget team (Village Administrator, Assistant Village Administrator and the Finance Director). The packet includes their activity counts, goals and accomplishments, performance measures, budget summary, budget detail, current fiscal year projections, personnel change requests and revenue projections.

## Meetings with Budget Team

**January 26 – 29, 2015** Each department meets with the budget team to discuss their Budget Request Submittal. Prior to the meetings, three-year revenue and expenditure projections are prepared for the General and Water and Sewer Funds based on their budget requests and projections. Requested budgets are adjusted based on discussions during these meetings to arrive at the recommended budget amounts.

## Recommended Budget Presented

**March 16, 2015** A preliminary budget document is prepared and the recommended budget is presented to the Village Board. The document includes the preliminary budget message, Village-wide and fund summaries, department information, three-year projections and other information. The recommended budget is made available for public inspection at the Village Hall and on the Village website at this time.

## Adoption of the Budget Ordinance

**April 13, 2015** The adoption of the budget ordinance is a two-step process. The Village Board holds a public hearing as required by State Statute prior to adoption. The hearing is the final opportunity for the public to provide input regarding the budget. Following the public hearing, the budget is passed into law by the adoption of a budget ordinance. The final budget document is bound and made available on the Village's website.

### Budget Monitoring

During the fiscal year, monthly financial reports are prepared that compare the budgeted amounts for each line item to the actual revenues or expenditures. These reports are reviewed by the Village Board, Management and Department staff. Variances from the budgeted amounts are examined. Budget transfers or amendments may be made during the fiscal year if necessary.

### Transfers or Amendments to the Adopted Budget

The Village Board has delegated authority to the Budget Officer to revise the annual budget by transferring between line items in the same department category or same fund without Board approval. The annual budget may be further revised by a vote of two-thirds of the Village Board by deleting, adding to or changing budgeted items. No revision to the budget items shall be made which result in increasing the total budget unless funds are available to effectuate the purpose of the revision.

# Fund Structure, Description of Funds & Basis of Budgeting

The financial transactions of the Village are reported in individual funds. Funds are organized into three categories: governmental, proprietary, and fiduciary funds. Additionally, under GASB Statement No. 34, funds within these categories are considered major or nonmajor. The following major funds are budgeted:

## **Governmental Funds**

- General
- Economic Development
- Capital Equipment Replacement Fund

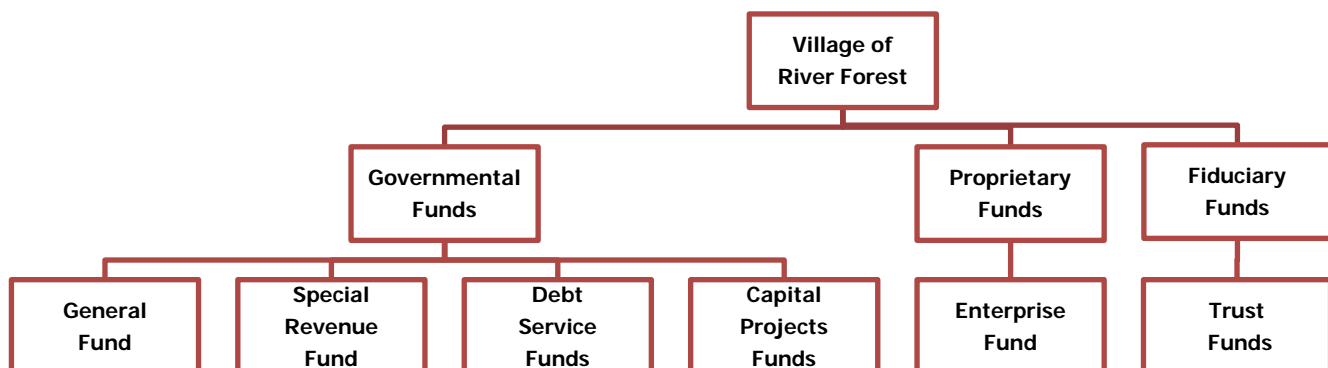
## **Proprietary Fund**

- Water and Sewer Fund

A fund is considered major if it is the primary operating fund of the Village or meets the following criteria:

*Total assets, liabilities, revenues, or expenditures / expenses of an individual governmental or enterprise fund are at least 10% of the corresponding total for all funds of that category or type, and*

*Total assets, liabilities, revenues, or expenditures / expenses of an individual governmental or enterprise fund are at least 5% of the corresponding total for all governmental and enterprise funds combined.*



## **GOVERNMENTAL FUNDS**

The Village maintains the following governmental funds:

### **General Fund**

The **General Fund (01)** accounts for resources traditionally associated with the Village's operations which are not required legally or by sound financial management to be accounted for in another fund including Administration, Police, Fire and Public Works.

# Fund Structure, Description of Funds & Basis of Budgeting

## Special Revenue Fund

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes. The **Motor Fuel Tax Fund (03)** is the Village's only Special Revenue Fund which accounts for the expenditures for street maintenance, improvements and construction authorized by the Illinois Department of Transportation. Financing is provided from the Village's share of State motor fuel taxes. State law requires that these taxes be used to maintain streets.

## Debt Service Fund

Debt Service Funds are used to account for the accumulation of resources and payment of bond principal and interest. The Village maintains one **Debt Service Fund (05)** which is used to account for the accumulation of resources for the payment of the General Obligation Bond Series 2005 and 2008A. The 2005 and 2008A bonds were used to finance library building improvements and street improvements, respectively. Financing is provided by property taxes.

## Capital Projects Funds

Capital Projects Funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds. The **Capital Equipment Replacement Fund (13)** is used to accumulate financial resources for the replacement of vehicles and equipment. The **Capital Improvement Fund (14)** is used to account for improvements to Village streets, commuter parking lots and alleys that are financed by Red Light Camera Revenue, grants and parking fees. The **Economic Development Fund (16)** is used to account for previous commitments entered into by the Village from funds originally received through the previous Tax Increment Financing (TIF) District Fund. Financing was provided by a transfer from the Pledged Taxes Fund that was closed in FY 2011. The **TIF – Madison Street (31) and TIF – North Avenue (32)** Funds were created in FY 2015 and are used to account for expenditures associated with the proposed Tax Increment Financing Districts on Madison Street and North Avenue.

## PROPRIETARY FUNDS

The Village maintains the following proprietary funds:

### Enterprise Fund

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the Village Board is that the cost of providing these services be financed or recovered through user charges. The Village maintains only one enterprise fund. The **Water and Sewer Fund (02)** accounts for the provision of water and sewer services to the residents of the Village of River Forest. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, billing and collection, maintenance and capital improvements.

# Fund Structure, Description of Funds & Basis of Budgeting

## **FIDUCIARY FUNDS**

The Village maintains the following fiduciary funds:

### **Trust Funds**

Trust funds are used to account for assets held by the Village in a trustee capacity. Two Pension Trust Funds are used to account for assets held in a trustee capacity by the Village for pension benefit payments. The **Police Pension Fund (9)** accounts for the accumulation of resources to pay pensions to the participants. The **Firefighters Pension Fund (10)** accounts for the accumulation of resources to be used to pay pensions to the participants. Resources for both funds are contributed by employees at a rate fixed by law and by the Village through an annual property tax levy based on an actuarial analysis.

## **RIVER FOREST PUBLIC LIBRARY**

The River Forest Public Library has a separately elected, seven-member board which annually determines its budget and resulting tax levy. The Village does not possess Board appointment powers. The Village approves the Library's Budget and tax levy in a ministerial capacity only. The Library is not part of the Village's financial reporting entity, however, the Library budget is included in the Village budget document because the Library is in the Village's tax levy ordinance that is submitted to the County. The Budget Summary information does not include the River Forest Public Library.

## **BASIS OF BUDGETING**

Governmental Funds (General, Special Revenue, Debt Service, and Capital Projects Funds) are budgeted and accounted for in accordance with Generally Accepted Accounting Principles (GAAP), on a modified accrual basis. This means revenues are recorded when they are both measurable and available, and expenditures are recorded when they are expected to draw on current spendable resources.

Proprietary and Fiduciary Funds (Enterprise, Pension Trust) are accounted for in accordance with GAAP, on an accrual basis. Revenues and expenses are recorded at the time they are earned or incurred rather than when cash is actually received or spent. In most cases, these funds are budgeted on the same basis with the following exceptions:

- Principal payments on long-term debt are applied to the outstanding liability for accounting purposes, but expended for budget purposes.
- Debt proceeds are accounted for as liabilities, however, are included as revenue in the budget.
- Capital items in the enterprise fund are recorded as capital assets for accounting purposes, but are treated as expense in the budget.

# Financial Policies

The Village Board reviewed its financial policies and formally approved the policies listed below on November 14, 2011. The policies are reviewed from time to time and were last amended on June 18, 2012 to reflect changes to GASB 54. The Village Board approved comprehensive Pension Funding Policies in 2014 for both the Police and Firefighters Pension Fund.

The Village of River Forest's Financial Policies are the basic guidelines for the management of the Village's financial operations and have been developed within the parameters set forth in the Illinois State Statute and River Forest Municipal Code. These policies assist the Village Board and management in preparing the budget and managing the Village's fiscal affairs throughout the year. The policies are to be reviewed during the budget process, and modified as appropriate, to accommodate changing fiscal conditions, environmental challenges and Village Board policy initiatives. In addition to these Financial Policies the Village has separately issued and approved comprehensive policies on Purchasing, Investments, Pension Funding, Grant Administration and Fixed Assets.

## **Financial Planning Policies**

1. The fiscal year of the Village will begin on May 1 of each year and end on April 30<sup>th</sup> of the following year. All accounting and budgeting functions of the Village will occur in conjunction with this fiscal time period.
2. The Budget Officer shall present a balanced budget to the Village Board annually. A balanced budget means that current operating expenditures, excluding major capital expenditures, are funded with current recurring revenues. The use of reserves to cover current operating expenditures should be avoided.
3. The Village will avoid budgetary procedures that balance current expenditures at the expense of meeting future year's expenses, such as postponing expenditures, accruing future year's revenues, or rolling over short term debt.
4. The budget will provide for adequate maintenance of capital plant and equipment and for their orderly replacement.
5. The Budget will provide for adequate funding of all retirement systems, with a uniform reduction of unfunded liabilities, in accordance with either state requirements or an independent actuarial study.
6. Within 30 days of the approval of the annual budget, the Budget Officer shall prepare a budget document that includes the legally adopted budget and other supplementary information. The document shall contain a transmittal letter describing the previous budget period's accomplishments and the Village's organization-wide goals, an estimate of revenues and budgeted expenditures by account, departmental goals and capital improvements.

# Financial Policies

7. The Village will prepare a three-year projection of revenues and expenditures annually. The projection will display the excess or deficiency of revenues over (under) expenditures and the resulting unassigned fund balance. Projections will include estimated operating costs associated with future capital improvements.
8. The Village will integrate performance measurement and productivity indicators within the budget where applicable.
9. The budget will maintain a budgetary control process, assisted by a financial accounting software system.
10. The Village will prepare a monthly financial report comparing actual revenues and expenditures to the approved budgeted amounts. The monthly report will provide a financial analysis that highlights major deviations from the approved budget.

## **Revenue Policies**

1. The Village will maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any single revenue source.
2. The Village shall estimate its annual revenues conservatively, using an objective analytical approach, taking into account all available information.
3. Potential revenue sources will be examined annually.
4. One-time revenues shall not be used to fund ongoing expenditures.
5. The year-to-year increase of actual revenues from the property tax will generally not exceed five percent.
6. The Village will set fees and user charges for the Waterworks and Sewerage Fund at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets.
7. The Village will establish all other user charges and fees at a level that attempts to recover the full cost of providing the service, including an amount for the cost associated with any capital assets used to provide the service.

## **Expenditure Policies**

1. The Village will fund all operating expenditures in a particular fund from operating revenues generated by the fund. In developing the budget, recommendations will be made regarding

# Financial Policies

service level adjustments that may be necessary to meet this objective. Service levels will not be expanded beyond the Village's ability to utilize current revenues to pay for the expansion of services.

2. The Village will continually assess its organization and service provision efforts in order to provide service enhancements or cost reductions by increasing efficiency or effectiveness. The Village shall also constantly strive to provide the same highest quality of services using the most efficient means possible. During each budget process the Village will assess its current organization and service provision strategy and make adjustments if the analysis demonstrates that a particular enhancement would improve operations or reduce cost.
3. The Village will provide sufficient resources to train employees and thereby develop the specialized knowledge and expertise necessary to maintain and improve the quality of Village services.
4. The Village will strive to adopt new technologies and techniques that will improve efficiency and allow the Village to maintain or improve the level of service provided to residents.
5. The Village will attempt to maximize its financial resources by encouraging intergovernmental cooperation. The establishment of intergovernmental service agreements with other units of government may allow the Village to provide residents a higher level of service at a reduced cost. The Village will consider intergovernmental agreements as a means to enhance services or reduce costs.

## **Fund Balance and Reserve Policies**

1. Definitions:

Fund Balance: The difference between assets and liabilities in a Governmental Fund.

Nonspendable Fund Balance: Amounts that cannot be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact.

Restricted Fund Balance: Amounts that can be used only for specified purposes because of Village, State, or Federal Laws, or externally imposed conditions by grantors or creditors.

Committed Fund Balance: Amounts that can be used only for specific purposes determined by formal action by the Village Board. These amounts cannot be used for any other purpose unless the Village Board takes the same action to remove or change the restraint.

Assigned Fund Balance: Amounts the Village intends to use for specific purposes as determined by the Village Board. It is assumed that the creation of a fund automatically assigns fund balance for the purpose of that fund.

# Financial Policies

Unassigned Fund Balance: Amounts not included in other spendable classifications.

2. The Village will spend the most restricted dollars before the less restricted, in the following order:
  - a. Nonspendable (if funds become spendable),
  - b. Restricted,
  - c. Committed,
  - d. Assigned,
  - e. Unassigned.
3. The General Fund unassigned fund balance, plus the amount restricted for working cash, should be maintained at a minimum of 25% of the General Fund total budgeted annual expenditures in the most recently approved annual budget. This reserve is intended to provide financial resources for the Village in the event of an emergency or due to the loss of or reduction in a major revenue source and to provide adequate coverage for variations in cash flows due to the timing of receipts and disbursements.
4. Should the General Fund unassigned fund balance plus the amount restricted for working cash, drop below the required 25%, every effort shall be made to bring the balance back up to the desired level within three years.
5. The Village Board shall determine the disposition of excess fund reserves should the General Fund unassigned fund balance plus the amount restricted for working cash, increase above the required 25%.
6. No minimum committed fund balance has been established for the Capital Equipment and Improvements Fund but the fund will only expend the amount available from the combination of the committed fund balance, revenues or transfers. The Village shall transfer funds annually from the General and Waterworks and Sewerage Funds in an attempt to accumulate the funds necessary to replace vehicles and equipment and make capital improvements provided for in the fund. The maximum fund balance allowed in the Capital Equipment and Improvements Fund is equal to 3% of the equalized assessed value of the taxable real property located in the corporate boundaries of the Village (ILCS 5/8-2-9.5).
7. The Waterworks and Sewerage Fund shall maintain an operating reserve equivalent to three months of operating expenses. This reserve is intended to provide resources for unanticipated expenditures, to cover revenue shortfalls and to compensate for fluctuations in cash flows. A capital reserve shall be maintained in addition to the operating reserve.
8. Special revenue, debt service and pension trust funds do not have a minimum fund balance requirement. Motor Fuel Tax Funds are used to finance street maintenance and improvements and funds available may be expended for that purpose as provided for in the Village's Capital



# Financial Policies

Improvement plan. Reserves in the debt service funds are accumulated to fund future debt service payments. Pension Trust Funds are funded based on actuarial recommendations.

## **Capital Improvement Policies**

1. The Village will make all capital improvements in accordance with an adopted Capital Improvement Plan (CIP).
2. The CIP shall include all capital equipment and improvements with a value of \$10,000 or more.
3. The Village will develop a five-year plan for capital improvements and update it annually. As part of this process, the Village will assess the condition of all major capital assets and infrastructure including, at a minimum, building, streets, alleys, water mains and sewer lines.
4. The Village will enact an annual capital budget based on the five-year Capital Improvement Plan.
5. The Village will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget projections.
6. The Village will use intergovernmental assistance to finance capital improvements in accordance with Village plans and priorities.
7. The Village will maintain all its assets at a level adequate to protect the Village's capital investment and to minimize future maintenance and replacement costs.
8. The Village will project its equipment replacement need for the next five years and update this projection each year. A replacement schedule will be developed from this projection.
9. The Village will project capital asset maintenance and improvement needs for the next five years and will update this projection each year. A maintenance and improvement schedule will be developed from this projection.
10. The Village will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the board for approval.
11. The Village will determine the least costly financing method for each new project.

## **Debt Policies**

1. The Village will confine long-term borrowing to capital improvements or projects which result in a product which will have a life of ten years or more and which cannot be financed from current revenues.

# Financial Policies

2. The Village will confine long-term borrowing to capital improvements or projects which result in a product which will have a life of ten years or more and which cannot be financed from current revenues.
3. When the Village finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
4. The Village will make every attempt to keep the average maturity of general obligation bonds at or below ten years.
5. Where feasible, the Village will use special assessment, revenue or other self-supporting bonds instead of general obligation bonds.
6. The Village will not use long-term debt to fund current operations.
7. The Village will maintain good communications with bond rating agencies about its financial condition. The Village will follow a policy of full disclosure on every financial report and bond prospectus.
8. The Village will make every effort to maintain a relatively level and stable annual debt service for all long-term general obligation bonds.

## **Accounting and Financial Reporting Policies**

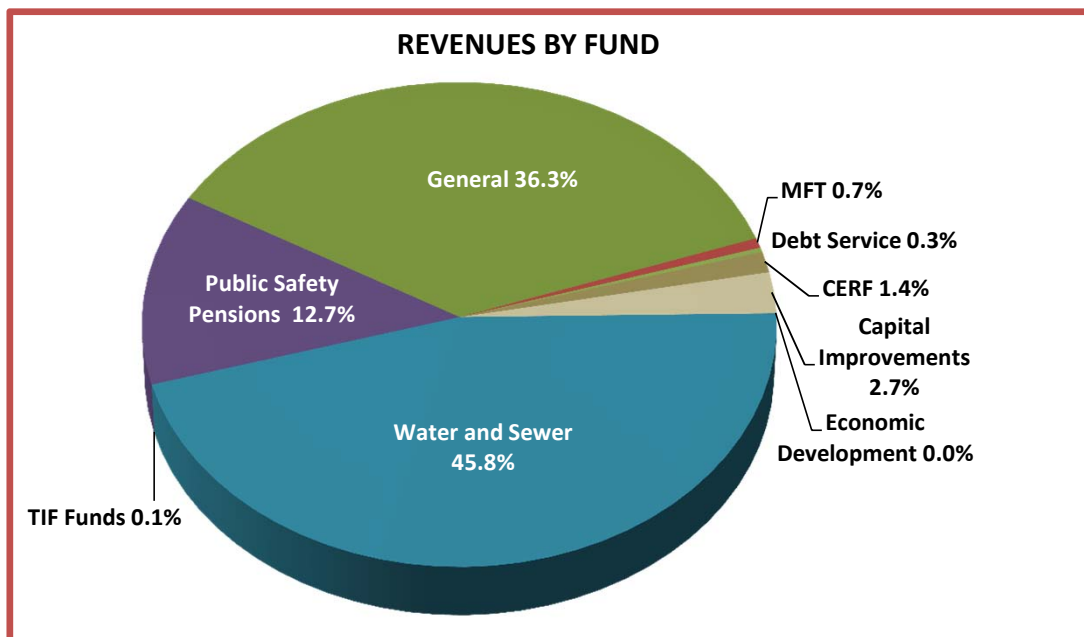
1. The Village will establish and maintain a high standard of accounting practices.
2. Following the conclusion of the fiscal year, the Village will prepare a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP) established by the Governmental Accounting Standards Board (GASB). The CAFR shall also satisfy all criteria for the Government Finance Officers Association's Certificate for Achievement for Excellence in Financial Reporting.
3. Monthly financial reports shall be prepared and submitted to the board. The reports shall include a summary of financial activity.
4. An independent certified public accounting firm will perform an annual audit in accordance with generally accepted auditing standards and will publicly issue a financial opinion.
5. The Village shall request proposals from qualified independent accounting firms to conduct the annual audit every five years using a request for proposal process.

## Budget Summary

This section provides a detailed analysis of revenues and expenses for all funds including summaries by Fund, by source/category and account. A schedule of changes in fund balance and a personnel history are presented as are trends and projections of major revenues and expenditures.

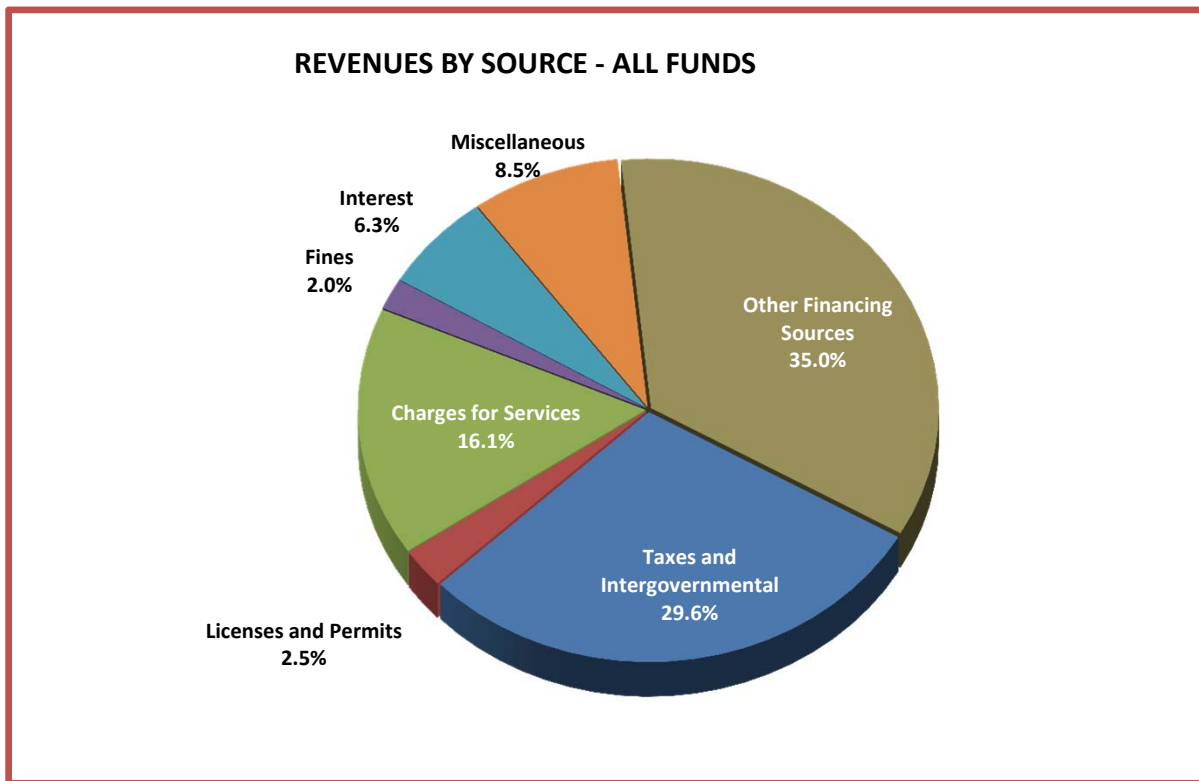
# Revenues by Fund- All Funds

FUND	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
<b>REVENUES AND OTHER FINANCING SOURCES</b>					
General (01)	\$ 14,416,487	\$ 15,198,471	\$ 14,586,146	\$ 14,694,471	\$ 14,909,364
<b>Special Revenue Fund</b>					
Motor Fuel Tax (03)	416,628	327,276	297,321	378,886	267,315
<b>Debt Service Fund</b>					
Debt Service Fund (05)	241,352	234,819	219,940	219,026	125,672
<b>Capital Projects Funds</b>					
Cap Equip Replacement (13)	468,359	1,741,888	671,091	662,862	567,442
Capital Improvements Fund (14)	-	627,196	1,039,714	764,639	1,126,187
Economic Dev (16)	98,434	38,316	27,040	36,850	2,500
TIF-Madison Street (31)	-	-	-	25,000	25,000
TIF-North Avenue (32)	-	-	-	25,000	25,000
	566,793	2,407,400	1,737,845	1,514,351	1,746,129
<b>Enterprise Fund</b>					
Water and Sewer (02)	3,504,632	3,808,778	4,356,214	4,741,369	18,784,239
<b>Trust and Agency Funds</b>					
Police Pension (09)	2,343,256	2,991,591	2,706,196	2,595,832	3,023,981
Fire Pension (10)	1,753,651	2,370,089	2,040,244	1,783,577	2,177,122
	4,096,907	5,361,680	4,746,440	4,379,409	5,201,103
<b>Total Village Revenue</b>	\$ 23,242,799	\$ 27,338,424	\$ 25,943,906	\$ 25,927,512	\$ 41,033,822



## Revenues by Source- All Funds

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET	\$CHNG FY15/16	% CHNG FY15/16
<b>REVENUES BY SOURCE-ALL FUNDS</b>							
Taxes and Intergovernmental	\$ 11,674,509	\$ 12,041,086	\$ 12,053,250	\$ 12,154,994	\$ 12,137,642	84,392	0.70%
Licenses and Permits	913,783	1,053,573	978,558	1,069,647	1,045,270	66,712	6.82%
Charges for Services	4,930,368	5,362,190	5,966,705	5,715,212	6,616,798	650,093	10.90%
Fines	361,125	1,042,346	808,120	966,137	821,505	13,385	1.66%
Interest	2,726,587	3,583,460	2,335,906	2,078,416	2,601,321	265,415	11.36%
Miscellaneous	2,298,339	3,203,912	3,262,326	2,754,065	3,449,844	187,518	5.75%
Other Financing Sources	338,088	1,051,857	539,041	1,189,041	14,361,442	13,822,401	2564.26%
<b>Total Village Revenues</b>	<b>\$ 23,242,799</b>	<b>\$ 27,338,424</b>	<b>\$ 25,943,906</b>	<b>\$ 25,927,512</b>	<b>\$ 41,033,822</b>	<b>\$ 15,089,916</b>	<b>58.16%</b>



**Village of River Forest**  
**Budget Summary by Account-All Funds**  
**Fiscal Year 2016 Budget**

Revenues by Account- All Funds		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET	\$CHNG FY15/16	% CHNG FY15/16
<b>Taxes</b>								
411000	Property Taxes-Prior	\$ 2,922,749	\$ 3,035,284	\$ 3,076,145	\$ 3,043,678	\$ 3,146,223	\$ 70,078	2.28%
411021	Property Taxes-Current	3,120,801	3,207,447	3,236,247	3,234,387	3,163,291	(72,956)	-2.25%
411031	Property Taxes-SSA #9	-	9,557	3,035	2,868	-	(3,035)	
		6,043,550	6,252,288	6,315,427	6,280,933	6,309,514	(5,913)	-0.09%
411150	Personal Prop Replacemt Tax	134,725	143,136	153,379	140,416	140,416	(12,963)	-8.45%
411190	Restaurant Tax	140,993	144,474	146,816	147,127	153,285	6,469	4.41%
411200	State Sales Tax	1,708,082	1,731,032	1,720,392	1,841,498	1,862,913	142,521	8.28%
411205	State Use Tax	177,933	196,829	196,693	206,682	216,737	20,044	10.19%
411210	Non-Home Rule Sales Tax	784,724	819,156	843,843	853,672	862,209	18,366	2.18%
411250	Income Tax	1,006,827	1,088,668	1,080,332	1,069,529	1,106,028	25,696	2.38%
411450	Transfer Tax	88,594	127,103	90,000	84,579	90,000	-	0.00%
411460	Communications Tax	430,716	354,715	405,128	362,775	326,498	(78,630)	-19.41%
411475	Utility Tax-Electric	457,422	458,072	454,839	442,016	455,000	161	0.04%
411480	Utility Tax-Gas	180,999	245,036	197,443	199,040	202,371	4,928	2.50%
411500	E911 Taxes	88,684	86,996	85,753	83,777	81,264	(4,489)	-5.23%
411550	E911 State Wireless Taxes	73,127	68,546	68,084	65,313	65,513	(2,571)	-3.78%
	<b>Total Taxes</b>	<b>11,316,376</b>	<b>11,716,051</b>	<b>11,758,129</b>	<b>11,777,357</b>	<b>11,871,748</b>	<b>113,619</b>	<b>0.97%</b>
<b>Licenses and Permits</b>								
422115	Pet Licenses	2,495	2,770	2,550	2,550	2,550	-	0.00%
422120	Vehicle Licenses	294,214	296,728	305,000	305,150	296,000	(9,000)	-2.95%
422125	Cab Licenses	500	500	500	500	500	-	0.00%
422345	Contractors Licenses	68,450	84,250	65,000	85,000	80,000	15,000	23.08%
422350	Business Licenses	25,625	18,545	15,800	16,720	16,720	920	5.82%
422355	Tent Licenses	240	300	300	400	300	-	0.00%
422360	Building Permits	289,758	328,012	327,500	342,875	345,000	17,500	5.34%
422361	Plumbing Permits	29,605	32,615	35,000	32,941	35,000	-	0.00%
422362	Electric Permits	24,773	44,794	30,000	41,500	35,000	5,000	16.67%
422364	Reinspection Fees	2,250	4,125	2,000	4,500	2,000	-	0.00%
422365	Bonfire Permits	30	30	60	50	30	(30)	-50.00%
422368	Solicitors Permit	300	425	400	750	400	-	0.00%
422370	Film Crew Licenses	1,050	3,600	1,200	5,150	2,000	800	66.67%
422520	Liquor Licenses	23,749	23,791	18,000	25,791	24,000	6,000	33.33%
422570	Cable TV Franchise Fees	150,744	213,088	175,248	205,770	205,770	30,522	17.42%
	<b>Total Licenses and Permits</b>	<b>913,783</b>	<b>1,053,573</b>	<b>978,558</b>	<b>1,069,647</b>	<b>1,045,270</b>	<b>66,712</b>	<b>6.82%</b>
<b>Charges for Services</b>								
433065	Police Reports	2,110	2,565	2,000	2,000	2,100	100	5.00%
433070	Fire Reports	-	401	200	375	400	200	
433100	Water Sales	2,524,965	2,715,223	2,943,577	2,723,383	3,055,268	111,691	3.79%
433150	Sewer Charges	896,905	1,004,183	1,376,113	1,368,294	1,887,503	511,390	37.16%
433160	Penalties on Water/Sewer	32,027	29,230	26,824	27,292	32,968	6,144	22.90%
433180	Refuse Fees	853,230	871,389	902,404	888,817	947,535	45,131	5.00%
433185	Penalties on Refuse	11,689	10,129	10,481	10,317	10,523	42	0.40%
433200	Metra Parking Fees	35,220	36,780	36,885	43,359	43,359	6,474	17.55%
433220	Parking Lot Fees	84,887	88,453	84,500	88,761	88,761	4,261	5.04%
433225	Administrative Towing Fees	133,000	150,000	132,000	136,000	135,000	3,000	2.27%
433230	Animal Release Fees	855	200	500	300	500	-	0.00%
433515	NSF Fees	350	225	200	300	400	200	100.00%
433530	50/50 Sidewalk/Apron Program	9,197	4,223	10,000	10,431	10,000	-	0.00%
433536	Elevator Inspections	4,900	4,150	5,000	4,150	5,000	-	0.00%
433537	Reinspection Fees	350	1,450	400	1,000	400	-	0.00%
433550	Ambulance Charges	253,742	318,559	340,000	300,000	325,000	(15,000)	-4.41%
433554	CPR Fees	1,680	2,571	2,000	1,200	1,500	(500)	-25.00%

**Village of River Forest**  
**Budget Summary by Account-All Funds**  
**Fiscal Year 2016 Budget**

Revenues by Account- All Funds		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET	\$CHNG FY15/16	% CHNG FY15/16
433557	Car Fire and Extrication Fees	-	-	1,000	500	1,000	-	0.00%
433560	State Hwy Maintenance	51,748	53,130	54,266	54,130	54,266	-	0.00%
434020	WSCDC Janitorial Services	5,010	5,160	5,315	5,160	5,315	-	0.00%
434025	Reimbursements from Villages	13,178	6,569	23,040	24,443	-	(23,040)	-100.00%
434030	Workers Comp Insurance	15,325	57,600	10,000	25,000	10,000	-	0.00%
Total Charges for Services		4,930,368	5,362,190	5,966,705	5,715,212	6,616,798	650,093	10.90%
<b>Fines</b>								
444230	Police Tickets	195,969	182,689	175,000	156,447	175,000	-	0.00%
444235	Prior Years Police Tickets	105	325	-	-	-	-	#DIV/0!
444240	Red Light Camera Revenue	70,093	667,015	533,620	685,620	539,505	5,885	
444300	Local Ordinance Tickets	10,619	16,256	9,000	4,978	5,000	(4,000)	-44.44%
444430	Court Fines	60,332	64,737	55,000	66,942	65,000	10,000	18.18%
444435	DUI Fines	866	20,747	5,000	7,000	5,000	-	0.00%
444436	Drug Forfeiture Revenue	600	31,953	6,000	15,000	5,000	(1,000)	-16.67%
444437	Truck Overweight	16,493	16,471	15,000	11,800	15,000	-	0.00%
444439	Article 36 Seizures	5,548	39,203	8,000	15,000	10,000	2,000	25.00%
444440	Building Construction Citations	500	2,950	1,500	3,350	2,000	500	33.33%
Total Fines		361,125	1,042,346	808,120	966,137	821,505	13,385	1.66%
<b>Interest</b>								
455100	Interest Earned	775,938	922,534	729,060	782,834	779,325	50,265	6.89%
455200	Net Change in Fair Value	1,950,649	2,660,926	1,606,846	1,295,582	1,821,996	215,150	13.39%
Total Interest		2,726,587	3,583,460	2,335,906	2,078,416	2,601,321	265,415	11.36%
<b>Miscellaneous</b>								
411100	Employer Contribution	1,000,615	1,396,402	1,967,697	1,912,376	2,192,972	225,275	11.45%
466408	Cash Over/Short	13	7	-	-	-	-	
466410	Miscellaneous	121,677	149,709	24,500	146,617	40,000	15,500	63.27%
466411	Miscellaneous Public Safety	11,479	5,955	10,000	1,730	3,000	(7,000)	-70.00%
466412	Reimb-Crossing Guards	42,341	51,230	45,000	45,000	45,000	-	0.00%
466415	Reimb of Expenses	(3,074)	9,766	3,000	2,241	3,000	-	0.00%
466417	IRMA Reimbursements	48,328	161,950	45,000	41,601	45,000	-	0.00%
466510	T Mobile Lease	35,240	36,297	37,377	37,377	37,750	373	1.00%
466520	Badge Grant	26,032	-	-	-	-	-	
466521	Law Enforcement Training Reimb	774	4,567	2,100	2,547	2,100	-	0.00%
466524	Isearch Grant	8,078	7,750	7,750	7,750	7,750	-	0.00%
466525	Bullet Proof Vest Reimb	2,448	367	3,009	2,000	3,009	-	0.00%
466526	Citizens Corp Council Grant	1,843	-	4,000	3,500	-	(4,000)	
466527	IDOC Grant	15,988	-	-	-	131,482	131,482	
466528	IDOT Safety Grant	11,674	11,900	9,277	9,019	9,278	1	0.01%
466532	IEPA IGIG Alley Grant	-	-	484,169	51,298	432,872	(51,297)	-10.59%
466533	Medical Reserve Corp Grant	8,276	3,815	-	3,500	-	-	
466580	Sales of Meters	4,296	6,308	3,000	8,000	4,000	1,000	33.33%
466615	Harlem Avenue Viaduct Grant	81,774	34,863	5,000	12,482	8,000	3,000	60.00%
466620	State Fire Marshall Training	5,808	2,705	3,500	3,500	3,500	-	
466621	Assist to Firefighters Grant	-	608,000	94,050	-	-	(94,050)	-100.00%
467350	Employee Contribution	427,960	434,605	491,897	436,527	459,131	(32,766)	-6.66%
467355	Donations/Other	30	-	-	-	-	-	
467382	Cummings Memorial Contribs	36,286	-	-	-	-	-	
477090	State Grants and Reimbs	92,099	49,223	26,598	101,054	-	(26,598)	
477100	State Allotment	266,034	275,812	268,523	276,583	265,894	(2,629)	-0.98%
468001	IRMA Excess Surplus	366,323	270,166	-	-	-	-	
488000	Sale of Property	44,130	7,550	22,000	27,000	22,000	-	0.00%

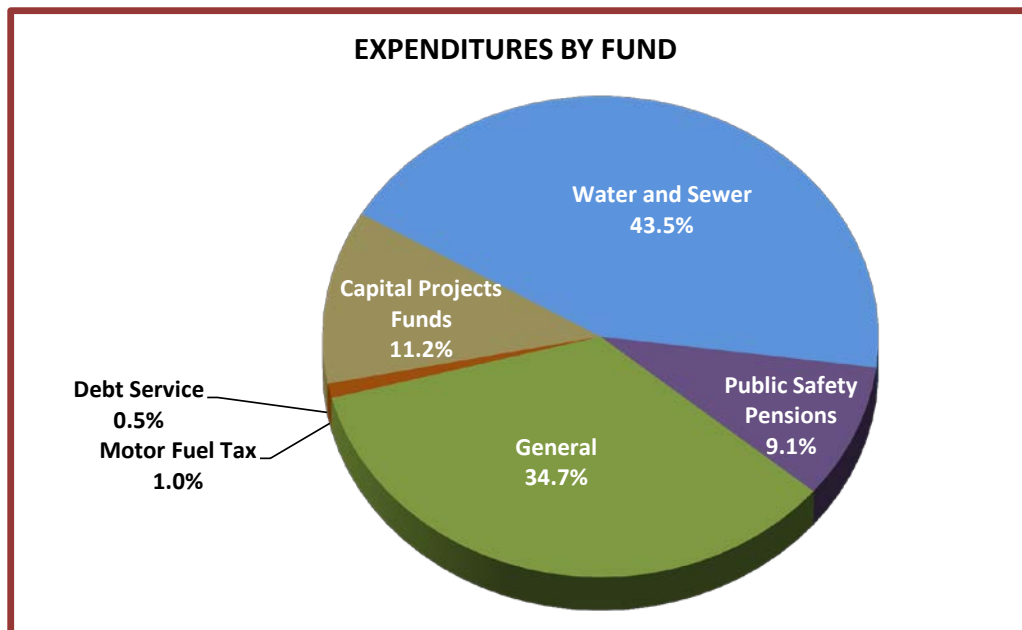
Village of River Forest  
Budget Summary by Account-All Funds  
Fiscal Year 2016 Budget

Revenues by Account- All Funds		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET	\$CHNG FY15/16	% CHNG FY15/16
Total Miscellaneous		2,656,472	3,528,947	3,557,447	3,131,702	3,715,738	158,291	4.45%
<b>Other Financing Sources</b>								
477001	Transfer From General	338,088	1,051,857	465,423	515,423	511,547	46,124	9.91%
477002	Transfer From Water and Sewer	-	-	73,618	73,618	60,895	(12,723)	-17.28%
498001	Proceeds-Bank Loan	-	-	-	600,000	-	-	
498002	Proceeds-IEPA Loan	-	-	-	-	13,789,000	13,789,000	
Total Other Financing Sources		338,088	1,051,857	539,041	1,189,041	14,361,442	13,822,401	2564.26%
<b>Total Revenues</b>		<b>\$ 23,242,799</b>	<b>\$ 27,338,424</b>	<b>\$ 25,943,906</b>	<b>\$ 25,927,512</b>	<b>\$ 41,033,822</b>	<b>\$ 15,089,916</b>	<b>58.16%</b>



# Expenditures by Fund- All Funds

FUND	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
<b>EXPENDITURES AND OTHER FINANCING USES</b>					
General (01)	\$ 13,036,513	\$ 14,476,803	\$ 14,686,536	\$ 14,445,563	\$ 14,906,724
<b>Special Revenue Fund</b>					
Motor Fuel Tax (03)	513,744	257,991	347,850	212,265	418,250
<b>Debt Service Fund</b>					
Debt Service Fund (05)	221,775	221,323	220,338	219,838	218,278
<b>Capital Project Funds</b>					
Capital Equip Replacement (13)	235,593	924,378	652,475	561,291	1,286,573
Capital Improvements Fund (14)	-	-	1,273,410	761,000	1,291,537
Economic Development (16)	94,272	81,956	2,260,100	107,000	2,154,500
TIF-Madison Street (31)	-	-	-	25,000	25,000
TIF-North Avenue (32)	-	-	-	25,000	25,000
	329,865	1,006,334	4,185,985	1,479,291	4,782,610
<b>Enterprise Fund</b>					
Water and Sewer (02)	3,066,670	3,270,761	5,404,281	5,392,073	18,658,536
<b>Trust and Agency Funds</b>					
Police Pension (09)	1,771,325	1,966,632	2,066,489	2,057,878	2,245,029
Fire Pension (10)	1,245,505	1,313,757	1,482,577	1,489,507	1,638,329
	3,016,830	3,280,389	3,549,066	3,547,385	3,883,358
<b>Total Village Expenditures</b>	\$ 20,185,397	\$ 22,513,601	\$ 28,394,056	\$ 25,296,415	\$ 42,867,756



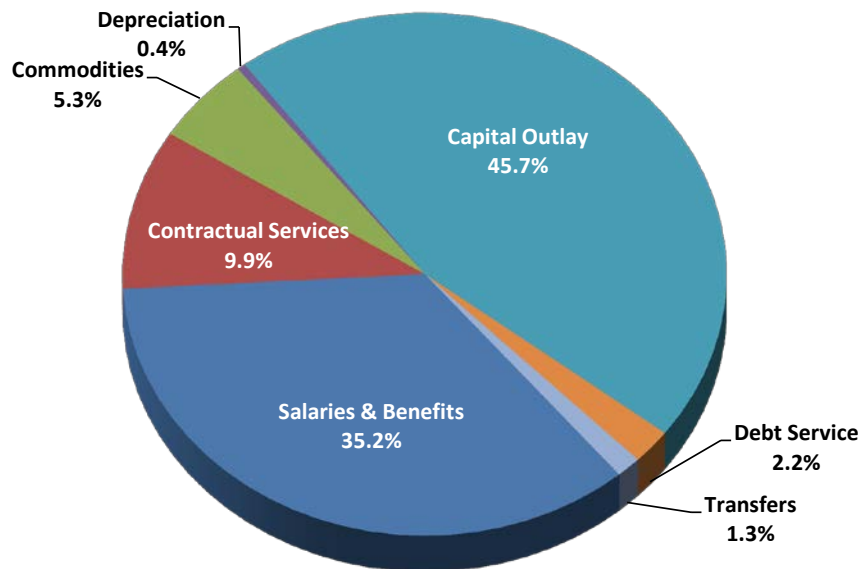
## Expenditures by Category- All Funds

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	\$CHNG	% CHNG
	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET	FY15/16	FY15/16

### EXPENDITURES BY CATEGORY-ALL FUNDS

Personal Services	\$ 6,600,087	\$ 6,884,368	\$ 7,241,794	\$ 7,067,929	\$ 7,333,152	\$ 91,358	1.26%
Employee Benefits	5,966,633	6,664,718	7,140,374	7,089,776	7,762,899	622,525	8.72%
Salaries & Benefits	12,566,720	13,549,086	14,382,168	14,157,705	15,096,051	713,883	4.96%
Contractual Services	4,078,391	4,055,735	4,365,582	4,307,281	4,257,881	\$ (107,701)	-2.47%
Commodities	1,761,896	1,889,264	2,150,416	1,983,211	2,288,818	\$ 138,402	6.44%
Depreciation	180,525	171,097	191,520	185,000	191,520	\$ -	0.00%
Capital Outlay	1,000,042	1,541,752	6,365,736	3,657,799	19,533,760	13,168,024	206.86%
Debt Service	259,735	254,810	399,593	416,378	927,284	527,691	132.06%
Transfers	338,088	1,051,857	539,041	589,041	572,442	33,401	6.20%
<b>Total Village Expenditures</b>	<b>\$ 20,185,397</b>	<b>\$ 22,513,601</b>	<b>\$ 28,394,056</b>	<b>\$ 25,296,415</b>	<b>\$ 42,867,756</b>	<b>\$ 14,473,700</b>	<b>50.97%</b>

### EXPENDITURES BY CATEGORY - ALL FUNDS



**Village of River Forest**  
**Budget Summary by Account-All Funds**  
**Fiscal Year 2016 Budget**

<b>Expenditures by Account- All Funds</b>	<b>FY 2013 ACTUAL</b>	<b>FY 2014 ACTUAL</b>	<b>FY 2015 BUDGET</b>	<b>FY 2015 PROJECTED</b>	<b>FY 2016 BUDGET</b>	<b>\$CHNG FY15/16</b>	<b>% CHNG FY15/16</b>
<b>Personal Services</b>							
510100 Salaries-Sworn	\$ 4,222,337	\$ 4,280,802	\$ 4,522,838	\$ 4,280,764	\$ 4,475,481	\$ (47,357)	-1.05%
510200 Salaries-Regular	1,586,293	1,627,810	1,767,049	1,743,172	1,884,607	117,558	6.65%
510550 Crossing Guards	5,176	-	-	-	-	-	
511500 Specialist Pay	148,195	156,591	157,549	151,498	165,848	8,299	5.27%
511600 Holiday Pay	168,657	172,255	189,695	181,683	192,136	2,441	1.29%
511700 Overtime Pay	315,624	461,751	360,300	432,544	367,900	7,600	2.11%
511725 Badge Overtime	15,146	18,193	-	-	-	-	#DIV/0!
511727 STEP Overtime	8,036	11,899	9,278	9,200	9,278	-	0.00%
511750 Compensated Absences-Ret	-	-	96,541	133,856	46,300	(50,241)	-52.04%
511800 Educational Incentives	48,950	49,100	50,600	49,000	49,300	(1,300)	-2.57%
511950 Insurance Refusal Reimb	11,075	7,750	6,000	6,300	4,500	(1,500)	-25.00%
513000 Salaries-Part-Time	70,598	98,216	81,944	79,912	137,802	55,858	68.17%
Total Personal Services	6,600,087	6,884,367	7,241,794	7,067,929	7,333,152	91,358	1.26%
<b>Employee Benefits</b>							
520100 ICMA Retirement Contribution	12,153	12,399	7,869	7,788	7,947	78	0.99%
520320 FICA	105,323	110,212	116,571	115,625	127,690	11,119	9.54%
520325 Medicare	84,509	88,291	96,626	94,950	103,438	6,812	7.05%
520330 IMRF	615,711	216,543	253,117	248,799	251,118	(1,999)	-0.79%
520331 IMRF-Net Pension Obligation	23,830	15,973	-	-	-	-	
520350 Employee Assistance Program	-	1,735	1,500	1,750	1,750	250	16.67%
520375 Fringe Benefits	16,360	19,075	19,800	20,685	21,100	1,300	6.57%
520400 Health Insurance	1,023,300	972,909	1,087,171	1,057,549	1,090,459	3,288	0.30%
520420 Health Insurance - Retirees	173,939	136,909	141,909	150,171	128,882	(13,027)	-9.18%
520421 OPEB-Other Post Emp Benefits	517	(9,791)	-	-	-	-	
520425 Life Insurance	4,112	4,727	3,962	4,368	3,936	(26)	-0.66%
520430 HDHP	14,833	620,619	96,924	124,784	158,303	61,379	63.33%
520500 Wellness Program	805	755	1,500	1,250	1,250	(250)	-16.67%
526100 Public Safety Pensions	2,890,626	3,072,771	3,345,728	3,349,681	3,674,054	328,326	9.81%
526150 Public Safety Pension Refunds	-	5,188	-	-	-	-	
530009 Police Pension Contribution	504,437	736,048	1,079,777	1,093,200	1,204,822	125,045	11.58%
530010 Fire Pension Contribution	496,178	660,354	887,920	819,176	988,150	100,230	11.29%
Total Employee Benefits	5,966,633	6,664,717	7,140,374	7,089,776	7,762,899	622,525	8.72%
<b>Contractual Services</b>							
530100 Electricity	35,470	31,340	33,600	29,500	33,600	-	0.00%
530200 Communications	34,456	40,808	46,317	46,492	50,558	4,241	9.16%
530300 Auditing Services	36,335	33,685	37,653	39,691	35,477	(2,176)	-5.78%
530350 Actuarial Services	9,200	8,500	23,250	13,395	15,500	(7,750)	-33.33%
530360 Payroll Services	14,815	27,135	35,115	29,780	30,710	(4,405)	-12.54%
530370 Professional Services	52,349	5,616	10,570	6,192	10,500	(70)	-0.66%
530380 Consulting Services	365,526	275,960	331,600	262,430	348,500	16,900	5.10%
530385 Administrative Adjudication	18,465	23,965	29,220	29,220	29,220	-	0.00%
530390 Engineering Fees	-	-	10,000	-	55,000	45,000	450.00%
530400 Secretarial Services	3,480	8,513	9,750	9,720	7,500	(2,250)	-23.08%
530410 IT Support	193,276	116,805	168,193	154,995	190,432	22,239	13.22%
530420 Legal Services	27,863	39,840	90,000	73,000	80,000	(10,000)	-11.11%
530425 Village Attorney	99,129	109,258	80,000	141,485	90,000	10,000	12.50%
530426 Village Prosecutor	12,014	12,000	12,000	12,000	12,000	-	0.00%
530429 Vehicle Sticker Program	14,544	15,522	17,715	17,025	16,905	(810)	-4.57%
530430 Animal Control	2,400	375	3,700	-	-	(3,700)	-100.00%
531100 Health Inspection Services	4,575	1,500	12,000	7,200	14,400	2,400	20.00%
531250 Unemployment Claims	-	-	5,000	3,120	5,000	-	0.00%
531300 Inspections	31,362	49,349	55,480	58,340	59,450	3,970	7.16%
531305 Plan Review	8,168	5,810	20,000	24,215	20,000	-	0.00%

**Village of River Forest**  
**Budget Summary by Account-All Funds**  
**Fiscal Year 2016 Budget**

<b>Expenditures by Account- All Funds</b>	<b>FY 2013 ACTUAL</b>	<b>FY 2014 ACTUAL</b>	<b>FY 2015 BUDGET</b>	<b>FY 2015 PROJECTED</b>	<b>FY 2016 BUDGET</b>	<b>\$CHNG FY15/16</b>	<b>% CHNG FY15/16</b>
531310 JULIE Participation	1,775	1,893	2,025	2,025	2,025	-	0.00%
532100 Bank Fees	17,607	19,139	24,312	27,929	29,833	5,521	22.71%
532200 Liability Insurance	450,402	347,727	317,113	336,333	392,002	74,889	23.62%
532250 IRMA Deductible	29,072	28,530	27,718	19,260	27,719	1	0.00%
533050 Water System Maintenance	97,510	236,749	145,000	124,500	125,500	(19,500)	-13.45%
533055 Hydrant Maintenance	220	8,111	28,000	10,000	28,000	-	0.00%
533100 Maintenance of Equipment	16,967	15,074	26,030	22,100	25,850	(180)	-0.69%
533200 Maintenance of Vehicles	123,050	95,362	106,263	117,883	99,000	(7,263)	-6.83%
533300 Maint of Office Equipment	15,203	17,589	13,270	11,110	13,170	(100)	-0.75%
533400 Maint of Traffic/Street Lights	44,018	46,530	30,380	30,000	35,380	5,000	16.46%
533550 Maintenance of Trees	51,249	41,027	186,979	236,000	78,000	(108,979)	-58.28%
533600 Maintenance of Buildings	124,512	79,426	65,750	70,700	77,750	12,000	18.25%
533610 Maintenance of Sidewalks	44,509	52,258	55,000	53,350	55,000	-	0.00%
533620 Maintenance of Streets	147,484	189,386	245,000	155,000	215,000	(30,000)	-12.24%
533630 Overhead Sewer Program	34,180	69,307	59,000	138,000	59,000	-	0.00%
533640 Sewer/Catch Basin Reparis	13,250	10,093	35,000	70,000	45,000	10,000	28.57%
534100 Training	33,003	27,260	53,870	44,745	50,920	(2,950)	-5.48%
534150 Tuition Reimbursements	1,650	10,750	5,000	5,000	-	(5,000)	-100.00%
534200 Community Support Services	77,403	102,714	103,357	103,157	104,607	1,250	1.21%
534225 Badge Grant Programs	10,132	5,996	-	-	-	-	-
534250 Travel & Meetings	18,073	16,317	29,340	21,074	30,820	1,480	5.04%
534275 WSCDC Contribution	589,815	516,702	556,166	553,616	406,432	(149,734)	-26.92%
534277 Citizens Corp Council	6,012	5,163	5,500	5,000	5,500	-	0.00%
534290 License Fees	-	16,100	-	-	-	-	#DIV/0!
534300 Dues & Subscriptions	42,222	34,810	46,070	40,590	36,755	(9,315)	-20.22%
534350 Printing	13,337	18,977	15,384	15,104	14,184	(1,200)	-7.80%
534400 Medical & Screening	21,497	23,518	28,375	27,165	33,045	4,670	16.46%
534450 Testing	13,352	13,917	17,500	17,605	10,000	(7,500)	-42.86%
534480 Water Testing	3,588	3,582	3,610	3,610	7,610	4,000	110.80%
535300 Advertising/Legal Notices	2,722	4,900	10,730	9,310	6,980	(3,750)	-34.95%
535350 Dumping Fees	85,217	24,036	25,500	32,000	31,000	5,500	21.57%
535400 Damage Claims	64,678	167,883	42,500	47,500	42,500	-	0.00%
535450 Street Light Electricity	42,881	42,627	43,200	43,200	43,200	-	0.00%
535500 Collection & Disposal	871,201	879,379	902,414	902,414	947,535	45,121	5.00%
535510 Leaf Disposal	-	67,643	74,438	49,000	68,437	(6,001)	-8.06%
535600 Employee Recognition	7,173	9,281	4,625	5,200	5,375	750	16.22%
<b>Total Contractual Services</b>	<b>4,078,391</b>	<b>4,055,737</b>	<b>4,365,582</b>	<b>4,307,280</b>	<b>4,257,881</b>	<b>(107,701)</b>	<b>-2.47%</b>
<b>Commodities</b>							
540100 Office Supplies	41,330	30,519	37,336	29,786	35,035	(2,301)	-6.16%
540150 Office Equipment	16,814	3,255	5,150	3,200	5,150	-	0.00%
540200 Gas & Oil	130,476	132,529	148,900	111,389	125,122	(23,778)	-15.97%
540300 Uniforms Sworn Personnel	39,648	34,251	48,900	48,900	45,500	(3,400)	-6.95%
540310 Uniforms Other Personnel	6,872	6,692	7,850	7,550	7,850	-	0.00%
540400 Prisoner Care	1,847	1,860	2,608	2,600	2,608	-	0.00%
540500 Vehicle Parts	10,755	10,327	19,200	15,000	17,000	(2,200)	-11.46%
540600 Operating Supplies/Equipment	131,410	136,963	100,988	128,793	132,738	31,750	31.44%
540601 Radios	6,368	10,294	12,095	6,435	12,095	-	0.00%
540602 Firearms and Range Supplies	14,545	12,238	15,440	15,440	15,440	-	0.00%
540603 Evidence Supplies	3,971	4,029	6,100	6,100	6,100	-	0.00%
540605 DUI Expenditures	866	3,800	3,800	2,000	3,800	-	0.00%
540610 Drug Forfeiture Expenditures	2,100	5,820	6,000	2,500	6,000	-	0.00%
540615 Article 36 Seizures	5,548	5,837	8,000	8,000	8,000	-	0.00%
540800 Trees	13,354	24,411	23,500	23,000	47,000	23,500	100.00%
541300 Postage	21,471	21,548	20,550	20,400	19,200	(1,350)	-6.57%
542100 Snow & Ice Control	60,677	59,640	73,500	73,500	83,500	10,000	13.61%
542200 Water From Chicgo	1,235,716	1,363,320	1,600,000	1,452,090	1,687,480	87,480	5.47%

**Village of River Forest**  
**Budget Summary by Account-All Funds**  
**Fiscal Year 2016 Budget**

<b>Expenditures by Account- All Funds</b>		<b>FY 2013 ACTUAL</b>	<b>FY 2014 ACTUAL</b>	<b>FY 2015 BUDGET</b>	<b>FY 2015 PROJECTED</b>	<b>FY 2016 BUDGET</b>	<b>\$CHNG FY15/16</b>	<b>% CHNG FY15/16</b>
543100	Miscellaneous Exp	18,128	21,931	10,500	26,529	29,200	18,700	178.10%
	Total Commodities	1,761,896	1,889,264	2,150,417	1,983,212	2,288,818	138,401	6.44%
<b>Depreciation</b>								
550010	Depreciation	180,525	171,097	191,520	185,000	191,520	-	0.00%
	Total Depreciation	180,525	171,097	191,520	185,000	191,520	-	0.00%
<b>Capital Outlay</b>								
550500	Building Improvements	20,889	495	325,940	60,000	354,560	28,620	8.78%
551150	Sewer System Improvements	86,803	69,372	1,155,000	1,417,318	13,964,000	12,809,000	1109.00%
551205	Streetscape Improvements	-	97,049	196,000	196,000	796,637	600,637	306.45%
551210	Parking Lot Improvements	-	-	100,000	-	100,000	-	
551250	Alley Improvements	14,767	34,025	774,610	550,000	180,000	(594,610)	-76.76%
551300	Water System Improvements	15,435	2,400	632,000	510,000	375,000	(257,000)	-40.66%
551400	Meter Replacement Program	23,916	24,348	21,000	21,000	24,000	3,000	14.29%
554300	Other Improvements	-	43,795	2,185,600	85,000	2,105,000	(80,600)	-3.69%
558700	Police Vehicles	75,208	79,207	114,590	114,590	111,818	(2,772)	-2.42%
558720	Police Equipment	-	-	79,995	79,995	153,145	73,150	
558800	Fire Vehicles	-	720,756	186,000	186,000	574,000	388,000	208.60%
558850	Fire Equipment	8,804	55,384	159,200	135,000	49,200	(110,000)	-69.10%
558910	Public Works Vehicles	129,662	23,127	38,000	45,656	187,000	149,000	392.11%
558925	Public Works Equipment	21,907	29,805	-	-	86,200	86,200	
559100	Street Improvements	602,651	361,989	397,800	257,240	473,200	75,400	18.95%
	Total Capital Outlay	1,000,042	1,541,752	6,365,735	3,657,799	19,533,760	13,168,025	206.86%
<b>Debt Service</b>								
560020	2005 GO Bond Principal (Library)	40,000	45,000	45,000	45,000	45,000	-	0.00%
560021	2005 GO Bond Interest (Library)	11,353	9,753	7,885	7,885	6,018	(1,867)	-23.68%
560060	2008A GO Bond Principal (SIP)	150,000	150,000	155,000	155,000	160,000	5,000	3.23%
560061	2008A GO Bond Interest (SIP)	19,577	15,452	10,953	10,953	5,760	(5,193)	-47.41%
560070	2008B Alt Rev Principal (WS)	-	-	150,000	150,000	155,000	5,000	3.33%
560071	2008B Alt Rev Interest (WS)	38,805	34,605	30,755	30,755	25,230	(5,525)	-17.96%
560102	Community Bk Loan Principal(WS)	-	-	-	13,118	54,506	54,506	
56103	Community Bk Loan Interest (WS)	-	-	-	3,667	12,632	12,632	
56104	IEPA Loan Principal (WS)	-	-	-	-	298,404	298,404	
56105	IEPA Loan Interest (WS)	-	-	-	-	164,734	164,734	
	Total Debt Service	259,735	254,810	399,593	416,378	927,284	527,691	132.06%
<b>Transfers</b>								
575013	Transfer to CERF	338,088	424,721	539,041	539,041	522,442	(16,599)	-3.08%
575014	Transfer to Capital Improvements	-	627,136	-	-	-	-	
575031	Transfer to TIF-Madison Street	-	-	-	25,000	25,000	25,000	
575032	Transfer to TIF-North Avenue	-	-	-	25,000	25,000	25,000	
	Total Transfers	338,088	1,051,857	539,041	589,041	572,442	33,401	6.20%
	Total Expenditures	\$20,185,397	\$22,513,601	\$28,394,056	\$25,296,415	\$42,867,756	\$14,473,700	50.97%

# Estimated Changes in Fund Balance

	GENERAL	MOTOR FUEL TAX	DEBT SERVICE	CAPITAL EQUIPMT REPLACMT	CAPITAL IMPRVMTS	ECONOMIC DEVELOPMT	TIF- MADISON STREET	TIF-NORTH AVENUE	WATER AND SEWER	POLICE PENSION	FIRE PENSION
Budgeted Revenues	\$ 14,909,364	\$ 267,315	\$ 125,672	\$ 567,442	\$ 1,126,187	\$ 2,500	\$ 25,000	\$ 25,000	\$ 18,784,239	\$ 3,023,981	\$ 2,177,122
Budgeted Expenditures											
Excluding Depreciation	14,906,724	418,250	218,278	1,286,573	1,291,537	2,154,500	25,000	25,000	18,467,016	2,245,029	1,638,329
Excess of Rev over Exp											
Excluding Depreciation	2,640	(150,935)	(92,606)	(719,131)	(165,350)	(2,152,000)	-	-	317,223	778,952	538,793
Estimated Fund Balance/Net Assets-Unassgnd/Unstrctd April 30, 2015	6,373,953	821,377	148,679	3,450,601	630,835	2,361,765	-	-	683,682	21,160,481	15,348,486
Estimated Fund Balance/Net Assets-Unassgnd/Unstrctd April 30, 2016	6,376,593	670,442	56,073	2,731,470	465,485	209,765	-	-	1,000,905	21,939,433	15,887,279

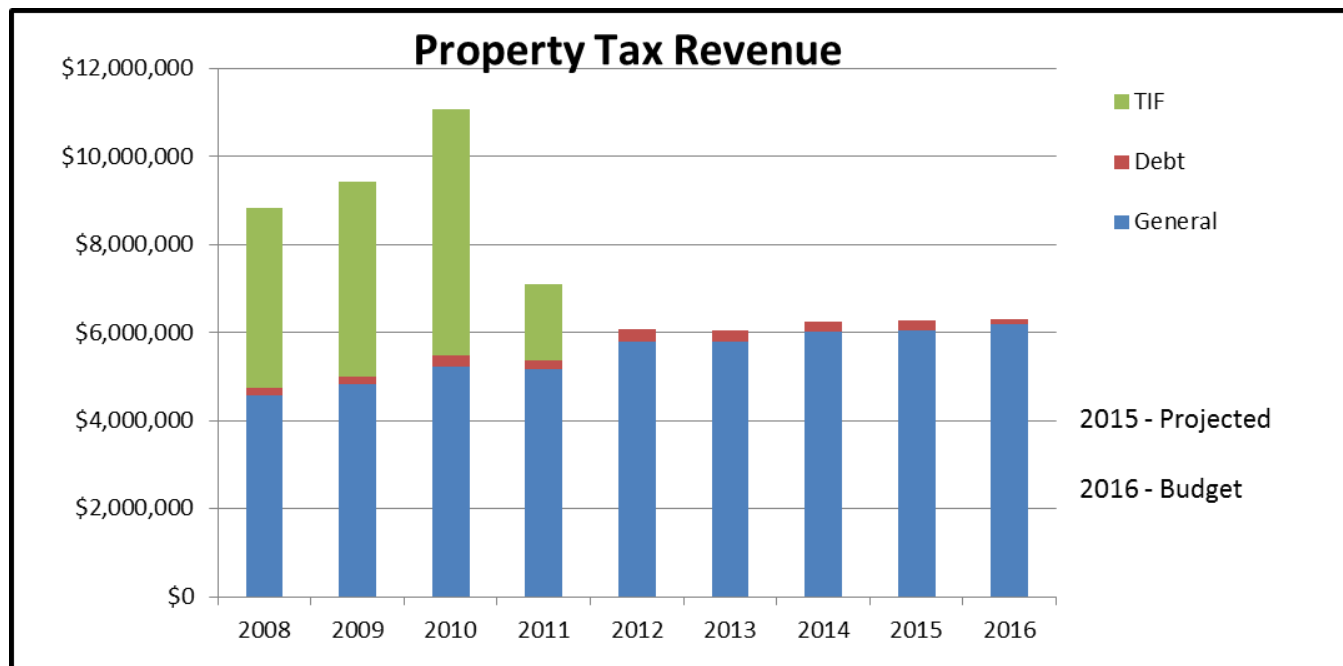
1. The General Fund unassigned fund balance, plus the amount restricted for working cash, should be maintained at a minimum of 25% of the General Fund total budgeted annual expenditures in the most recently approved annual budget. This General Fund reserve is expected to exceed this requirement as of April 30, 2016 and be 41.42% of the subsequent years budgeted expenditures.
2. No minimum assigned fund balance has been established for the Capital Equipment Replacement and Capital Improvements Funds but the funds will only expend the amount available from the combination of the assigned fund balance, revenues or transfers. The maximum fund balance allowed in the Capital Equipment and Replacement Fund is equal to 3% of the equalized assessed value of the taxable real property located in the corporate boundaries of the Village (ILCS 5/8-2-9.5).
3. The Waterworks and Sewerage Fund shall maintain an operating reserve equivalent to three months of operating expenses (25%). This reserve is intended to provide resources for unanticipated expenditures, to cover revenue shortfalls and to compensate for fluctuations in cash flows. A capital reserve shall be maintained in addition to the operating reserve. The operating reserve at April 30, 2016 is expected to be at 20.40% therefore there will be no capital reserve. Construction on the North Side Storm Sewer Project began during FY 2015 and will be completed during FY 2016. The budget anticipates that reimbursement from IEPA loan proceeds will be received in FY 2016 to offset these expenditures. A Water & Sewer Rate Study has been budgeted in FY 2016 to ensure that rates sufficient to maintain an operating and capital reserve. The available cash and investment balance is used in this schedule for the Water and Sewer Fund.
4. Special revenue, debt service and pension trust funds do not have a minimum fund balance requirement.

## Increases or Decreases exceeding 10%:

The fund balance in the General Fund, a major fund, is not expected to change by more than 10% in Fiscal Year 2016. The fund balance for the Economic Development Fund is expected to decline significantly due to the spend down of the reserves to cover planned development projects in the Village's previous Tax Increment Financing District. Reserves in the Capital Equipment Replacement (CERF) and Capital Improvement (CIF) Funds are expected to decline during the fiscal year due to planned Capital Expenditures. The CERF Fund expenditures includes the purchase of a fire pumper

# Trends & Projections

## Property Tax



YEAR	GENERAL	DEBT	TIF
2008	\$4,562,610	\$170,622	\$4,083,561
2009	\$4,826,010	\$159,986	\$4,453,956
2010	\$5,236,676	\$256,479	\$5,583,789
2011	\$5,166,565	\$200,522	\$1,746,313
2012	\$5,785,313	\$281,030	-
2013	\$5,802,422	\$241,127	-
2014	\$6,017,575	\$234,713	-
2015	\$6,062,087	\$218,846	-
2016	\$6,183,942	\$125,572	-

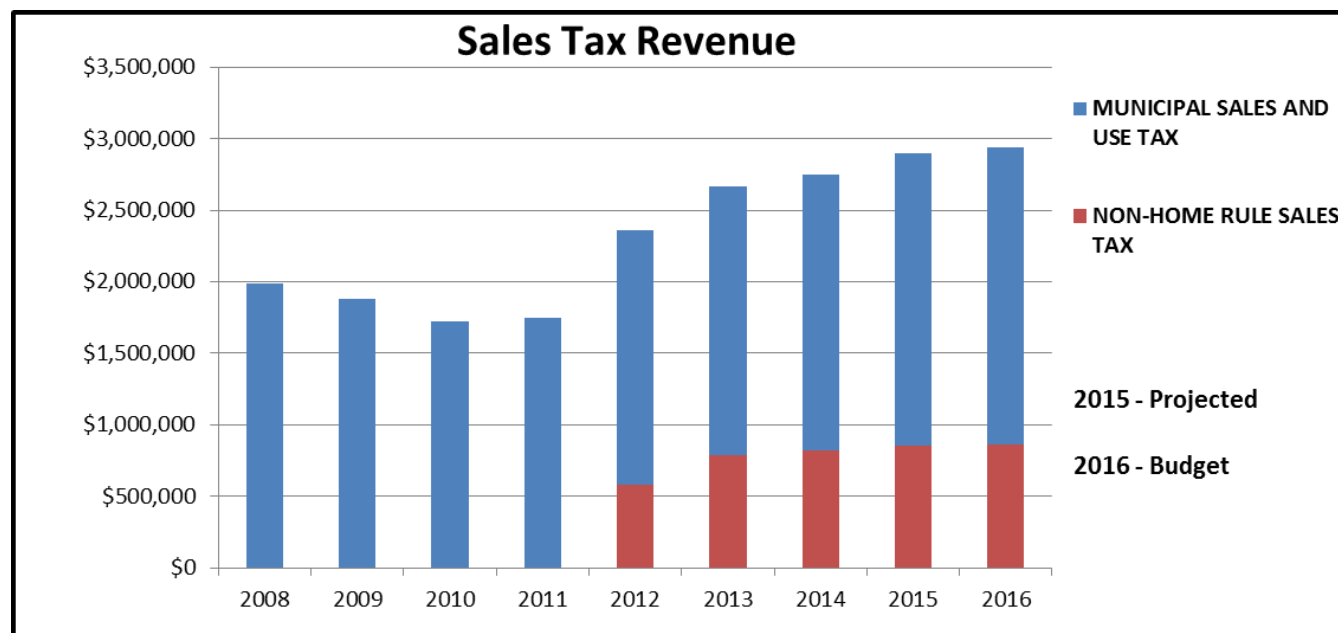
This category includes Property taxes in the General and Debt Service Funds and Incremental Property Taxes from the Village's Tax Increment Financing (TIF) District (the TIF was closed in FY 2011). Property taxes are the Village's single largest source of revenue. Property taxes account for 15% - 27% of total revenues for the Village.

The amount of the Village's General Property Tax Levy is substantially restricted by the Property Tax Limitation Law (PTELL). PTELL allows a non-home rule taxing district to receive a limited inflationary increase in the tax extensions on existing property, plus an additional amount for new construction, which includes new incremental equalized assessed value due to the closing of a TIF district, or voter approved tax increases. The limitation slows the growth of property tax revenues when assessments increase faster than the rate of inflation. Increases in property tax extensions are limited to five percent, or the December to December increase in the Consumer Price Index (CPI) for the preceding levy year, whichever is less.

In Fiscal Year 2016, General Fund property tax revenues are expected to increase 1.45%. This increase is due to the 1.5% increase in the December 2012 to December 2013 CPI. The budgeted increase is lower than the increase in the CPI because the value of new property was overestimated in last year's budget calculation. The Debt Service Levy declines because the 2014 levy is for the last payment on the 2008A Bonds. The increase in the CPI from December 2013 to December 2014 to be used in the 2015 Property Tax Levy is 0.8%. In future years the increase will be based on the PTELL limitation.

# Trends & Projections

## Sales and Use Tax



YEAR	NON-HOME RULE SALES TAX	MUNICIPAL SALES AND USE TAX
2008		\$1,991,556
2009		\$1,880,445
2010		\$1,724,885
2011		\$1,744,366
2012	\$582,803	\$1,780,054
2013	\$784,724	\$1,886,016
2014	\$819,156	\$1,927,861
2015	\$853,672	\$2,048,180
2016	\$862,209	\$2,079,650

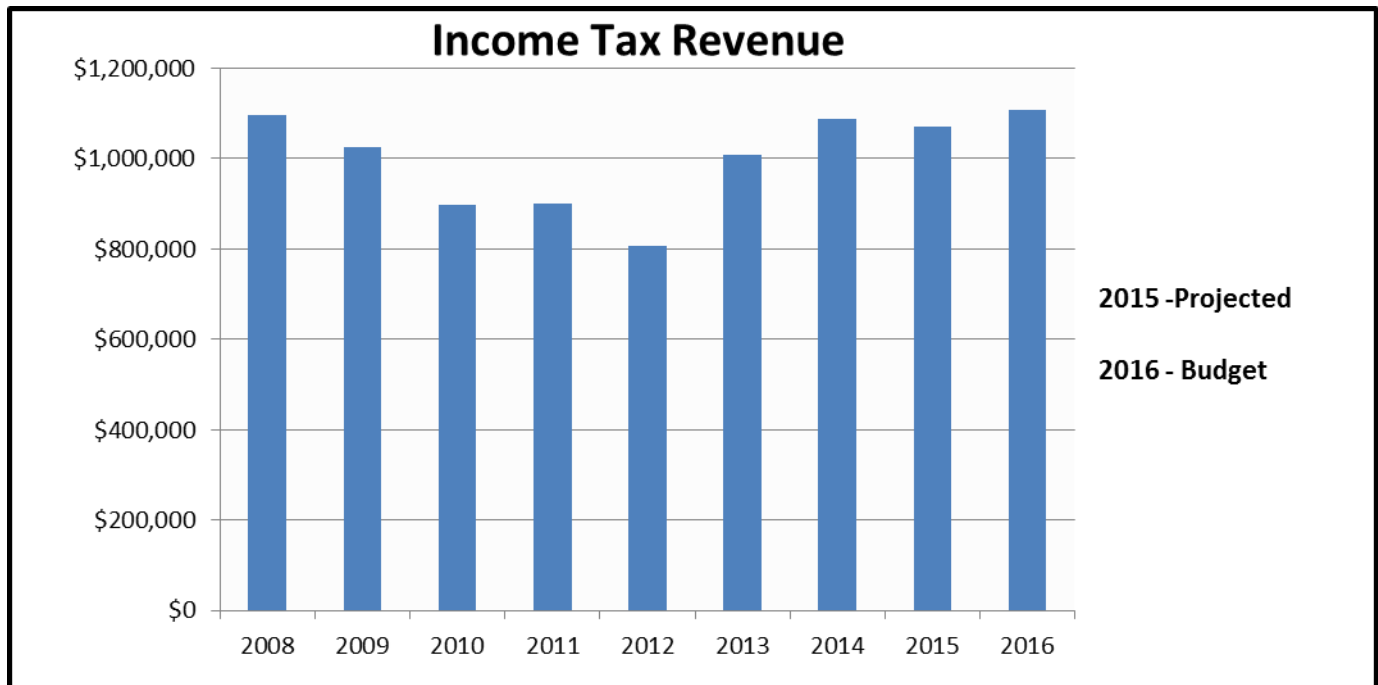
Sales and use tax revenues are from the local portion of the State sales tax rate. The Village receives one cent (\$0.01) per dollar of retail sales, which is collected by the State and then distributed to the Village. The Municipal Sales Tax is on all retail sales including food and drugs, the Non-Home Rule Sales Tax is not on food and drugs. Fiscal Year 2013 was the first full year that includes the Village's Non-Home Rule Sales Tax. The 1% tax was approved by referendum in November of 2010 and became effective July 1, 2011.

This source of revenue is directly related to economic development activity within the Village and is also influenced by general economic conditions. Through FY 2009 the Village's portion of the sales tax generated in the Tax Increment Financing District (TIF) was recorded in the TIF Fund. Beginning in FY 2010, 100% of sales tax revenues were recorded in the General Fund. Use tax is distributed based on population and is from a portion of the State's use tax rate of 6.25%. In FY 2014 sales tax revenue were higher due to new retail stores in the Village's Town Center. In FY 2015 a new restaurant opened in the center. FY 2016 budgeted revenues include an inflationary increase. In the future a new grocery store is expected to occupy a vacant grocery store. In future years, the Village will continue to explore economic development opportunities to increase this revenue source.



# Trends & Projections

## State Income Tax



YEAR	INCOME TAX
2008	\$1,096,207
2009	\$1,024,643
2010	\$897,371
2011	\$900,398
2012	\$806,181
2013	\$1,006,827
2014	\$1,088,668
2015	\$1,069,529
2016	\$1,106,028

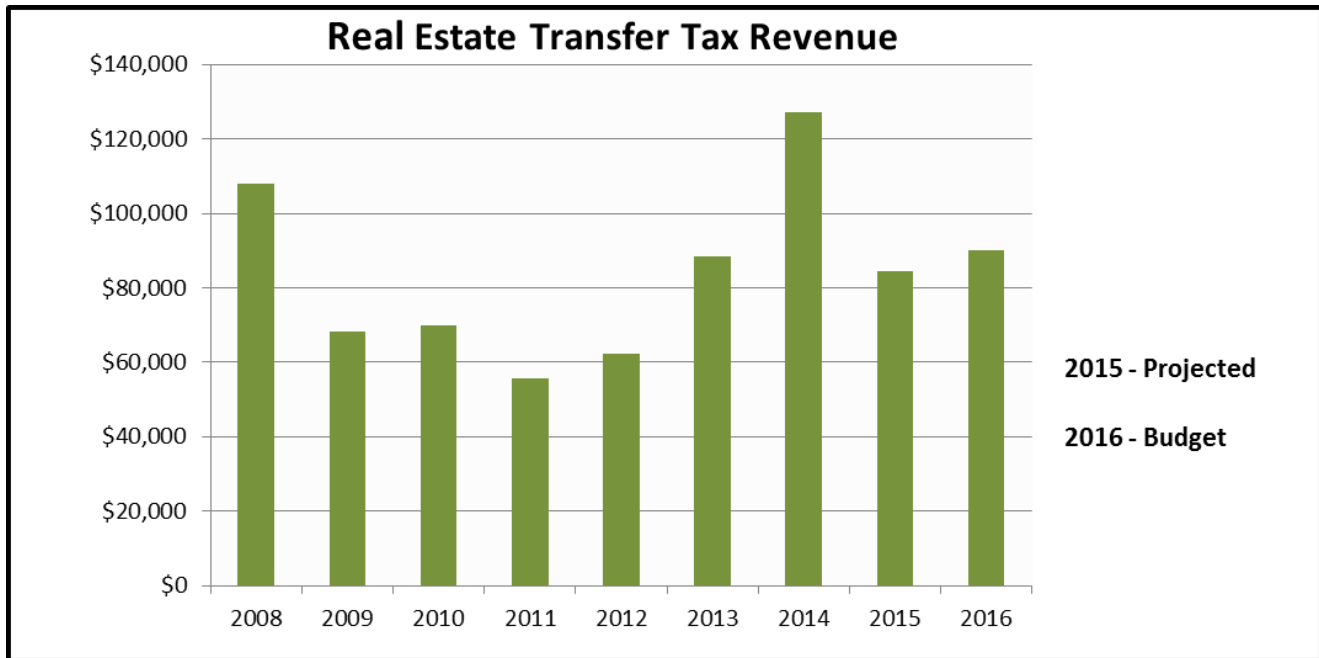
Income tax is State-shared revenue that is distributed based on population. Through January 2011 the income tax rates were 3% for individuals and 4.8% (increased to 7.3% in 2010) for corporations. Effective January 2011, the State increased the rates to 5% and 9.5%, respectively.

Through December 2010 local governments received one-tenth of the net collections of all income taxes received. As of January 2011 municipalities receive an adjusted percentage set to 6% to equal prior year allocations. Net collections are the total collections less deposits into the refund fund.

An increase in this revenue was realized in Fiscal Year 2008 due to improvement in the economic condition in the State and a decrease in the funding of the State Income Tax Refund Account. Actual Fiscal Year 2009 and 2010 revenues declined due to high unemployment rates and poor economic conditions. Revenues declined further in FY 2012 partly due to the decrease in the Village's population from 11,635 to 11,172 based on the 2010 census as well as worsening economic conditions. An improvement in economic conditions resulted in an increase in the revenue beginning in Fiscal Year 2013. In January of 2015 the State Income Tax rate was dropped to 3.75%. The local government distribution is now 8%, which is equivalent to the previous amount. The FY 2016 budgeted amount includes a 2% increase. Future revenues are expected to increase at inflationary levels.

# Trends & Projections

## Real Estate Transfer Tax



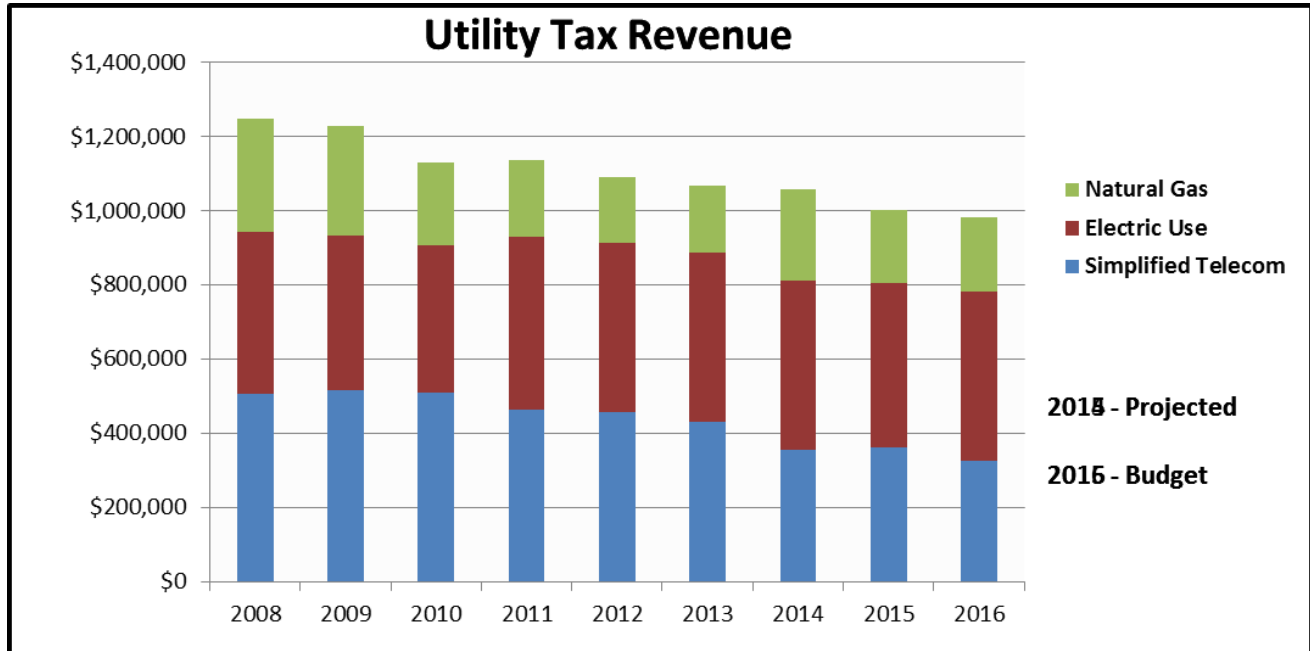
YEAR	REAL ESTATE TRANSFER TAX
2008	\$108,057
2009	\$68,327
2010	\$69,967
2011	\$55,782
2012	\$62,334
2013	\$88,594
2014	\$127,103
2015	\$84,579
2016	\$90,000

The Village's real estate transfer tax is \$1.00 per \$1,000 in property value on residential property and is paid by the seller of the property. Revenues are affected by the value of real estate and the volume of real estate transactions. In recent years the revenue has been severely impacted by the real estate recession.

A significant increase was realized in Fiscal Year 2008 due to residential development. Since 2008 this revenue declined due to the downturn in the housing market and a decrease in home values. Revenues picked up beginning in Fiscal Year 2013 as the Village experienced a higher volume of home sales. In Fiscal Year 2016 and forward this revenue is expected to increase slightly as home values and sales rise.

# Trends & Projections

## Utility Taxes



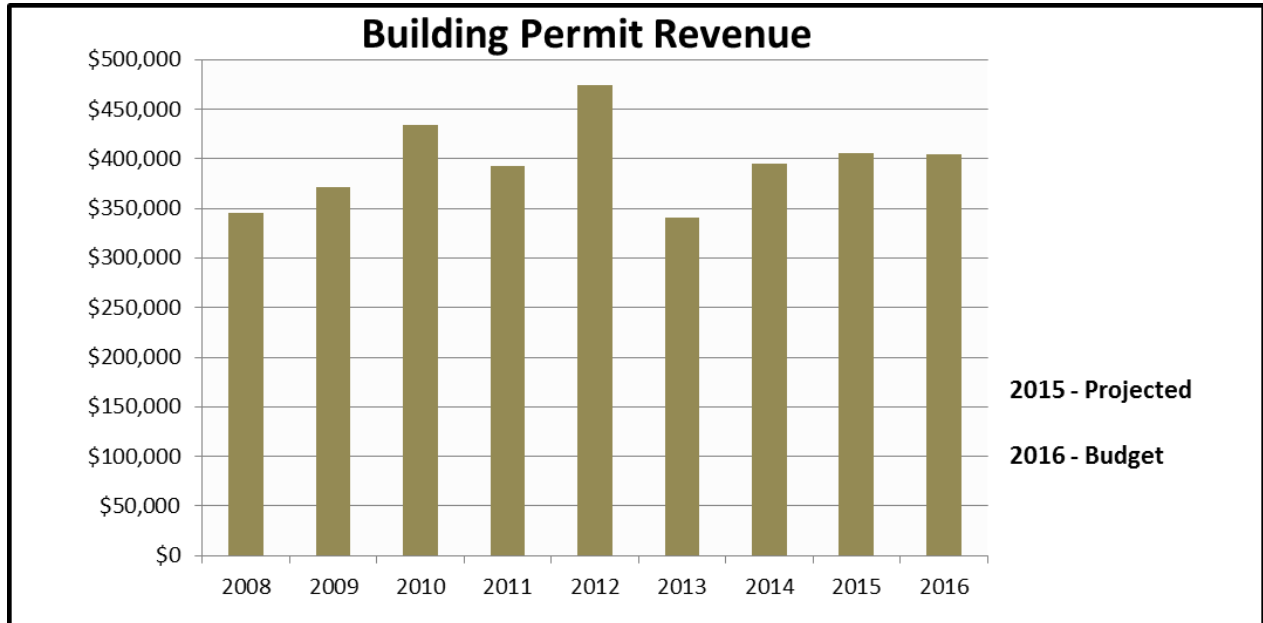
Year	Electric Use	Natural Gas	Telecom
2008	\$435,619	\$306,930	\$507,337
2009	\$418,183	\$295,073	\$516,635
2010	\$396,422	\$224,906	\$510,374
2011	\$463,666	\$208,075	\$465,157
2012	\$454,716	\$178,709	\$458,241
2013	\$457,422	\$180,999	\$430,716
2014	\$458,072	\$245,036	\$354,715
2015	\$442,016	\$199,040	\$362,775
2016	\$455,000	\$202,371	\$326,498

Utility taxes include the natural gas tax, electric use tax and Simplified Telecommunications Tax. The Natural Gas Utility Tax rate is 5% of the amount billed. Revenues are affected by weather, gas prices, and vacancies. Natural gas and electric use tax revenues have been inconsistent because they are affected by consumption. During Fiscal Year 2012 the Village experienced an unusually mild winter, with fewer than normal below zero days in the winter. Higher natural gas revenue were realized Fiscal Year 2014 because the area experienced extremely cold temperatures during the winter. The Fiscal Year 2016 budget anticipates average weather conditions. The Electric Utility Tax varies based on the amount of kilowatt hours (kwh) used and dependent on weather conditions and vacancies. Electric Tax rates were increased to the maximum amount per kwh allowed by Illinois Compiled Statutes effective June 1, 2010. FY 2012 included a full year of this increase. Revenues have been fairly flat since that time. Future electric and gas revenues will be impacted by weather and consumption.

The Village's tax rate for the Simplified Telecommunications Tax is 6%. The tax is collected by the State of Illinois and remitted to the Village monthly. The Simplified Telecommunications Tax performed reliably until Fiscal Year 2011 during which a decline began likely due to bundling of services and a reduction in land lines. FY 2014 also includes a reduction in revenue due to the settlement of a class action lawsuit. In future years, revenues are expected to continue to decline.

# Trends & Projections

## Building, Electric and Plumbing Permits



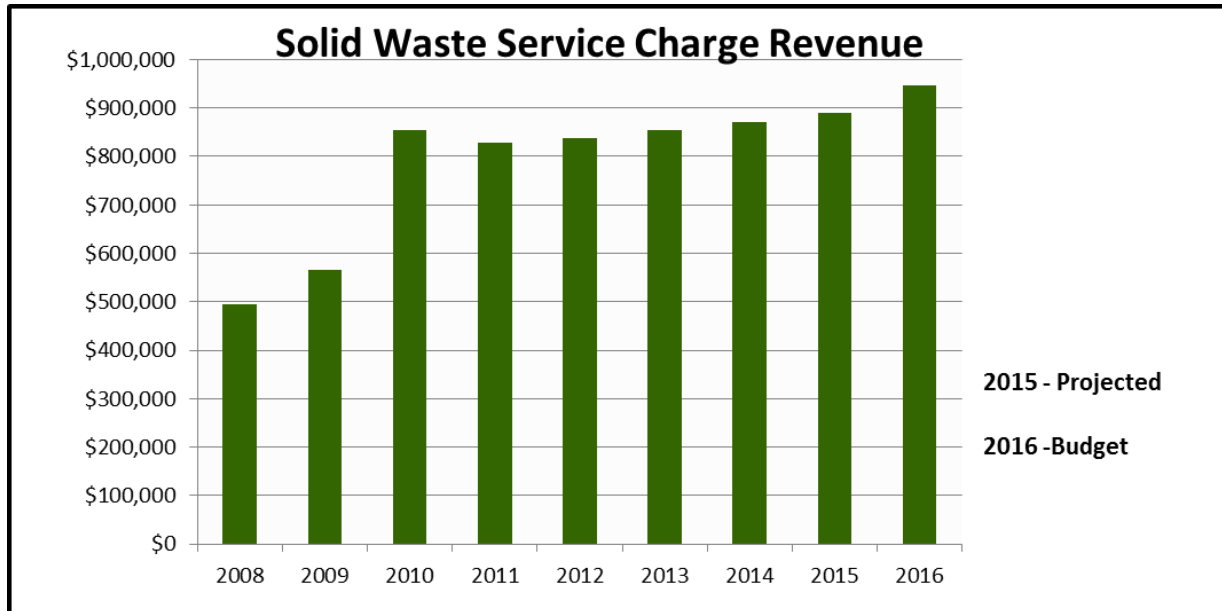
YEAR	PERMITS
2008	\$345,925
2009	\$372,055
2010	\$434,367
2011	\$392,904
2012	\$474,792
2013	\$341,106
2014	\$395,221
2015	\$405,316
2016	\$405,000

Building permit revenues, including electric and plumbing permit revenues, are directly tied to economic growth, development and the volume and magnitude of residential and commercial improvements within the Village.

Revenues are generally projected based on a four-year average. Fiscal Year 2012 was higher than average, largely due to the construction of the Loyola Gottlieb Center for Immediate Care located on North Avenue. Fiscal Year 2013 saw the lowest permit revenue year since 2005, partly due to the mild winter and warm spring which allowed homeowners to begin projects in Fiscal Year 2012, rather than wait until the summer of Fiscal Year 2013. Permit activity increased in Fiscal Year 2014 and 2015. Revenues are expected to remain fairly flat in Fiscal Year 2016 and increase slightly in future years as costs and construction activity rises.

# Trends & Projections

## Solid Waste Service Charge Revenue



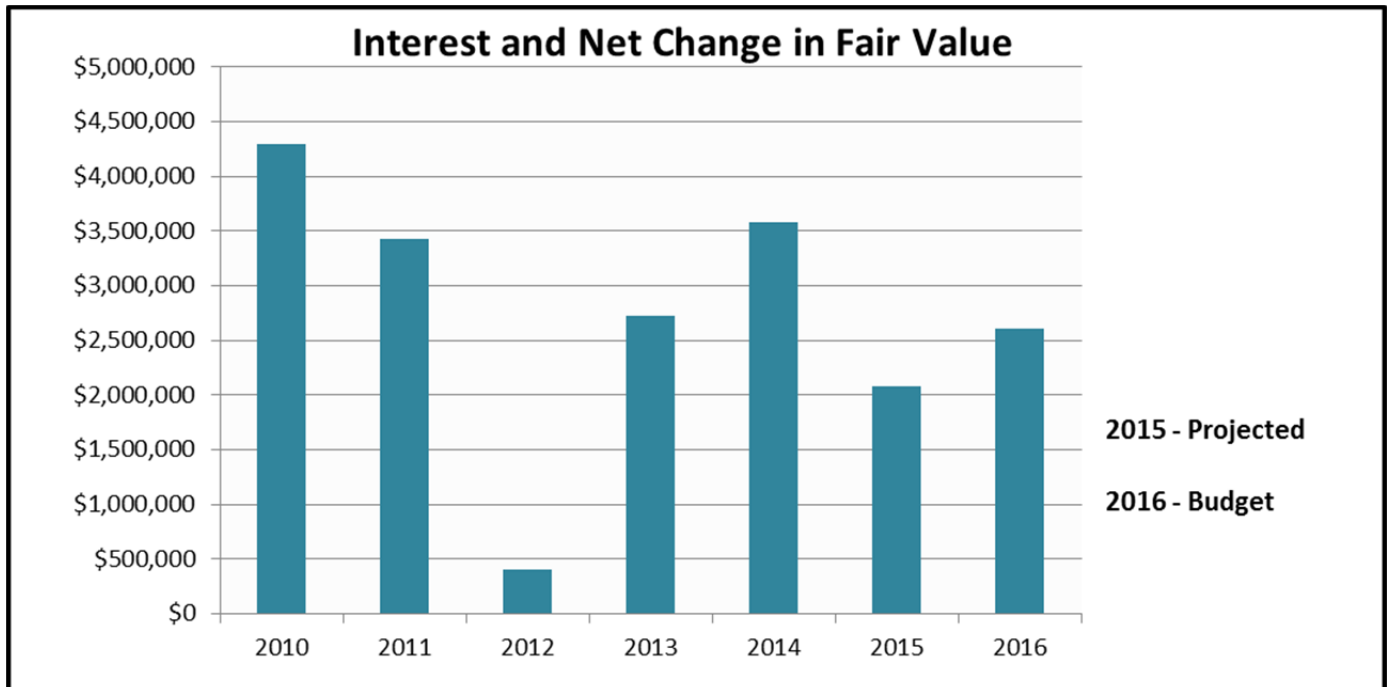
YEAR	SOLID WASTE SERVICE CHARGE
2008	\$495,181
2009	\$565,450
2010	\$853,344
2011	\$827,164
2012	\$836,713
2013	\$853,230
2014	\$871,389
2015	\$888,817
2016	\$947,535

Solid waste service charges are assessed on a bi-monthly basis and are charged to residents as part of the Water and Sewer bills. Beginning in 2010, solid waste revenues were passed through from the Village to the customer at 100% of the cost of the service.

The Village's solid waste service is provided by Roy Strom Company and through 2014 on May 1<sup>st</sup> of each year, the contract is adjusted by the Consumer Price Index (CPI) of the previous 12 months. The contract for the period beginning May 1, 2015 was approved in April of 2015 and includes a 4% increase plus expanded service options. The increases May 2016 and 2017 will be 4% and 3.25%, respectively.

# Trends & Projections

## Interest and Net Change in Fair Value

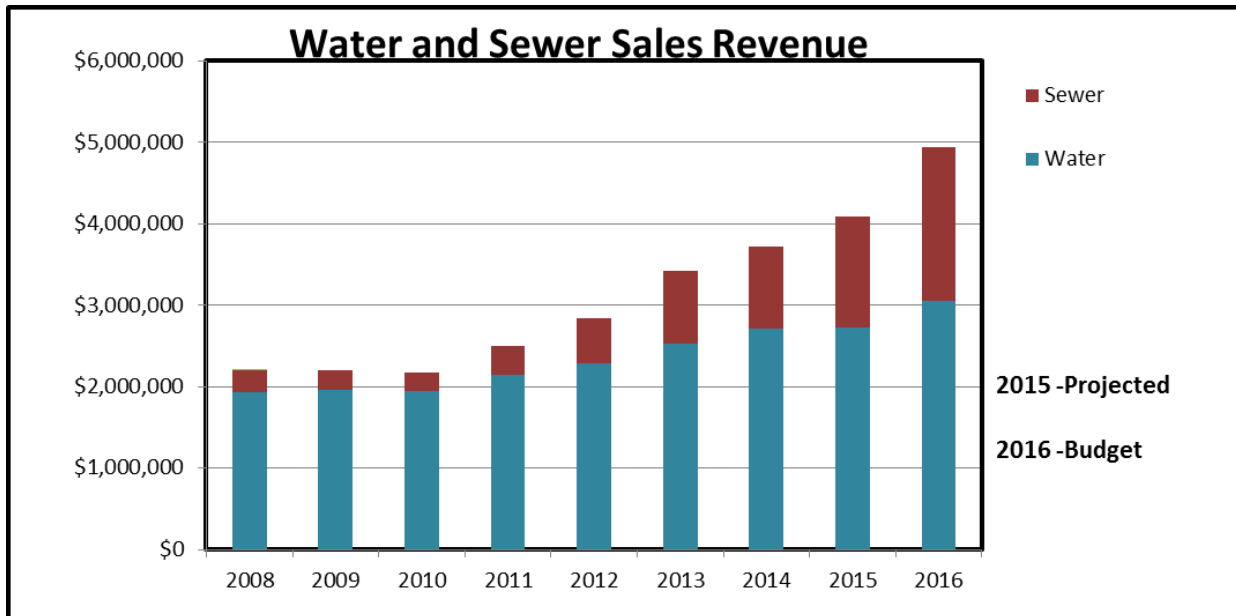


Year	Interest	Net Change in Fair Value	Total
2010	\$647,199	\$3,644,864	\$4,292,063
2011	\$641,221	\$2,787,202	\$3,428,423
2012	\$789,930	(\$381,779)	\$408,151
2013	\$775,937	\$1,950,649	\$2,726,586
2014	\$922,534	\$2,660,926	\$3,583,460
2015	\$782,834	\$1,295,582	\$2,078,416
2016	\$779,325	\$1,821,996	\$2,601,321

Interest and the Net Change in Fair Value are revenues generated on Village investments. The primary sources of this revenue are the Police and Firefighters Pension Funds. Interest revenues have remained fairly stable and fluctuate based on the amount invested and current interest rates. Rates are expected to remain fairly flat in 2016 as they have for the past several years. The net change is primarily impacted by the performance of the equities in the investment portfolio. A loss on equities was experienced in FY 2012 but equity investments have experienced gains. The FY 2016 budget assumes the pension portfolios will earn their actuarial rate of return of 6.75% for the Police Pension Fund and 7.0% for the Fire Pension Fund. Revenues are expected to increase in the future as investable balances and interest rates increase.

# Trends & Projections

## Water and Sewer



YEAR	WATER	SEWER
2008	\$1,932,459	\$272,219
2009	\$1,966,274	\$228,952
2010	\$1,939,846	\$228,151
2011	\$2,149,931	\$348,789
2012	\$2,288,039	\$546,265
2013	\$2,524,965	\$896,905
2014	\$2,715,223	\$1,004,183
2015	\$2,723,383	\$1,368,294
2016	\$3,055,268	\$1,887,503

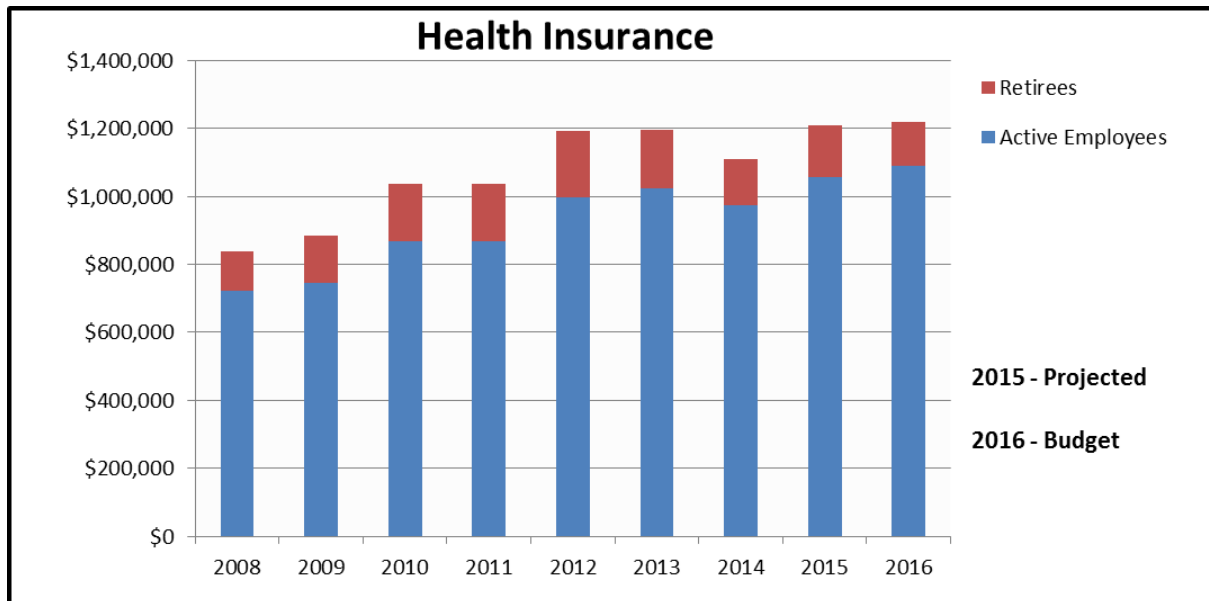
Property owners are billed bi-monthly for water and sewer services. Water and sewer revenues are based on the volume of water used. Water rates are developed to recover the cost of providing potable water to users. The Village receives its water from Lake Michigan, directly from the City of Chicago. Revenues are affected by water rates and water consumption. Water consumption is greatly affected by summer weather conditions. Warmer, dryer summers are associated with higher consumption. Consumption dropped in FY 2015 due to weather conditions and possibly conservation measures. A 3% increase in consumption has been anticipated in the FY 2016 Budget assuming more average weather conditions during the summer.

A Water and Sewer Rate Study was conducted during FY 2012. The rate study was designed to determine a rate sufficient to cover operating costs plus required capital improvements. A five-year rate plan was developed that included rate increases in January of each year to cover increases in the cost of water acquired from the City of Chicago, and in May of each year to fund increases in other operating costs and capital improvements. The FY 2016 Budget includes an allocation for another Water and Sewer Rate Study for the following five years. The City of Chicago approved a four-year water rate increase of 25% on January 1, 2012 and 15% on January 1 of each of the next 3 years. The budget contemplates a 7% increase effective January 1, 2016.

In Fiscal Year 2015, the sewer rate was increased \$0.85 per 100 cubic feet; \$0.75 of the increase was to begin funding the Northside Stormwater Management Project (NSMP). This project will create a new separate stormwater line on the north side of the Village. An additional \$0.90 increase for the project is included in FY 2016 budgeted sewer revenues. Additional information on this project is included in the Capital Improvement Program section of this document.

# Trends & Projections

## Health Insurance



YEAR	RETIREES	ACTIVE EMPLOYEES
2008	\$115,530	\$722,586
2009	\$140,174	\$744,459
2010	\$168,165	\$868,710
2011	\$169,259	\$868,812
2012	\$193,038	\$997,923
2013	\$173,939	\$1,023,300
2014	\$136,909	\$972,909
2015	\$150,171	\$1,057,549
2016	\$128,882	\$1,090,459

The Village provides health and dental insurance to employees through the Intergovernmental Personal Benefit Cooperative (IPBC). The Village pays 85% for the HMO or 90% of the PPO HDHP premium as well as single dental coverage. Employees are responsible for paying for 15% of the HMO and 10% of the PPO HDHP for health insurance plus the dental premium for spouses and dependents.

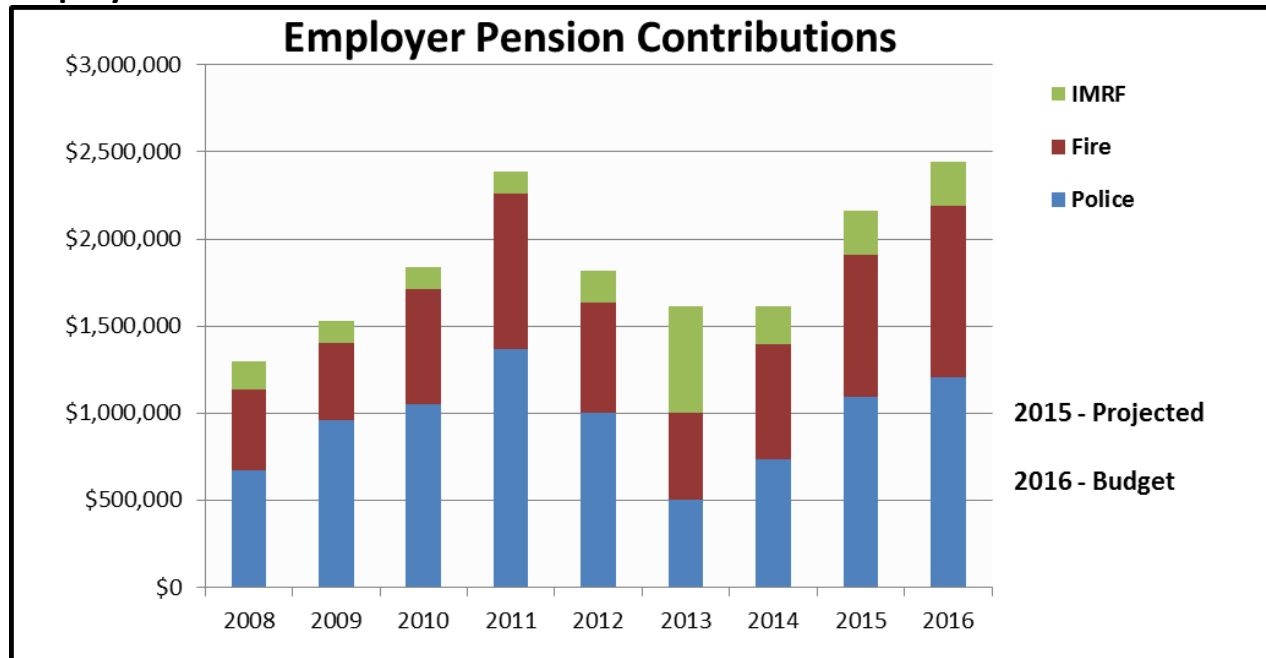
Retirees meeting certain length of service and hire date requirements are eligible to remain on the Village's insurance plan and receive a 1/3 subsidy to offset the cost of the premium. Certain Medicare-eligible retirees meeting length of service and hire date requirements are required to move to a fully-insured supplemental Medicare Plan F to receive the 1/3 subsidy. While non-union retirees remain eligible for this subsidy, the program has been phased out for all existing non-union employees, firefighters and police employees with 15 years of service or less.

As a member of IPBC, the Village avoids large fluctuations and volatility in future insurance expenses and projects 6-8% annual increases on both the HMO and PPO products over the next three years. The Fiscal Year 2016 Budget includes a 5% rate increase, although the exact amount of the increase has not yet been determined. It is expected the actual increase will not exceed the projection. Village Staff anticipate that any impact of the looming Cadillac Tax will be accounted for in future budgets.



# Trends & Projections

## Employer Pensions Contributions



YEAR	IMRF	FIRE	POLICE
2008	\$158,139	\$465,168	\$671,838
2009	\$125,584	\$441,683	\$960,202
2010	\$129,063	\$662,297	\$1,048,959
2011	\$126,379	\$892,897	\$1,366,808
2012	\$185,683	\$632,528	\$1,002,767
2013	\$615,711	\$496,178	\$504,437
2014	\$216,543	\$660,354	\$736,048
2015	\$248,799	\$819,176	\$1,093,200
2016	\$251,118	\$988,150	\$1,204,822

The Village funds three pensions including the Police Pension, the Firefighters' Pension and the Illinois Municipal Retirement Fund (IMRF). The IMRF plan covers all full-time and eligible part-time (1,000 annual hours or more) non-sworn municipal employees. The Village contributes to each pension fund for the following number of active employees:

- IMRF: 27
- Fire 20
- Police: 28

Fire and Police pension expenses increased through 2011 due to pension benefit enhancements enacted by the State of Illinois General Assembly as well as poor investment performance. Changes in State law impacted the 2012 Budget as the actuarial funding requirement was extended from 100% in 2033 to 90% in 2040. The FY 2013 IMRF expense was significantly higher than average as the Village elected to pay off an Early Retirement Incentive in advance, thereby saving more than \$140,000 in interest expenses. The FY 2014 Fire and Police contributions are increasing significantly due to changes in the mortality table to more accurately reflect expected life spans.

During Fiscal Year 2014 The Village participated in joint meetings with the Police and Firefighters Pension Boards in order to develop written Pension Funding Policies. A consultant facilitated the pension discussions and provided cash flow analysis for various funding strategies. The Pension Funding Policies were approved by the Village and both pension boards. The resulting recommendation included a transition plan to bring the employer contributions up to the Pension Funding Policy level in five years ending in FY 2018. An 11% increase is included in the FY 2016 Budget. FY 2017 and FY 2018 increases are supposed to be around 9%. Future increases are expected to be less than 3%.

# Personnel History

## Personnel History - Budgeted Positions by Department

DEPARTMENT	Fiscal Years										Total Change 2015 vs 2016
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	
<b>Administration</b>											
Village Administrator	1	1	1	1	1	1	1	1	1	1	0.0
Assistant Village Administrator	1	1	1	0	1	0.5	0.5	0.5	0.5	0.5	0.0
Administrative Assistant	1	1	1	1	1	1	1	1	0	0	0.0
Executive Secretary	0	0	0	0	0	0	0	0	1	1	0.0
<b>Finance</b>											
Finance Director	1	1	1	1	1	1	1	1	1	1	0.0
Assistant Finance Director	1	1	1	1	1	1	1	1	1	1	0.0
Cashier/Receptionist	1	1	1	1	1	1	1	1	1	0	-1.0
Customer Service Assistant	0	0	0	0	0	0	0	0	0.5	0	-0.5
Accounting Clerk – Customer Service/AP	0	0	0	0	0	0	0	0	0	1	1.0
Accounting Clerk - Customer Service	0	0	0	0	0	0	0	0	0	0.5	0.5
<b>Building &amp; Zoning</b>											
Assistant Village Administrator	0	0	0	0	0	0.5	0.5	0.5	0.5	0.5	0.0
Permit Clerk	0	0	0	0	0	0.5	1	1	1	1.5	0.5
Building/Zoning Inspector	0	0	0	0	0	1	1	0.5	0.5	0.5	0.0
Building Official	0	0	0	0	0	1	1	1	1	1	0.0
<b>Total General Government</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>8.5</b>	<b>9</b>	<b>8.5</b>	<b>9</b>	<b>9.5</b>	<b>0.5</b>
<b>Police</b>											
Police Chief	1	1	1	1	1	1	1	1	1	1	0.0
Deputy Chief(s)	2	2	2	1	1	1	1	1	1	1	0.0
Lieutenant	1	1	1	1	1	1	1	0	0	0	0.0
Commander	0	0	0	0	0	0	0	1	1	1	0.0
Sergeants	5	5	5	5	5	5	5	5	5	5	0.0
Police Officers	22	22	22	20	20	20	20	20	20	20	0.0
<b>Total Sworn Police</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>0.0</b>
Community Service Officer	1	1	1	1	1	1	1	1	1	1	0.0
Police Records Clerk	1	1	1	1	1	1	1	1	0	0	-1.0
Police Records Supervisor	0	0	0	0	0	0	0	0	1	1	1.0
Administrative Assistant	1	1	1	1	1	1	0	0	0	0	-1.0
Part-time Records Clerk	0	0	0	0	0	0	0	0	0.5	0.5	0.5
Part-time Traffic Analyst	0	0	0	0	0	0	0	0	0.5	0.5	0.0
<b>Total Non-Sworn Police</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>0.0</b>
<b>Total Police</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>30</b>	<b>30</b>	<b>31</b>	<b>31</b>	<b>0.0</b>
<b>Fire</b>											
Fire Chief	1	1	1	1	1	1	1	1	1	1	0.0
Deputy Fire Chief	1	1	1	1	1	1	1	1	1	1	0.0
Lieutenants	5	5	5	5	5	5	5	5	5	4	-1.0
Firefighters	15	15	15	15	15	15	15	15	15	15	0.0
Fire Marshal	0	0	0	0	0	0	0	0	0	1	1.0
<b>Total Fire</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>0.0</b>
<b>Public Works</b>											
Public Works Director	1	1	1	1	1	1	1	1	1	1	0.0
Public Works Assistant Director	1	1	1	1	1	0	0	0	0	0	-1.0
Public Works Secretary	1	1	1	0	0	0	0	0	0	0	-1.0
Building & Zoning Inspectors	2	2	2	2	2	0	0	0	0	0	-2.0
Engineering Technician	1	1	1	1	1	1	0	0	0	0	-1.0
Village Engineer	0	0	0	0	0	0	1	1	1	1	1.0
Custodian	1	1	1	1	1	1	1	1	1	1	0.0
Superintendent	1	1	1	1	1	1	1	1	1	1	0.0
Crew Leaders	3	3	2	1	1	1	1	1	1	1	-2.0
Maintenance Workers	7	7	6	6	6	6	6	6	6	6	-1.0
Water Operators	1	1	2	2	2	2	2	2	2	2	1.0
Billing Clerk	1	1	1	1	1	1	1	1	1	1	0.0
Customer Service Assistant	0	0	0	0	0	0	0	0	0	0.5	0.5
<b>Total Public Works</b>	<b>20</b>	<b>20</b>	<b>19</b>	<b>17</b>	<b>17</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14.5</b>	<b>0.5</b>
<b>TOTAL VILLAGE</b>	<b>82</b>	<b>82</b>	<b>81</b>	<b>75</b>	<b>76</b>	<b>75.5</b>	<b>75</b>	<b>74.5</b>	<b>76</b>	<b>77</b>	<b>1</b>

Proposed changes for FY 2016 include: Add PT Permit Clerk, reorganize duties of existing Clerk/Receptionist and the reclassify position to Accounting Clerk – Customer Service/AP; reclassify PT Customer Service Assistant to FT Accounting Clerk – Customer Service and share position between Finance/Administration and Public Works Departments.

## **General Fund**

The General Fund is used to account for all revenues and expenditures used to finance traditional services associated with municipal government which are not required to be accounted for in other funds. The main components of these expenditures consist of Administrative, Police, Fire, and Public Works. The primary revenues used to finance these functions are the property tax, sales tax, utility tax, income tax, real estate transfer tax, refuse charges, vehicle licenses, and various fees and permit charges.

**Village of River Forest**  
**Budget Detail by Account**  
**Fiscal Year 2016 Budget**

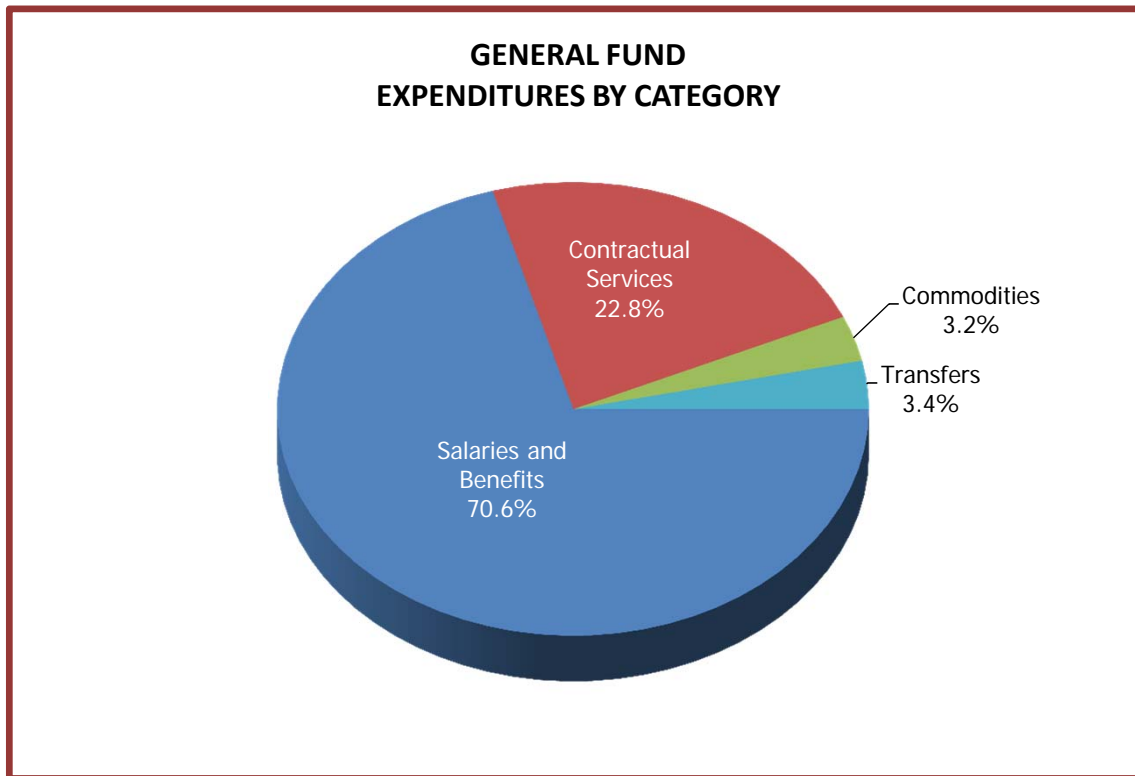
Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>01</b>	<b>General Fund</b>							
01-00-00-41-1000	Property Tax-Prior Years	2,797,205	2,923,567	2,971,255	2,942,020	3,047,436	76,181	2.56%
01-00-00-41-1021	Property Tax-Current Year	3,005,217	3,084,451	3,121,357	3,117,199	3,136,506	15,149	0.49%
01-00-00-41-1031	Property Tax Revenue SSA #9	-	9,557	3,035	2,868	-	(3,035)	-100.00%
	<b>Property Taxes</b>	<b>5,802,422</b>	<b>6,017,575</b>	<b>6,095,647</b>	<b>6,062,087</b>	<b>6,183,942</b>	<b>88,295</b>	<b>1.45%</b>
01-00-00-41-1150	Replacement Tax	134,725	143,136	153,379	140,416	140,416	(12,963)	-8.45%
01-00-00-41-1190	Restaurant Tax	140,993	144,474	146,816	147,127	153,285	6,469	4.41%
01-00-00-41-1200	Sales Tax	1,708,082	1,731,032	1,720,392	1,841,498	1,862,913	142,521	8.28%
01-00-00-41-1205	State Use Tax	177,934	196,829	196,693	206,682	216,737	20,044	10.19%
01-00-00-41-1210	Non-Home Rule Sales Tax	784,724	819,156	843,843	853,672	862,209	18,366	2.18%
01-00-00-41-1250	Income Tax	1,006,827	1,088,668	1,080,332	1,069,529	1,106,028	25,696	2.38%
01-00-00-41-1450	Transfer Tax	88,594	127,103	90,000	84,579	90,000	-	0.00%
01-00-00-41-1460	Communication Tax	430,716	354,715	405,128	362,775	326,498	(78,630)	-19.41%
01-00-00-41-1475	Utility Tax Elec	457,422	458,072	454,839	442,016	455,000	161	0.04%
01-00-00-41-1480	Utility Tax Gas	180,999	245,036	197,443	199,040	202,371	4,928	2.50%
01-00-00-41-1500	E911 Tax	88,684	86,996	85,753	83,777	81,264	(4,489)	-5.23%
01-00-00-41-1550	E911 State Wireless Taxes	73,126	68,546	68,084	65,313	65,513	(2,571)	-3.78%
	<b>Other Taxes</b>	<b>5,272,826</b>	<b>5,463,763</b>	<b>5,442,702</b>	<b>5,496,424</b>	<b>5,562,234</b>	<b>119,532</b>	<b>2.20%</b>
01-00-00-42-2115	Pet Licenses	2,495	2,770	2,550	2,550	2,550	-	0.00%
01-00-00-42-2120	Vehicle Licenses	294,215	296,728	305,000	305,150	296,000	(9,000)	-2.95%
01-00-00-42-2125	Cab License	500	500	500	500	500	-	0.00%
01-00-00-42-2345	Contractor's License Fees	68,450	84,250	65,000	85,000	80,000	15,000	23.08%
01-00-00-42-2350	Business Licenses	25,625	18,545	15,800	16,720	16,720	920	5.82%
01-00-00-42-2355	Tent Licenses	240	300	300	400	300	-	0.00%
01-00-00-42-2360	Building Permits	286,728	317,812	325,000	330,875	335,000	10,000	3.08%
01-00-00-42-2361	Plumbing Permits	29,605	32,615	35,000	32,941	35,000	-	0.00%
01-00-00-42-2362	Electrical Permits	24,773	44,794	30,000	41,500	35,000	5,000	16.67%
01-00-00-42-2364	Reinspection Fees	2,250	4,125	2,000	4,500	2,000	-	0.00%
01-00-00-42-2365	Bonfire Permits	30	30	60	50	30	(30)	-50.00%
01-00-00-42-2368	Solicitors Permits	300	425	400	750	400	-	0.00%
01-00-00-42-2370	Film Crew License	1,050	3,600	1,200	5,150	2,000	800	66.67%
01-00-00-42-2520	Liquor Licenses	23,749	23,791	18,000	25,791	24,000	6,000	33.33%
01-00-00-42-2570	Cable/Video Svc Provider Fees	150,744	213,088	175,248	205,770	205,770	30,522	17.42%
	<b>Licenses &amp; Permits</b>	<b>910,753</b>	<b>1,043,373</b>	<b>976,058</b>	<b>1,057,647</b>	<b>1,035,270</b>	<b>59,212</b>	<b>6.07%</b>
01-00-00-43-3065	Police Reports	2,110	2,565	2,000	2,000	2,100	100	5.00%
01-00-00-43-3070	Fire Reports	-	401	200	375	400	200	100.00%
01-00-00-43-3180	Garbage Collection	853,230	871,389	902,404	888,817	947,535	45,131	5.00%
01-00-00-43-3185	Penalties on Garbage Fees	11,688	10,129	10,481	10,317	10,523	42	0.40%
01-00-00-43-3200	Metra Daily Parking	35,220	36,780	24,590	28,906	28,906	4,316	17.55%
01-00-00-43-3220	Parking Lot Permit Fees	84,887	88,453	42,250	44,381	44,381	2,131	5.04%
01-00-00-43-3225	Administrative Towing Fees	133,000	150,000	132,000	136,000	135,000	3,000	2.27%
01-00-00-43-3230	Animal Release Fees	855	200	500	300	500	-	0.00%
01-00-00-43-3515	NSF Fees	325	75	200	100	200	-	0.00%
01-00-00-43-3530	50/50 Sidewalk Program	9,197	4,223	10,000	10,431	10,000	-	0.00%
01-00-00-43-3536	Elevator Inspection Fees	4,900	4,150	5,000	4,150	5,000	-	0.00%
01-00-00-43-3537	Re-Inspection Fees	350	1,450	400	1,000	400	-	0.00%

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
01-00-00-43-3550	Ambulance Fees	253,742	318,559	340,000	300,000	325,000	(15,000)	-4.41%
01-00-00-43-3554	CPR Fees	1,680	2,571	2,000	1,200	1,500	(500)	-25.00%
01-00-00-43-3557	Car Fire & Extrication Fee	-	-	1,000	500	1,000	-	0.00%
01-00-00-43-3560	State Highway Maintenance	51,748	53,130	54,266	54,130	54,266	-	0.00%
01-00-00-43-4020	WSCDC Janitorial Service	5,010	5,160	5,315	5,160	5,315	-	0.00%
01-00-00-43-4030	Workers Comp Payments	15,325	57,599	10,000	25,000	10,000	-	0.00%
	<b>Charges for Services</b>	<b>1,463,267</b>	<b>1,606,835</b>	<b>1,542,606</b>	<b>1,512,767</b>	<b>1,582,026</b>	<b>39,420</b>	<b>2.56%</b>
01-00-00-44-4230	Police Tickets	195,969	182,689	175,000	156,447	175,000	-	0.00%
01-00-00-44-4235	Prior Years Police Tickets	105	325	-	-	-	-	
01-00-00-44-4240	Red Light Camera Revenue	-	-	33,620	33,620	39,505	5,885	17.50%
01-00-00-44-4300	Local Ordinance Tickets	10,619	16,256	9,000	4,978	5,000	(4,000)	-44.44%
01-00-00-44-4430	Court Fines	60,332	64,737	55,000	66,942	65,000	10,000	18.18%
01-00-00-44-4435	DUI Fines	866	20,747	5,000	7,000	5,000	-	0.00%
01-00-00-44-4436	Drug Forfeiture Revenue	600	31,953	6,000	15,000	5,000	(1,000)	-16.67%
01-00-00-44-4437	Truck Overweight	16,493	16,471	15,000	11,800	15,000	-	0.00%
01-00-00-44-4439	Article 36 Forfeited Funds	5,548	39,203	8,000	15,000	10,000	2,000	25.00%
01-00-00-44-4440	Building Construction Citation	500	2,950	1,500	3,350	2,000	500	33.33%
	<b>Fines &amp; Forfeits</b>	<b>291,032</b>	<b>375,331</b>	<b>308,120</b>	<b>314,137</b>	<b>321,505</b>	<b>13,385</b>	<b>4.34%</b>
01-00-00-45-5100	Interest	27,432	20,314	24,000	24,796	25,000	1,000	4.17%
01-00-00-45-5200	Net Change in Fair Value	(5,382)	251	-	(4,248)	-	-	
	<b>Interest</b>	<b>22,050</b>	<b>20,565</b>	<b>24,000</b>	<b>20,548</b>	<b>25,000</b>	<b>1,000</b>	<b>4.17%</b>
01-00-00-46-6408	Cash Over/Short	13	7	-	-	-	-	
01-00-00-46-6410	Miscellaneous	24,789	85,767	20,000	64,096	30,000	10,000	50.00%
01-00-00-46-6411	Miscellaneous Public Safety	11,479	5,955	10,000	1,730	3,000	(7,000)	-70.00%
01-00-00-46-6412	Reimbursements-Crossing Guards	42,341	51,230	45,000	45,000	45,000	-	0.00%
01-00-00-46-6415	Reimbursement of Expenses	(3,074)	9,766	3,000	2,241	3,000	-	0.00%
01-00-00-46-6417	IRMA Reimbursements	48,328	161,950	45,000	41,601	45,000	-	0.00%
01-00-00-46-6510	T-Mobile Lease	35,240	36,297	37,377	37,377	37,750	373	1.00%
01-00-00-46-7382	Cummings Memorial Revenue	36,286	-	-	-	-	-	
01-00-00-46-8001	IRMA Excess	366,323	270,166	-	-	-	-	
	<b>Miscellaneous</b>	<b>561,725</b>	<b>621,138</b>	<b>160,377</b>	<b>192,045</b>	<b>163,750</b>	<b>3,373</b>	<b>2.10%</b>
01-00-00-46-6520	Badge Grant	26,032	-	-	-	-	-	
01-00-00-46-6521	Law Enforcement Training Reimb	774	4,567	2,100	2,547	2,100	-	0.00%
01-00-00-46-6524	ISEARCH Grant	8,078	7,750	7,750	7,750	7,750	-	0.00%
01-00-00-46-6525	Bullet Proof Vest Reimb-DOJ	2,448	367	3,009	2,000	3,009	-	0.00%
01-00-00-46-6526	Citizens Corps Council Grant	1,843	-	4,000	3,500	-	(4,000)	-100.00%
01-00-00-46-6527	IDOC Grant	15,988	-	-	-	-	-	
01-00-00-46-6528	IDOT Traffic Safety Grant	11,674	11,900	9,277	9,019	9,278	1	0.01%
01-00-00-46-6533	NACCHO Medical Res Corp Grant	8,276	3,815	-	3,500	-	-	
01-00-00-46-6615	MABAS Grant	11,490	11,238	5,000	5,000	8,000	3,000	60.00%
01-00-00-46-6620	State Fire Marshall Training	5,808	2,704	3,500	3,500	3,500	-	0.00%
	<b>Grants &amp; Contributions</b>	<b>92,411</b>	<b>42,341</b>	<b>34,636</b>	<b>36,816</b>	<b>33,637</b>	<b>(999)</b>	<b>-2.88%</b>
01-00-00-48-8000	Sale of Property	-	7,550	2,000	2,000	2,000	-	0.00%
	<b>Other Financing Sources</b>	<b>-</b>	<b>7,550</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>	<b>0.00%</b>
	<b>Revenue</b>	<b>14,416,487</b>	<b>15,198,471</b>	<b>14,586,146</b>	<b>14,694,471</b>	<b>14,909,364</b>	<b>323,218</b>	<b>2.22%</b>

# General Fund- Expenditures by Category

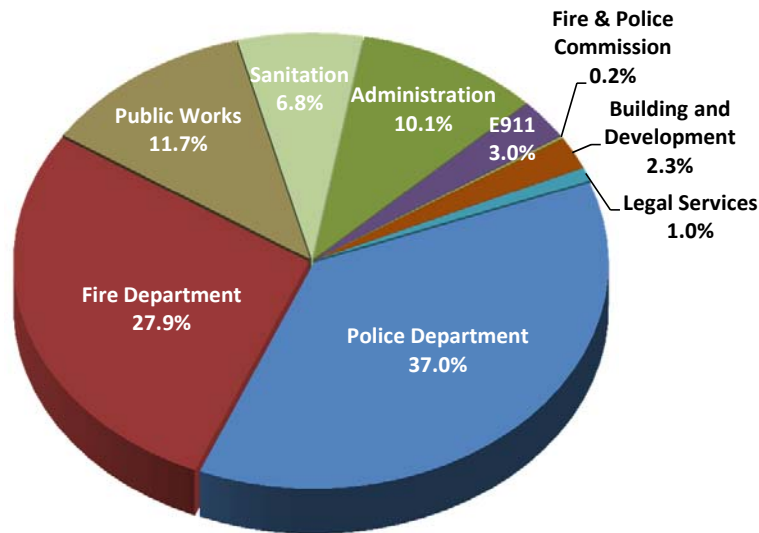
	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET	\$CHNG FY15/16	% CHNG FY15/16
<b>EXPENDITURES BY CATEGORY</b>							
Personal Services	6,042,054	6,280,508	6,605,788	6,467,407	6,707,563	101,775	1.54%
Employee Benefits	2,739,603	3,318,649	3,515,267	3,471,457	3,816,569	301,302	8.57%
Salaries and Benefits	8,781,657	9,599,157	10,121,055	9,938,864	10,524,132	403,077	3.98%
Contractual Services	3,457,021	3,269,963	3,618,847	3,544,473	3,388,647	(230,200)	-6.36%
Commodities	441,345	424,752	481,211	446,803	482,398	1,187	0.25%
Capital Outlay	18,402	131,074	-	-	-	-	-
Transfers	338,088	1,051,857	465,423	515,423	511,547	46,124	9.91%
<b>TOTAL</b>	<b>13,036,513</b>	<b>14,476,803</b>	<b>14,686,536</b>	<b>14,445,563</b>	<b>14,906,724</b>	<b>220,188</b>	<b>1.50%</b>



# General Fund Expenditures by Department

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET	\$CHNG FY15/16	% CHNG FY15/16
<b>EXPENDITURES BY DEPARTMENT</b>							
Administration	1,482,589	1,280,421	1,425,775	1,406,733	1,502,587	76,812	5.39%
E911	614,447	540,837	583,216	577,431	439,982	(143,234)	-24.56%
Fire & Police Commission	20,860	24,737	39,025	29,600	23,475	(15,550)	-39.85%
Building and Development	334,677	267,170	312,437	316,357	348,248	35,811	11.46%
Legal Services	128,548	154,462	142,000	193,485	142,000	-	0.00%
Police Department	4,305,256	4,893,073	5,285,010	5,275,725	5,521,874	236,864	4.48%
Fire Department	3,393,577	4,080,606	4,165,539	3,966,942	4,166,233	694	0.02%
Public Works	1,883,527	2,286,663	1,754,683	1,725,876	1,744,353	(10,330)	-0.59%
Sanitation	873,032	948,835	978,851	953,414	1,017,972	39,121	4.00%
<b>TOTAL</b>	<b>13,036,513</b>	<b>14,476,803</b>	<b>14,686,536</b>	<b>14,445,563</b>	<b>14,906,724</b>	<b>220,188</b>	<b>1.50%</b>

## GENERAL FUND EXPENDITURES BY DEPARTMENT



**Village of River Forest**  
**General Fund**  
**Budget Summary By Account**  
**Fiscal Year 2016 Budget**

ACCOUNT NUMBER	DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET	\$ CHG FY 2015-16	% CHG FY 2015 - 16
<b>PERSONAL SERVICES</b>								
510100	Salaries-Sworn	4,222,337	4,280,802	4,522,838	4,280,764	4,475,481	(47,357)	-1.05%
510200	Salaries-Regular	1,065,003	1,073,599	1,163,743	1,169,182	1,288,218	124,475	10.70%
510550	Crossing Guards	5,177	-	-	-	-	-	
511500	Specialist Pay	148,195	154,491	155,449	149,398	163,748	8,299	5.34%
511600	Holiday Pay	168,657	172,255	189,695	181,683	192,136	2,441	1.29%
511700	Overtime Pay	304,339	447,003	348,300	421,344	355,900	7,600	2.18%
511725	Badge Overtime	15,146	18,193	-	-	-	-	
511727	STEP Overtime	8,036	11,900	9,278	9,200	9,278	-	0.00%
511750	Compensated Absences-Ret	-	-	96,541	133,856	46,300	(50,241)	-52.04%
511800	Educational Incentives	48,950	49,100	50,600	49,000	49,300	(1,300)	-2.57%
511950	Insurance Refusal Reimb	10,675	7,450	5,700	6,000	4,200	(1,500)	-26.32%
513000	Salaries-Part-Time	45,539	65,715	63,644	66,980	123,002	59,358	93.27%
	Total Personal Services	6,042,054	6,280,508	6,605,788	6,467,407	6,707,563	101,775	1.54%
<b>EMPLOYEE BENEFITS</b>								
520100	ICMA Retirement Contribution	11,653	11,899	7,869	7,788	7,947	78	0.99%
520320	FICA	70,976	73,229	77,502	79,166	89,334	11,832	15.27%
520325	Medicare	76,449	79,594	87,392	86,344	94,371	6,979	7.99%
520330	IMRF	486,601	145,982	170,526	173,266	176,086	5,560	3.26%
520350	Employee Assistance Program	-	1,735	1,500	1,750	1,750	250	16.67%
520375	Fringe Benefits	13,564	15,359	15,420	16,305	16,680	1,260	8.17%
520400	Health Insurance	891,678	841,234	953,644	923,872	956,260	2,616	0.27%
520420	Health Insurance-Retirees	170,341	133,548	138,785	147,451	125,758	(13,027)	-9.39%
520425	Life Insurance	3,821	4,420	3,671	4,059	3,664	(7)	-0.19%
520430	HDHP Contributions	13,100	614,492	89,761	117,830	150,497	60,736	67.66%
520500	Wellness Program	805	755	1,500	1,250	1,250	(250)	-16.67%
530009	Police Pension Contribution	504,437	736,048	1,079,777	1,093,200	1,204,822	125,045	11.58%
530010	Fire Pension Contribution	496,178	660,354	887,920	819,176	988,150	100,230	11.29%
	Total Employee Benefits	2,739,603	3,318,649	3,515,267	3,471,457	3,816,569	301,302	8.57%
<b>CONTRACTUAL SERVICES</b>								
530200	Communications	29,930	35,398	41,157	41,868	45,878	4,721	11.47%
530300	Audit Services	20,715	19,335	21,495	26,710	22,105	610	2.84%
530350	Actuarial Services	6,700	4,250	18,500	11,250	10,500	(8,000)	-43.24%
530370	Professional Services	52,349	5,616	10,570	6,192	10,500	(70)	-0.66%
530380	Consulting Services	108,828	69,318	158,800	101,930	123,800	(35,000)	-22.04%
530385	Administrative Adjudication	18,464	23,965	29,220	29,220	29,220	-	0.00%
530400	Secretarial Services	3,480	8,512	9,750	9,720	7,500	(2,250)	-23.08%
530410	IT Support	175,778	98,143	151,900	142,495	152,711	811	0.53%
530420	Legal Services	18,912	33,204	52,500	40,500	42,500	(10,000)	-19.05%
530425	Village Attorney	99,129	109,257	80,000	141,485	90,000	10,000	12.50%
530426	Village Prosecutor	12,014	12,000	12,000	12,000	12,000	-	0.00%
530429	Vehicle Sticker Program	14,544	15,522	17,715	17,025	16,905	(810)	-4.57%
530430	Animal Control	2,400	375	3,700	-	-	(3,700)	-100.00%
531100	Health Inspections	4,575	1,500	12,000	7,200	14,400	2,400	20.00%
531250	Unemployment Claims	-	-	5,000	3,120	5,000	-	0.00%
531300	Inspections	30,732	48,449	54,380	57,240	58,350	3,970	7.30%
531305	Plan Review	8,168	5,810	20,000	24,215	20,000	-	0.00%
531310	Julie Participation	531	533	608	608	608	-	0.00%
532100	Bank Fees	8,487	10,302	12,773	13,340	12,490	(283)	-2.22%
532200	Liability Insurance	422,987	322,237	288,989	302,985	355,790	66,801	23.12%
532250	IRMA Deductible	29,072	28,530	27,719	19,260	27,719	-	0.00%
533100	Maintenance of Equipment	16,967	15,074	26,030	22,100	25,850	(180)	-0.69%
533200	Maintenance of Vehicles	105,824	87,486	99,263	112,883	92,000	(7,263)	-7.32%
533300	Maint of Office Equipment	14,137	11,527	12,770	10,610	12,670	(100)	-0.78%
533400	Maint of Traffic/Street Lights	44,018	46,530	30,380	30,000	35,380	5,000	16.46%
533550	Maintenance of Trees	51,249	41,027	186,979	236,000	78,000	(108,979)	-58.28%
533600	Maintenance of Buildings	110,400	59,794	54,750	59,700	63,000	8,250	15.07%
533610	Maintenance of Sidewalks	44,509	52,258	55,000	53,350	55,000	-	0.00%



**Village of River Forest**  
**General Fund**  
**Budget Summary By Account**  
**Fiscal Year 2016 Budget**

ACCOUNT NUMBER	DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET	\$ CHG FY 2015-16	% CHG FY 2015 - 16
533620	Maintenance of Streets	133,891	169,536	213,000	145,000	183,000	(30,000)	-14.08%
534100	Training	30,208	24,693	45,820	40,075	42,870	(2,950)	-6.44%
534150	Tuition Reimbursement	1,650	10,750	5,000	5,000	-	(5,000)	-100.00%
534200	Community Support Services	77,403	102,714	103,357	103,157	104,607	1,250	1.21%
534225	Badge Grant Program	10,132	5,996	-	-	-	-	
534250	Travel & Meetings	14,536	11,841	23,090	17,825	24,570	1,480	6.41%
534275	WSCDC Contribution	589,815	516,702	556,166	553,616	406,432	(149,734)	-26.92%
534277	Citizens Corp Council	6,012	5,163	5,500	5,000	5,500	-	0.00%
534300	Dues & Subscriptions	37,249	33,505	36,110	35,255	33,695	(2,415)	-6.69%
534350	Printing	9,016	11,662	8,375	8,095	7,875	(500)	-5.97%
534400	Medical & Screening	18,600	20,942	25,225	21,465	26,345	1,120	4.44%
534450	Testing	13,352	13,917	17,500	17,605	10,000	(7,500)	-42.86%
535300	Advertising/Legal Notices	2,709	4,438	10,080	7,560	6,330	(3,750)	-37.20%
535350	Dumping Fees	73,808	9,447	11,000	12,000	13,000	2,000	18.18%
535400	Damage Claims	62,486	163,774	40,000	40,000	40,000	-	0.00%
535450	Street Light Electricity	42,881	42,627	43,200	43,200	43,200	-	0.00%
535500	Collection & Disposal	871,201	879,379	902,413	902,414	947,535	45,122	5.00%
535510	Leaf Disposal	-	67,643	74,438	49,000	68,437	(6,001)	-8.06%
535600	Employee Recognition	7,173	9,282	4,625	5,200	5,375	750	16.22%
	Total Contractual Services	3,457,021	3,269,963	3,618,847	3,544,473	3,388,647	(230,200)	-6.36%
<b>COMMODITIES</b>								
540100	Office Supplies	33,816	28,930	35,535	28,785	34,535	(1,000)	-2.81%
540150	Office Equipment	16,814	3,254	5,150	3,200	5,150	-	0.00%
540200	Gas & Oil	116,991	114,899	131,670	96,785	109,057	(22,613)	-17.17%
540300	Uniforms Sworn Personnel	39,648	34,251	48,900	48,900	45,500	(3,400)	-6.95%
540310	Uniforms Other Personnel	5,630	5,530	6,375	6,075	6,375	-	0.00%
540400	Prisoner Care	1,847	1,860	2,608	2,600	2,608	-	0.00%
540500	Vehicle Parts	6,149	5,129	12,200	10,000	10,000	(2,200)	-18.03%
540600	Operating Supplies/Equipment	98,611	91,444	79,288	102,493	76,238	(3,050)	-3.85%
540601	Radios	6,368	10,294	12,095	6,435	12,095	-	0.00%
540602	Firearms/Range Supplies	14,544	12,239	15,440	15,440	15,440	-	0.00%
540603	Evidence Supplies	3,971	4,029	6,100	6,100	6,100	-	0.00%
540605	DUI Expenditures	866	3,800	3,800	2,000	3,800	-	0.00%
540610	Drug Forfeiture Expenditures	2,100	5,820	6,000	2,500	6,000	-	0.00%
540615	Article 36 Seizures	5,548	5,837	8,000	8,000	8,000	-	0.00%
540800	Trees	13,353	24,411	23,500	23,000	47,000	23,500	100.00%
541300	Postage	14,412	13,385	11,050	10,990	11,000	(50)	-0.45%
542100	Snow & Ice Control	60,677	59,640	73,500	73,500	83,500	10,000	13.61%
	Total Commodities	441,345	424,752	481,211	446,803	482,398	1,187	0.25%
<b>CAPITAL OUTLAY</b>								
550500	Building Improvements	3,635	-	-	-	-	-	
551205	Streetscape Improvements	-	97,049	-	-	-	-	
551250	Alley Improvements	14,767	34,025	-	-	-	-	
	Total Capital Outlay	18,402	131,074	-	-	-	-	
<b>TRANSFERS</b>								
575013	Transfer to Capital Equip Repl Fund	338,088	424,721	465,423	465,423	461,547	(3,876)	-0.83%
575014	Transfer to Capital Improvements	-	627,136	-	-	-	-	
575031	Transfer to TIF-Madison Street	-	-	-	25,000	25,000	25,000	
575032	Transfer to TIF-North Avenue	-	-	-	25,000	25,000	25,000	
	Total Transfers	338,088	1,051,857	465,423	515,423	511,547	46,124	
<b>TOTAL GENERAL FUND</b>		13,036,513	14,476,803	14,686,536	14,445,563	14,906,724	220,188	1.50%

**Village of River Forest**  
**General Fund Three Year Projections**  
**Fiscal Years 2016 - 2018**

	<b>FY 2014 Actual</b>	<b>FY 2015 Budget</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Projected</b>
<b>REVENUES</b>						
Property Taxes	\$6,017,575	\$6,095,647	\$6,062,087	\$6,183,942	\$6,276,701	\$6,433,618
Personal Prop Replcmt Tax	143,136	153,379	140,416	140,416	141,820	143,238
Restaurant Tax	144,474	146,816	147,127	153,285	156,351	159,478
General Sales Taxes	1,731,032	1,720,392	1,841,498	1,862,913	2,011,986	2,062,286
Use Tax	196,829	196,693	206,682	216,737	221,072	225,493
Non-Home Rule Sales Tax	819,156	843,843	853,672	862,209	914,514	937,377
State Income Taxes	1,088,668	1,080,332	1,069,529	1,106,028	1,128,149	1,150,712
Real Estate Transfer Taxes	127,103	90,000	84,579	90,000	92,700	95,481
Communication Taxes	354,715	405,128	362,775	326,498	310,173	294,664
Utility Taxes	703,108	652,282	641,056	657,371	657,371	657,371
Other Taxes (911)	155,541	153,837	149,090	146,777	146,777	146,777
Sub-Total	11,481,338	11,538,349	11,558,511	11,746,176	12,057,612	12,306,495
Other Intergovernmental Revenues	42,341	34,636	36,816	33,637	38,128	38,128
Building Permits	317,812	325,000	330,875	335,000	341,700	348,534
Other License/ Permits	725,560	651,058	726,772	700,270	704,270	704,270
Garbage Collection Charges	871,389	902,404	888,817	947,535	975,961	1,005,240
Other Charges for Services	735,446	640,202	623,950	634,491	642,551	650,778
Fines/Forfeits	375,331	308,120	314,137	321,505	322,591	323,708
Interest	20,565	24,000	20,548	25,000	27,500	30,250
Miscellaneous	358,522	162,377	194,045	165,750	166,883	168,049
IRMA Surplus	270,166	-	-	-	-	-
Sub-Total	3,717,132	3,047,797	3,135,960	3,163,188	3,219,584	3,268,956
<b>Total Revenues</b>	<b>15,198,471</b>	<b>14,586,146</b>	<b>14,694,471</b>	<b>14,909,364</b>	<b>15,277,197</b>	<b>15,575,451</b>
<b>EXPENDITURES</b>						
Administration	1,280,421	1,425,775	1,356,733	1,452,587	1,516,319	1,576,040
E-911	540,837	583,216	577,431	439,982	448,782	457,757
Police/Fire Commission	24,737	39,025	29,600	23,475	23,945	24,423
Building and Development	267,170	312,437	316,357	348,248	358,244	367,263
Legal	154,462	142,000	193,485	142,000	144,840	147,737
Police Department	4,746,666	5,128,290	5,119,005	5,371,339	5,611,411	5,864,142
Fire Department	3,935,125	3,995,811	3,797,214	3,992,850	4,133,619	4,321,626
Public Works	1,526,694	1,615,708	1,586,901	1,606,724	1,637,611	1,679,432
Sanitation	948,835	978,851	953,414	1,017,972	1,047,827	1,078,564
Expenditures before CERF Transfer	13,424,947	14,221,113	13,930,140	14,395,177	14,922,598	15,516,984
Transfers-Out to Other Funds						
CERF/CIF/TIF	1,051,857	465,423	515,423	511,547	473,086	484,913
<b>Total Expenditures</b>	<b>14,476,804</b>	<b>14,686,536</b>	<b>14,445,563</b>	<b>14,906,724</b>	<b>15,395,684</b>	<b>16,001,897</b>
Results of Operations	721,667	(100,390)	248,908	2,640	(118,487)	(426,446)
Est Available Fund Balances						
Beginning of year	5,403,378	6,125,045	6,125,045	6,373,953	6,376,593	6,258,106
End of year	6,125,045	6,024,655	6,373,953	6,376,593	6,258,106	5,831,660
Percentage of Subsequent Year Budgeted Expenditures	<b>41.71%</b>		<b>42.76%</b>	<b>41.42%</b>	<b>39.11%</b>	<b>36.44%</b>

# Administration

## BUDGET SNAPSHOT

	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
Personnel Services	465,179	477,561	444,350	496,524
Employee Benefits	149,131	161,948	155,033	173,574
Contractual Services	630,869	753,581	694,755	715,004
Commodities	35,242	32,685	30,310	32,685
Transfers	-	-	25,000	25,000
<b>Total</b>	<b>1,280,421</b>	<b>1,425,775</b>	<b>1,406,733</b>	<b>1,502,587</b>

## DEPARTMENT DESCRIPTION

The Administration Division reflects expenses of the Village Administrator's Office and Finance operations. The Village Administrator is responsible to the Village Board for enforcing Village policies, and supervising and coordinating the activities of all Village departments.

The Village Administrator's Office provides support to Village departments in the areas of human resources, employee benefits, organizational development, risk management information technology as well as leading the Village's economic development efforts.

The Finance operations are responsible for the receipt and disbursement of Village funds and accounting of the Village's finances for use in management decisions.

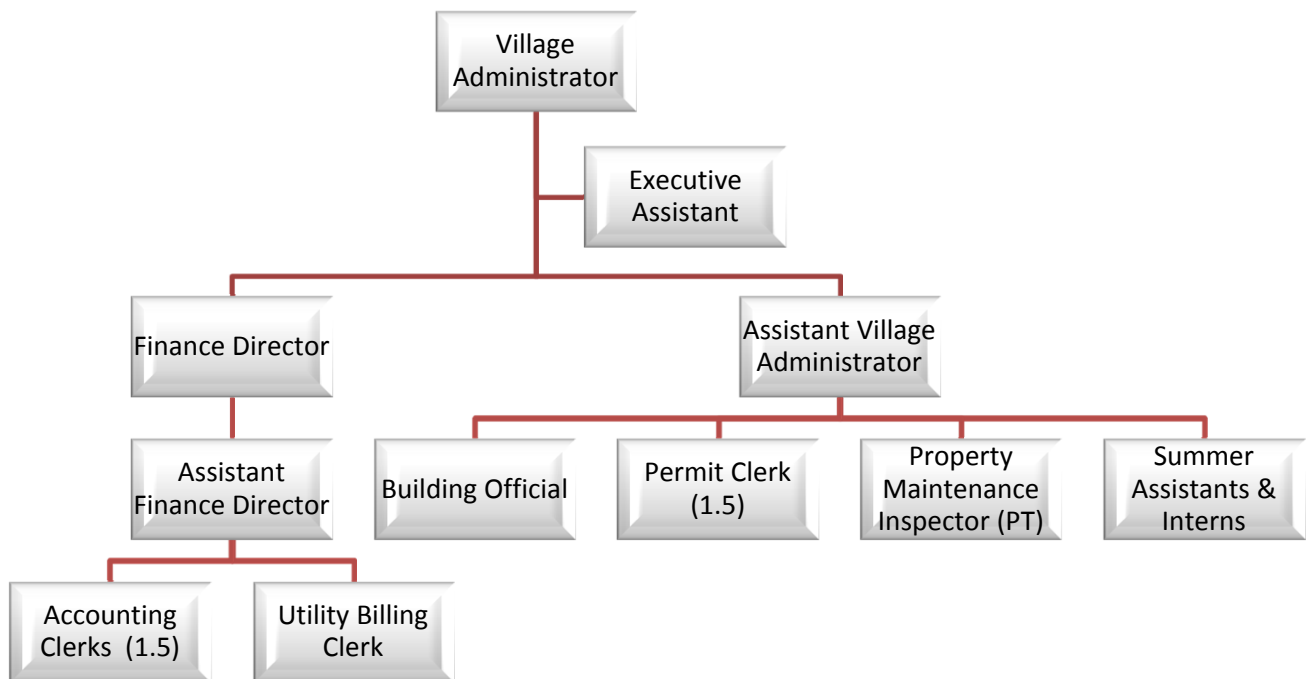
## BUDGET ANALYSIS

The FY 2016 proposed budget includes funds for the reorganization of clerical and accounting staff positions and duties, including the conversion of a part time clerical position to full time with a focus on front counter duties, accounting and Public Works clerical support. Additional funds have also been budgeted to enhance the Village's website and IT infrastructure and equipment.

## PERSONNEL SUMMARY

	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2016 BUDGET
Administration	2.5	2.5	2.5
Finance	3.5	3.5	3.5
<b>TOTAL ADMINISTRATION FTEs</b>	<b>6</b>	<b>6</b>	<b>6</b>

# Administration Organizational Chart



## LOOKING FORWARD: 2016 OBJECTIVES

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### Village Board Strategic Goal: Customer Service

Reorganization of clerical and accounting staff positions and duties

Implement a possible employee-paid vision benefits program

Implement a possible additional high deductible health insurance plan

Implement online Laserfiche portal that allows for the completion of applications online and immediate transfer of record(s) to Laserfiche

### Village Board Strategic Goal: Quality of Life

Create plan for Washington School bus-relief panels

Implement Jeanette Fields memorial

Work with environmental group to partner on green initiatives (e.g. electronics recycling)

### Village Board Strategic Goal: Performance & Efficiency

Transition plan for senior leadership positions throughout the organization

Implement GASB 67/68

Continue document imaging program of archival records

Update IT inventory and capital spending plan

Fill vacancies created by reorganization plan and employee attrition

Implement computer training program

Conduct water and sewer rates study

Launch eligibility management system for employee benefits

### Village Board Strategic Goal: Economic Development

Continue identification of development strategies for Lake and Lathrop

Engage process for the possible creation of TIF Districts along North Avenue and Madison Street

Complete Madison Streetscaping improvements

## REVIEWING THE YEAR: 2015 ACCOMPLISHMENTS

### VILLAGE BOARD STRATEGIC GOAL: CUSTOMER SERVICE

GOALS	STATUS
Consider the use of a customer feedback form at the front counter to obtain feedback about the service they received from Village staff.	Village staff will implement a form in the 4 <sup>th</sup> quarter of the Fiscal Year
Consider conducting a community-wide survey of residents regarding Village services.	Village staff recommends that continuation of topic-specific surveys continue in lieu of a Village-wide survey as a scientific survey is often costly and time-consuming
Continue to evaluate additional opportunities for payments and services that can be provided online.	Village staff added information regarding licensed contractors on the Village website to assist residents rather than requiring that they call the Village Hall during regular business hours or wait until staff has returned to the office to email the information.
Create Village communication plan and examine use of additional communication media.	A draft communication plan was presented to the Village Board of Trustees at its January 26, 2015 meeting.

### VILLAGE BOARD STRATEGIC GOAL: QUALITY OF LIFE

GOALS	STATUS
Examine opportunities to share services, equipment and expand intergovernmental cooperation to eliminate duplicative services.	Village staff and the Village Board of Trustees met with Township officials regarding the possibility of sharing services; Village officials will continue approaching other agencies regarding the possibility of sharing personnel, equipment and services.
Examine additional recycling and sustainability initiatives.	The Village Board of Trustees approved an intergovernmental agreement with the River Forest Parks Foundation to serve as sustainability advisors to the Village

### VILLAGE BOARD STRATEGIC GOAL: PERFORMANCE & EFFICIENCY

GOALS	STATUS
Recruit and hire new public works director.	New Public Works Director hired in June 2014
Conduct Microsoft, Laserfiche and Springbrook training for applicable staff.	Village staff will be trained in the use of the Laserfiche forms. Village staff is also in the process of working with Dominican to create a Microsoft training program.
Continue to prepare and update procedures manuals for all positions in the Finance and Administration divisions to assist with training and cross-training of employees.	Village staff will launch this program in the 4 <sup>th</sup> quarter of the FY.

Reorganize support staff duties related to Police activities in order to expand support to Public Works and Fire functions.	A PT records clerk was hired in the Police Department and the former records clerk was promoted to Records Supervisor, shifting police-related duties back to the Department and freeing up staff to perform additional support functions. Village staff continues to identify how to best align service and staffing and will present possible staffing options to the Board of Trustees during its FY 2016 budget deliberations.
Continue working with Police, Fire and Public Works Departments to improve operations and identify efficiencies.	The Public Works Director has proposed the privatization of landscaping services and possible modifications to the Village's microsurfacing program.
Update Employee Safety Manual, policies and practices to reduce exposure to risk.	Revised Personnel and Safety Manuals will be presented to the Board of Trustees in the 3 <sup>rd</sup> and 4 <sup>th</sup> quarters of the FY, respectively.
Continue use of part-time and contractual help to store documents electronically.	The Village engaged the services of TKB Associates to scan archival records and utilized a PT Clerk and PT undergraduate intern to archive documents.
Evaluate time-keeping methods and software and improve ease of access to leave time information.	Village staff introduced an automated leave request process that is electronically routed and stored in Laserfiche.
Join state debt recovery program to recover delinquent fines	The Village entered into an agreement with the State to participate in their Illinois Debt Recovery Program (IDROP), which allows the Village to recover past due parking and red light camera violations from the State refunds and payments. Seven years of past due violations were transferred to the State for collections. The Village should begin receiving revenues in the Spring.
Complete pension funding study and present Pension Funding Policy for approval by the Village Board of Trustees, Police Pension Fund and Firefighter Pension Fund	Pension Funding Policies were developed for the Village's Police and Firefighter Pension Funds. This was a collaborative process that involved the Finance Committee and both Pension Fund boards. The policies were approved by the Village Board and both Pension Fund boards. The 2014 Property Tax Levy for the pension funds was based on the transition plan recommended during the development of the policies.

## VILLAGE BOARD STRATEGIC GOAL: ECONOMIC DEVELOPMENT

GOALS	STATUS
Identify development strategies for Lake & Lathrop Avenues.	The Village Board of Trustees and Village Administrator continue to explore all viable options to spur the redevelopment of this property.
Work with local developers regarding Lake and Park Avenues.	The Village issued an RFP for development of the property at Lake and Park Avenues. The proposals are currently under review by the Economic Development Commission.

Examine Economic Development opportunities in conjunction with the North Avenue and Madison Avenue Corridor Plans.	The Village completed a TIF feasibility study and market analysis, and approved an Ordinance authorizing a TIF eligibility study for the North Avenue and Madison Street corridors.
Examine development strategies for former Dominick's site	The Village Board and Cook County approved a 7C development incentive and continue to work with the property owner and possible tenant to spur renovation and occupation of the facility as soon as possible.
Work with the Former Hines Lumber Site to expedite redevelopment of the property.	The Village Board referred a proposed multi-family Planned Development proposal to the Development Review Board for review and consideration.



## PERFORMANCE MEASURES

In Fiscal Year 2012 the Village implemented performance measures in each operating department to provide continuous feedback in order to ensure the delivery of efficient and effective services.

MEASURES	FY 2014		FY 2015		FY 2016
	GOAL	PROJECTED	GOAL	PROJECTED	GOAL
GFOA Certificate of Excellence in Financial Reporting	Obtain	Obtained	Obtain	Obtained	Obtain
GFOA Distinguished Budget Award	Obtain	Obtained	Obtain	Obtained	Obtain
Send Monthly E-mail Blast to Village Residents	12 E-mails	12 E-Mails	12 E-mails	12 E-Mails	12 E-Mails
Increase Website Traffic by 5%*	5% Increase	11%	5% Increase	10.2% increase	5% Increase
Retain or Improve Number of Resident Email Addresses	50% Increase	4.5% Increase (2,415 total addresses)	Retain 95% of e-mail addresses (2,306 total addresses)	Retain 95% of e-mail addresses (2,295 total addresses)	Retain 95% of e-mail addresses
Increase Number of Employees Participating in the Flexible Benefit Program (FSA-125)	13% (+3 participants)	10% (+3 participants, 33 total)	10% (+3 Participants)	30 participants total	Maintain participant number
Retain ICMA Performance Measurement Certificate of Achievement	-	-	Obtain	Obtained	Retain and create plan for improving to certificate of distinction
FOIA Response Time - Commercial Requests responded to within state guidelines **	-	-	100%	100%	100%
FOIA Response Time - Non-Commercial Requests responded to within state guidelines**	-	-	100%	100%	100%

\*\* Modified performance measure in

## ACTIVITY MEASURES

Projected through the end of the fiscal year.

Measure	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Vehicle Stickers- Passenger	5,119	5,875	5,823	5,700	6,016
Vehicle Stickers- Seniors	847	902	929	913	918
Vehicle Stickers- Trucks	114	132	142	126	133
Vehicle Stickers- Motorcycles	30	109	107	93	127
Vehicle Stickers- Total	6,110	7,018	7,001	6,832	7,884
Vehicle Stickers- Late Notices Issued	-	1,869	1,098	523	1,569
Vehicle Stickers- Late Fees Assessed	444	879	646	644	558
Vehicle Stickers- Online Payments	-	1,495	1,425	1,493	1,535
Vehicle Sticker Sales	\$263,635	\$310,352	\$294,215	\$296,728	\$305,150
Accounts Payable Checks Printed	2,209	2,164	2,200	2,035	2,138
Real Estate Transfer Stamps Issued	119	139	211	230	195
Animal Tags Issued	267	270	294	274	256
Cash Receipts	22,191	22,369	25,780	27,307	27,211
Invoices Issued	121	280	285	141	147
Freedom of Information Requests	72	96	100	128	135
Auto Liability Claims	4	3	0	0	2
Auto Physical Damage	8	1	0	3	0
General Liability Claims	6	5	0	1	0
Village Property Claims	10	15	7	7	7
Workers Compensation Claims	8	7	6	5	5

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>10</b>	<b>Administration</b>							
01-10-00-51-0200	Salaries Regular	404,563	426,917	440,073	444,350	496,524	56,451	12.83%
01-10-00-51-1700	Overtime	3,196	1,011	500	2,505	2,000	1,500	300.00%
01-10-00-51-1950	Insurance Refusal Reimb	1,500	1,500	1,500	1,500	1,500	-	0.00%
01-10-00-51-3000	Part-Time Salaries	27,050	35,751	35,488	28,280	31,300	(4,188)	-11.80%
	<b>Personnel Services</b>	<b>436,309</b>	<b>465,179</b>	<b>477,561</b>	<b>476,635</b>	<b>531,324</b>	<b>53,763</b>	<b>11.26%</b>
							-	
01-10-00-52-0100	ICMA Retirement Contract	4,500	4,500	-	-	-	-	
01-10-00-52-0320	FICA	26,000	26,262	26,982	27,550	30,626	3,644	13.51%
01-10-00-52-0325	Medicare	6,342	6,552	6,847	6,443	7,758	911	13.31%
01-10-00-52-0330	IMRF	53,191	52,868	61,379	59,720	61,029	(350)	-0.57%
01-10-00-52-0350	Employee Assistance Program	-	1,735	1,500	1,750	1,750	250	16.67%
01-10-00-52-0375	Fringe Benefits	6,726	7,028	6,840	7,200	7,200	360	5.26%
01-10-00-52-0400	Health Insurance	41,640	38,277	43,374	40,150	51,725	8,351	19.25%
01-10-00-52-0420	Health Insurance - Retirees	3,917	3,829	4,542	3,730	1,865	(2,677)	-58.94%
01-10-00-52-0425	Life Insurance	468	608	492	650	507	15	3.05%
01-10-00-52-0430	HDHP Contributions	3,900	6,718	8,492	6,590	9,864	1,372	16.16%
01-10-00-52-0500	Wellness Program	805	754	1,500	1,250	1,250	(250)	-16.67%
	<b>Benefits</b>	<b>147,489</b>	<b>149,131</b>	<b>161,948</b>	<b>155,033</b>	<b>173,574</b>	<b>11,626</b>	<b>7.18%</b>
01-10-00-53-0200	Communications	16,053	19,277	19,750	21,095	23,620	3,870	19.59%
01-10-00-53-0300	Audit Services	20,715	19,335	21,495	26,710	22,105	610	2.84%
01-10-00-53-0350	Actuarial Services	6,700	4,250	18,500	11,250	10,500	(8,000)	-43.24%
01-10-00-53-0380	Consulting Services	107,541	58,168	134,800	84,930	60,800	(74,000)	-54.90%
01-10-00-53-0410	IT Support	160,986	83,710	133,440	125,755	109,290	(24,150)	-18.10%
01-10-00-53-0429	Vehicle Sticker Program	15,601	15,522	17,715	17,025	16,905	(810)	-4.57%
01-10-00-53-1100	Health/Inspection Services	4,575	1,500	12,000	7,200	14,400	2,400	20.00%
01-10-00-53-1250	Unemployment Claims	-	-	5,000	3,120	5,000	-	0.00%
01-10-00-53-2100	Bank Fees	8,487	10,302	12,773	13,340	12,490	(283)	-2.22%
01-10-00-53-2200	Liability Insurance	422,987	322,237	288,989	302,985	355,790	66,801	23.12%
01-10-00-53-2250	IRMA Liability Deductible	29,072	28,530	27,719	19,260	27,719	-	0.00%
01-10-00-53-3300	Maint of Office Equipment	14,077	11,480	12,170	10,510	12,170	-	0.00%
01-10-00-53-4100	Training	4,964	2,592	5,500	4,675	6,500	1,000	18.18%
01-10-00-53-4150	Tuition Reimbursement	1,650	10,750	5,000	5,000	-	(5,000)	-100.00%
01-10-00-53-4250	Travel & Meeting	2,948	4,993	6,900	6,485	7,050	150	2.17%
01-10-00-53-4300	Dues & Subscriptions	27,097	20,008	21,720	21,775	19,105	(2,615)	-12.04%
01-10-00-53-4350	Printing	1,760	6,336	2,735	2,455	2,235	(500)	-18.28%
01-10-00-53-4400	Medical & Screening	280	1,200	300	1,555	1,500	1,200	400.00%
01-10-00-53-5300	Advertising/Legal Notice	800	1,399	2,450	4,430	2,450	-	0.00%
01-10-00-53-5600	Employee Recognition	7,173	9,280	4,625	5,200	5,375	750	16.22%
	<b>Contractual Services</b>	<b>853,466</b>	<b>630,869</b>	<b>753,581</b>	<b>694,755</b>	<b>715,004</b>	<b>(38,577)</b>	<b>-5.12%</b>
01-10-00-54-0100	Office Supplies	14,099	18,602	16,685	16,170	16,685	-	0.00%
01-10-00-54-0150	Office Equipment	16,814	3,255	5,000	3,150	5,000	-	0.00%
01-10-00-54-1300	Postage	14,412	13,385	11,000	10,990	11,000	-	0.00%
	<b>Materials &amp; Supplies</b>	<b>45,325</b>	<b>35,242</b>	<b>32,685</b>	<b>30,310</b>	<b>32,685</b>	<b>-</b>	<b>0.00%</b>
01-10-00-57-5031	Transfer to TIF-Madison	-	-	-	25,000	25,000	25,000	
01-10-00-57-5032	Transfer to TIF-North	-	-	-	25,000	25,000	25,000	
	<b>Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
10	Administration	1,482,589	1,280,421	1,425,775	1,406,733	1,502,587	76,812	5.39%

## BUDGET SNAPSHOT

	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Contractual Services	\$540,837	\$583,216	\$577,431	\$439,982
Commodities	-	-	-	-
Transfers				
<b>Total</b>	<b>\$540,837</b>	<b>\$583,216</b>	<b>\$577,431</b>	<b>\$439,982</b>

## DEPARTMENT DESCRIPTION

The Village contracts with the West Suburban Consolidation Dispatch Center (WSCDC) for Police and Fire Emergency 9-1-1 Dispatch services. The WSCDC provides service for the Villages of Elmwood Park, Oak Park, River Forest and the City of Park Ridge and serves more than 126,000 residents.

WSCDC was founded in 1999 as a cooperative venture voluntarily established by the Villages of Oak Park and River Forest pursuant to the Intergovernmental Cooperation Act, Chapter 5, Act 220 of the Illinois Compiled Statutes for the purpose of providing joint police, fire and other emergency communications.

WSCDC is governed by a Board of Directors comprised of the Village Manager of Elmwood Park, Village Manager of Oak Park, Village Administrator of River Forest and the City Manager of Park Ridge.

The agency has an annual budget of slightly more than \$3.2 million and runs on a calendar fiscal year. Member dues are calculated according to the number of calls for service generated by each member agency.

## BUDGET ANALYSIS

The 2016 WSCDC Budget decreased by 24.56% from the previous budget amount, primarily due to the addition of the City of Park Ridge. The dispatch operations absorbed the increase of one more agency without increasing staffing.

River Forest's call volume was 11,722 in 2014, up from the previous year of 11,719 in 2013. Although there is no significant increase in call volume, a reduction in the Village's percentage use of the Dispatch Center by 25% is realized because of the addition of the City of Park Ridge. This decrease results in a reduction of our contribution by \$149,734 annually.

## PERSONNEL SUMMARY

There are no personnel assigned to this division.

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

<b>Account Number</b>	<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Budget</b>	<b>FY 2015 Projected</b>	<b>FY 2016 Budget</b>	<b>CHG FY 2015-2016</b>	<b>% Change</b>
<b>14</b>	<b>E911</b>							
01-14-00-53-0200	Telephone	10,270	10,305	11,000	10,315	11,000	-	0.00%
01-14-00-53-0380	Consulting Services	-	-	-	-	6,500	6,500	
01-14-00-53-0410	IT Support	8,000	8,000	8,000	8,000	8,000	-	0.00%
01-14-00-53-3100	Maintenance of Equipment	-	-	500	500	500	-	0.00%
01-14-00-53-4100	Training	350	510	550	-	550	-	0.00%
01-14-00-53-4250	Travel & Meeting	-	157	1,500	-	1,500	-	0.00%
01-14-00-53-4275	WSCDC Contribution	589,815	516,702	556,166	553,616	406,432	(149,734)	-26.92%
01-14-00-53-4277	Citizens Corps Council	6,012	5,163	5,500	5,000	5,500	-	0.00%
01-14-00-53-4278	Medical Reserve Corp	-	-	-	-	-	-	
	<b>Contractual Services</b>	<b>614,447</b>	<b>540,837</b>	<b>583,216</b>	<b>577,431</b>	<b>439,982</b>	<b>(143,234)</b>	<b>-24.56%</b>
<b>14</b>	<b>E911</b>	<b>614,447</b>	<b>540,837</b>	<b>583,216</b>	<b>577,431</b>	<b>439,982</b>	<b>(143,234)</b>	<b>-24.56%</b>

# Fire and Police Commission

## BUDGET SNAPSHOT

	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Contractual Services	\$24,737	\$38,825	\$29,550	\$23,235
Commodities	\$0	\$200	\$50	\$150
Transfers	-	-	-	-
Total	<b>\$24,737</b>	<b>\$39,025</b>	<b>\$29,600</b>	<b>\$23,475</b>

## DEPARTMENT DESCRIPTION

Under State statute, the Board of Fire and Police Commissioners is responsible for recruiting and appointing sworn Firefighter Paramedics and Police Officers. The Board also establishes the promotional lists for the sworn Fire and Police Department personnel and conducts hearings concerning disciplinary matters falling within its jurisdiction.

## BUDGET ANALYSIS

The FY 2016 Budget includes \$15,000 for the creation of new Police Sergeant and Fire Lieutenant Promotional Lists. The current lists expire in June and July, 2015, respectively.

## PERSONNEL SUMMARY

There are no personnel assigned to this division.

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>15</b>	<b>Police &amp; Fire Commission</b>							
01-15-00-53-0400	Secretarial Services	3,450	8,512	9,750	9,720	7,500	(2,250)	-23.08%
01-15-00-53-0420	Legal Services	450	-	2,500	500	2,500	-	0.00%
01-15-00-53-4250	Travel & Meeting	-	-	200	150	200	-	0.00%
01-15-00-53-4300	Dues & Subscriptions	430	375	375	375	375	-	0.00%
01-15-00-53-4400	Medical & Screening	2,524	-	3,000	1,000	2,000	(1,000)	-33.33%
01-15-00-53-4450	Testing	13,352	13,917	17,500	17,605	10,000	(7,500)	-42.86%
01-15-00-53-5300	Advertising/Legal Notice	645	1,933	5,500	200	750	(4,750)	-86.36%
	<b>Contractual Services</b>	<b>20,851</b>	<b>24,737</b>	<b>38,825</b>	<b>29,550</b>	<b>23,325</b>	<b>(15,500)</b>	<b>-39.92%</b>
01-15-00-54-0100	Office Supplies	9	-	150	50	150	-	0.00%
01-15-00-54-1300	Postage	-	-	50	-	-	(50)	-100.00%
	<b>Materials &amp; Supplies</b>	<b>9</b>	<b>-</b>	<b>200</b>	<b>50</b>	<b>150</b>	<b>(50)</b>	<b>-25.00%</b>
<b>15</b>	<b>Police &amp; Fire Commission</b>	<b>20,860</b>	<b>24,737</b>	<b>39,025</b>	<b>29,600</b>	<b>23,475</b>	<b>(15,550)</b>	<b>-39.85%</b>



# Building & Development

## BUDGET SNAPSHOT

	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
Personnel Services	168,914	179,916	178,935	206,802
Employee Benefits	36,682	42,901	45,162	47,901
Contractual Services	60,947	88,170	90,520	92,095
Commodities	627	1,450	1,740	1,450
Transfers	-	-	-	-
<b>Total</b>	<b>267,170</b>	<b>312,437</b>	<b>316,357</b>	<b>348,248</b>

## DEPARTMENT DESCRIPTION

The Building & Development Division administers all land use and zoning regulations and coordinates the planned development process in conjunction with the Village Administrator's Office. The Division is responsible for the enforcement of all building codes as well as zoning, sign, and subdivision ordinances.

The Division is responsible for the issuance of building permits for new construction and remodeling as well as sign and fence permits. The Division issues more than 1,000 permits annually and completes or coordinates more than 1,500 inspections annually.

The Building & Development Division provides staff support to the Zoning Board of Appeals, Plan Commission, Development Review Board, and Historic Preservation Commission.

## BUDGET ANALYSIS

The Building Department was reorganized in FY 2014 and a full time Building Inspector was replaced with a part time Property Maintenance Inspector whose primary responsibility is to obtain code compliance. Existing staff continue to absorb the increasing plan review activity with the aid of contractual plan review services. Village staff anticipate another modest increase in permit activity and have projected additional inspection costs and corresponding permit revenue. The clerical responsibilities associated with the increased activity is also expected to grow and staff continue to utilize cross-trained employees in different departments to attempt to absorb the workload, however, additional support is needed for records management and for support when the permit clerk is utilizing benefit leave. Village staff began diverting funds budgeted for seasonal internships toward the employment of a temporary part time permit clerk. Staff proposes that this part time position be made permanent.

## PERSONNEL SUMMARY

	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2016 BUDGET
Building & Development	3.5	3	3.5

## LOOKING FORWARD: 2016 OBJECTIVES

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### Village Board Strategic Goal: Customer Service

Continue public education efforts regarding historically significant properties as well as the process and requirements for façade/window modification(s)

Explore options for online permit and contractor licensing application and payment options through use of Laserfiche online portal

### Village Board Strategic Goal: Quality of Life

Continue audit of Village code(s)

Create notification program for properties with addresses that are not readily visible to first responders and seek voluntary compliance

Create inventory of signs/vacant properties to ensure greater compliance with Village sign regulations

### Village Board Strategic Goal: Performance & Efficiency

Continue scanning Geo Files and digitizing of archival records

Create permit clerk procedure manual and cross-train staff to support the permitting function

### Village Board Strategic Goal: Economic Development

See Goals listed under Administration

## REVIEWING THE YEAR: 2015 ACCOMPLISHMENTS

### VILLAGE BOARD STRATEGIC GOAL: PERFORMANCE & EFFICIENCY

GOALS	STATUS
Continue public education efforts regarding historically significant properties as well as the process and requirements for façade/window modification(s)	Village staff assisted the Historic Preservation Commission by sending direct mail pieces to every household and to all owners of historically significant properties regarding the architectural survey and permit requirements. Staff also modified permit applications and the website regarding the requirements and hosted another presentation regarding architecture/historic districts.

### VILLAGE BOARD STRATEGIC GOAL: CUSTOMER SERVICE

GOAL	STATUS
Continue audit of Village code(s)	Code Enforcement audited the municipal code regarding stop sign locations.
Develop State affordable housing plan in accordance with state requirements	The Village is contracting with Houseal Lavigne to prepare a recommendation to the Board in the 4 <sup>th</sup> Quarter of FY 2015.
Strictly enforce municipal code, especially near multi-family units	The Village has addressed serious property maintenance conditions at vacant, multi-family and other properties from serious life safety issues to overflowing waste receptacles. Village staff has been successful in obtaining compliance and recovering fines that offset the expenses associated with these activities.
Work with social service agencies to identify resources for residents with home storage/property maintenance issues	The Village staff was able to obtain compliance regarding these violations with the assistance of social service agencies
Examine possible neighbor building/code dispute mediation program	Village staff is exploring the possibility of utilizing the West Central Municipal Conference neighbor mediation program

### VILLAGE BOARD STRATEGIC GOAL: QUALITY OF LIFE

GOALS	STATUS
Engage Contractual Services to Electronically Store and Retrieve Paper Documents	Village staff has been utilizing the services of TKB Associates to electronically archive geo files and other records. The Village has also been utilizing a PT employee to assist the Permit Clerk with records management.
Create Pro-Active Strategies to Gain Voluntary Compliance from Frequent Code Violators	Building Department underwent training provided by the Village's attorney and identified a range of options for voluntary compliance and enforcement.

## PERFORMANCE MEASURES

In Fiscal Year 2012 the Village implemented performance measures in each operating department to provide continuous feedback in order to ensure the delivery of efficient and effective services.

MEASURES	FY 2014		FY 2015		FY 2016
	GOAL	ACTUAL	GOAL	ACTUAL (1 <sup>ST</sup> – 3 <sup>RD</sup> QUARTERS)	GOAL
Plan Reviews of Large Projects Completed in 3 Weeks or Less	95%	97% (111 of 114)	95%	79% (76 of 96)	95%
Re-Reviews of Large Projects Completed in 2 weeks or Less	95%	100% (134 of 134)	95%	91% (99 of 109)	95%
Plan Reviews of Small Projects Completed in 5 Days or Less	95%	83% (45 of 54)	95%	94% (68 of 72)	95%
Express Permits Issued at Time of Application	100%	100% (403 of 403)	100%	100% (254 of 254)	100%
Village Inspections Completed within 24 Hours of Request	100%	100% (1,100 of 1,100)	100%	100% (1,021 of 1,021)	100%
Contractual Inspections Passed	80%	93% (1,005 of 1,082)	80%	96% (982 of 1021)	80%

## ACTIVITY MEASURES

Projected through the end of the fiscal year.

Measure	FY 2012	FY 2013	FY 2014	FY 2015
Building Permits	208	190	158	206
Electrical Permits	213	160	168	200
Plumbing Permits	226	170	190	230
Street Obstruction Permits	9	4	4	14
Temporary Permits	89	35	70	80
Miscellaneous Permits*	421	350	334	415
Building Inspections	653	600	403	600
Electrical Inspections	329	275	264	300
Plumbing Inspections**	384	350	262	350
Code Enforcement Inspections	345	300	300	312
Code Enforcement Citations	120	70	50	70

\*Miscellaneous permits include gutters, roofs, sidewalks, windows, masonry, drain tile, HVAC, exterior work, generator, fence, driveway, desk, sign, tuck-pointing, concrete, and waterproofing.

\*\*31 Inspections conducted for Water Main Project

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>20</b>	<b>Building and Development</b>							
01-20-00-51-0200	Full-Time Salaries	186,311	157,479	158,260	158,135	164,039	5,779	3.65%
01-20-00-51-1700	Overtime	2,032	115	1,900	-	1,900	-	0.00%
01-20-00-51-1900	Performance Pay	-	-	-	-	-	-	#DIV/0!
01-20-00-51-1950	Insurance Refusal Reimbursemnt	3,600	2,700	2,700	2,700	2,700	-	0.00%
01-20-00-51-3000	Part-Time Salaries	-	8,620	17,056	18,100	38,163	21,107	123.75%
	<b>Personnel Services</b>	<b>191,943</b>	<b>168,914</b>	<b>179,916</b>	<b>178,935</b>	<b>206,802</b>	<b>26,886</b>	<b>14.94%</b>
01-20-00-52-0320	FICA	11,954	10,482	11,229	10,930	12,896	1,667	14.85%
01-20-00-52-0325	Medicare	2,796	2,452	2,626	2,555	3,016	390	14.85%
01-20-00-52-0330	IMRF	24,625	19,251	21,888	23,685	24,323	2,435	11.12%
01-20-00-52-0375	Fringe Benefits	1,590	1,588	1,500	1,800	1,800	300	20.00%
01-20-00-52-0400	Health Insurance	3,565	2,567	3,435	4,495	3,584	149	4.34%
01-20-00-52-0425	Life Insurance	73	92	83	97	83	-	0.00%
01-20-00-52-0430	HDHP Contributions	500	250	2,140	1,600	2,199	59	2.76%
	<b>Benefits</b>	<b>45,103</b>	<b>36,682</b>	<b>42,901</b>	<b>45,162</b>	<b>47,901</b>	<b>5,000</b>	<b>11.65%</b>
01-20-00-53-0370	Professional Services	52,349	5,616	10,570	5,440	10,500	(70)	-0.66%
01-20-00-53-1300	Inspection Services	30,732	48,449	54,380	57,240	58,350	3,970	7.30%
01-20-00-53-1305	Plan Review Services	8,168	5,810	20,000	24,215	20,000	-	0.00%
01-20-00-53-3200	Vehicle Maintenance	3,335	30	1,000	520	1,000	-	0.00%
01-20-00-53-4100	Training	81	140	1,320	1,000	1,320	-	0.00%
01-20-00-53-4300	Dues & Subscriptions	62	62	150	175	175	25	16.67%
01-20-00-53-5300	Advertising/Legal Notices	726	840	750	1,930	750	-	0.00%
	<b>Contractual Services</b>	<b>95,453</b>	<b>60,947</b>	<b>88,170</b>	<b>90,520</b>	<b>92,095</b>	<b>3,925</b>	<b>4.45%</b>
01-20-00-54-0100	Office Supplies	1,612	384	400	1,165	400	-	0.00%
01-20-00-54-0150	Office Equipment	-	-	150	50	150	-	0.00%
01-20-00-54-0200	Gas & Oil	290	243	400	250	400	-	0.00%
01-20-00-54-0600	Operating Supplies	276	-	500	275	500	-	0.00%
	<b>Materials &amp; Supplies</b>	<b>2,178</b>	<b>627</b>	<b>1,450</b>	<b>1,740</b>	<b>1,450</b>	<b>-</b>	<b>0.00%</b>
<b>20</b>	<b>Building and Development</b>	<b>334,677</b>	<b>267,170</b>	<b>312,437</b>	<b>316,357</b>	<b>348,248</b>	<b>35,811</b>	<b>11.46%</b>

## BUDGET SNAPSHOT

	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
Personnel Services	-	-	-	-
Employee Benefits	-	-	-	-
Contractual Services	\$154,462	\$142,000	\$193,485	\$142,000
Commodities	-	-	-	-
Transfers	-	-	-	-
<b>Total</b>	<b>\$154,462</b>	<b>\$142,000</b>	<b>\$193,485</b>	<b>\$142,000</b>

## DEPARTMENT DESCRIPTION

The Legal Division provides the Village with legal and advisory services on a contractual basis.

The Legal Division represents the Village in courts and before administrative bodies, provides legal services such as ordinance preparation, legal opinions and advice to the Village Board, staff, boards and commissions. The Division is also responsible for the enforcement of Village ordinances and traffic regulations.

## BUDGET ANALYSIS

In FY 2015 the Village experienced higher legal costs than anticipated as a result of the Electoral Board proceedings, the District 90 Planned Development application, and legal proceedings related to code enforcement at vacant properties.

There are no changes to the 2016 Budget.

## PERSONNEL SUMMARY

There are no personnel assigned to this division.

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>30</b>	<b>Legal Services</b>							
01-30-00-53-0420	Labor and Employment Legal Svc	18,462	33,204	50,000	40,000	40,000	(10,000)	-20.00%
01-30-00-53-0425	Village Attorney	98,072	109,258	80,000	141,485	90,000	10,000	12.50%
01-30-00-53-0426	Village Prosecutor	12,014	12,000	12,000	12,000	12,000	-	0.00%
	<b>Contractual Services</b>	<b>128,548</b>	<b>154,462</b>	<b>142,000</b>	<b>193,485</b>	<b>142,000</b>	<b>-</b>	<b>0.00%</b>
<b>30</b>	<b>Legal Services</b>	<b>128,548</b>	<b>154,462</b>	<b>142,000</b>	<b>193,485</b>	<b>142,000</b>	<b>-</b>	<b>0.00%</b>



## BUDGET SNAPSHOT

CATEGORY	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
Personnel Services	\$ 2,757,438	\$ 2,937,924	\$ 2,966,180	\$3,044,103
Employee Benefits	\$ 1,620,964	\$ 1,770,135	\$ 1,796,082	\$1,921,029
Contractual Services	\$ 213,181	\$ 236,732	\$ 219,938	\$ 235,607
Commodities	\$ 155,081	\$ 183,499	\$ 146,805	\$ 170,600
Capital Outlay	\$ 0	\$0	\$0	\$0
Transfers	\$ 146,407	\$ 156,720	\$ 156,720	\$ 150,535
<b>Total</b>	<b>\$ 4,893,073</b>	<b>\$ 5,285,010</b>	<b>\$ 5,275,725</b>	<b>\$5,521,874</b>

## DEPARTMENT DESCRIPTION

The Police Department traditionally delivers a wide variety of law enforcement services to the community. The delivery of services is accomplished through the following divisions: Administration, Patrol and Investigations.

The Police budget provides funds for uniformed patrol, criminal investigations, traffic law enforcement, motor vehicle crash investigations, training, parking enforcement, court prosecution of criminal offenders, juvenile programs, community relations activities, crime prevention programs, and school safety programs.

The Patrol Division is the largest and most visible component of the department, consisting of 18 uniformed patrol officers, 3 sergeants (one per shift) and a patrol commander. Marked patrol vehicles are used to patrol the community, and the patrol division provides continuous policing to the community 24 hours a day every day of the year.

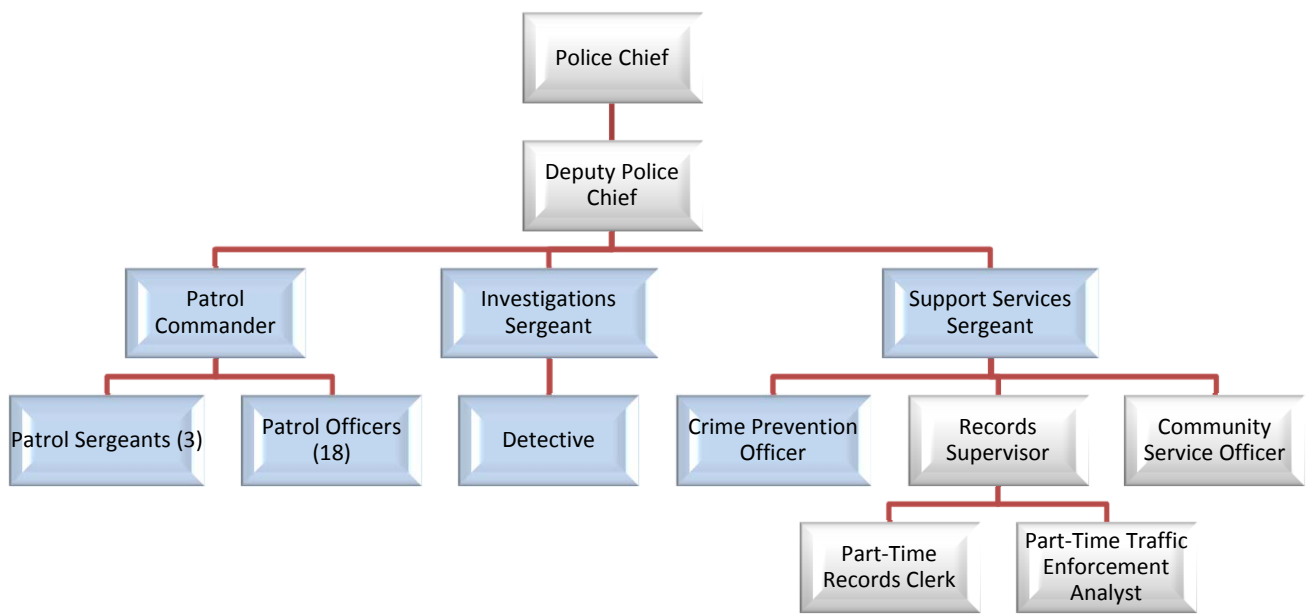
The Investigations Division consists of one detective sergeant and one detective serving as plain clothes investigators. The detectives provide specialized services and investigations that patrol officers cannot accomplish due to the time required to investigate complex incidents and crimes.

The Administration Division includes the police chief, deputy chief, support services sergeant, crime prevention, records, and community service officer. This division provides support to patrol and investigations by developing the department's objectives, operating budget and making program recommendations which are aligned with the Village's and department's goals. This division is also tasked with fiscal monitoring, oversight of personnel and benefits, records management and maintenance of the department's technical equipment, and red light camera administration.

## BUDGET ANALYSIS

The main increase in Personnel Services for the FY2016 Budget is due to pension contributions per the newly created Pension Funding policy, and the annual salary increase for personnel covered under the collective bargaining agreement. The budget also includes a \$6,185 decrease for the transfer to CERF. Contractual Services will show a modest decrease for this fiscal year and Commodities will decrease by \$12,899 due to the anticipated lower cost for fuel.

# Police Organizational Chart



FOP

## PERSONNEL SUMMARY

### FY 2014 ACTUAL

### FY 2015 BUDGET

### FY 2016 BUDGET

Sworn Officers	28	28	28
Non-Sworn	2	3	3
TOTAL POLICE FTEs	30	31	31

## LOOKING FORWARD: 2016 OBJECTIVES

### Village Board Strategic Goal: Customer Service

1. Engage department members to develop and implement new programs to improve crime prevention and community support services.
2. Continue to partner with River Forest Township and Oak Park Youth Services to improve current programs such as ISEARCH and FACE-It. Support IMPACT programs and community outreach by participating in data collection affecting teen drug use.

### Village Board Strategic Goal: Quality of Life

1. Improve Senior citizen safety by taking a proactive approach in providing safety and informational seminars to seniors through coordination with the local condo associations, religious worship entities and senior citizen event sponsors in River Forest.
2. Work with the Management Team to develop a community calendar that includes upcoming Village Special Events that impact road closures, parking, and pedestrian traffic.

### Village Board Strategic Goal: Performance & Efficiency

1. Use new CAD system's Case Management module to improve investigations and manage assignments, improving work flow, follow-up and performance tracking.
2. Work with Cook County Clerk's office to begin e-ticketing, reducing back-end data entry, paperwork and input errors.

## REVIEWING THE YEAR: 2015 ACCOMPLISHMENTS

### VILLAGE BOARD STRATEGIC GOAL: CUSTOMER SERVICE

GOALS	STATUS
1.Improve and enhance community outreach with regard to all services provided to residents. Work with village staff to use Village Website, Social Media, Public Presentations, Press Releases, and E-mail and Text Alerts.	1. Each month the Village produces an e-newsletter. Crime prevention tips and enforcement activity (example: snow ban) has been included in the newsletter as well as the village website. The Department also creates a weekly press summary that includes reported crimes and distributes it to the local media. In addition, the department created over 10 Press Releases, and conducted 49 safety seat inspections for 2015.
2. Develop protocols and processes to expedite informing the residents and public to crime patterns, safety hazards, and prevention techniques.	2. The Department currently has 440 residents signed up for crime alerts and crime tips. For FY15, the police department's goal to send out an average of one crime alert/tip each month is on target. Based on these alerts, there have been residents who read the alerts and contacted the police to inform them of suspicious activity pertaining to the information they received (example: Phone Scams, Package Thefts).

### VILLAGE BOARD STRATEGIC GOAL: QUALITY OF LIFE

GOAL	STATUS
1. Use new accident software to help analyze and track traffic accident data to help reduce accidents by 5% by better deploying enforcement resources and creating a targeted educational campaign.	1. The Department generated a traffic accident map that showed accident related intersections and their frequency. This map was distributed to the patrol shifts where supervisors were required to create daily traffic enforcement missions targeting the highest accident related intersections. In addition, based on an IDOT safety grant, the Department participated in 5 holiday traffic enforcement missions. As a result, there was a 19% decrease in injury accidents with a 19% increase in DUI arrests.

2. Work with the Management Team to develop a community calendar that includes upcoming Village Special Events that impact road closures, parking, and pedestrian traffic.

2. This goal has not been completed. However, the community calendar is a work in progress and the Department will add Special Events that affect the community when the calendar is available.

## VILLAGE BOARD STRATEGIC GOAL: PERFORMANCE AND EFFICIENCY

### GOAL

1 Create an internal shared Special Event calendar, allowing officers to review upcoming events and activities for appropriate staffing and planning needs.

2. In conjunction with WSCDC, Oak Park and Elmwood Park Public Safety personnel, review available CAD systems in order to determine best course of action, whether to upgrade existing system or seek new vendor.

### STATUS








1. The Department created an internal shared event calendar that officers can access to review community events such as 5K runs, meetings, major university events, etc. Patrol Supervisors use the calendar to assign premise checks and extra watches.

2. In conjunction with the member agencies of WSCDC, a CAD committee was formed and has chosen a new CAD system. The new system is currently being implemented with an anticipated “go-live” date of August 2015.

## PERFORMANCE MEASURES

In Fiscal Year 2012 the Village implemented performance measures in each operating department to provide continuous feedback in order to ensure the delivery of efficient and effective services.

### MEASURES

	FY 2014		FY 2015		FY 2016
	GOAL	ACTUAL	GOAL	ACTUAL (1 <sup>ST</sup> – 3 <sup>RD</sup> QTRS)	GOAL
4:00 Minute Average Police Response Time for Priority Calls for Service	4:00 minutes	3:51 minutes	4:00 minutes	3:40 minutes	4:00 Minutes
Staff Injuries on Duty Resulting in Lost Work Days	 50%	2 Officers (6 days)	 50%	1 Officer (113 days)	0 days lost
Reduction in Number of Claims Filed for Property or Vehicle Damage Caused by the Police Department	0 Claims	2 Claims	0 Claims	2 Claims	0 Claims
Improve Communication with Bargaining Unit and Reduce Number of Grievances	 50%	2 Grievances	 50%	0 Grievances	0 Grievances
Reduce Overtime and Improve Morale by Reducing Sick Leave Usage. Comparison of FY14 and FY15	 10 %	160 days Includes 5 FMLA	 10 %	167days 3 FMLA	 10 %

## ACTIVITY MEASURES

Activity is measured by calendar year.

Measure	2011	2012	2013	2014
Calls for Service	11,111	9,906	9,762	9,747
Part I Offenses*	333	348	305	263
Part II Offenses**	923	920	873	775
Traffic Citations	3,278	3,162	3,557	3,411
Parking and Compliance Citations	6,401	7,619	6,997	7,210
Traffic Accidents	456	494	514	573
Part I Arrests- Adult	92	105	118	95
Part I Arrests- Juvenile	10	9	9	10
Part II Arrests- Adult	739	660	671	583
Part II Arrests- Juvenile	17	20	15	22

\* Part I offenses include Homicide, Criminal Sexual Assault, Robbery, Aggravated Battery, Burglary, Theft over \$500.00, Arson and Motor Vehicle Theft

\*\* Part II offenses include, simple Battery, Assault, Criminal Trespass, Disorderly Conduct and all other misdemeanor offenses.

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>40</b>	<b>Police Department</b>							
01-40-00-51-0100	Salaries Sworn	2,353,887	2,311,597	2,484,889	2,484,899	2,564,365	79,476	3.20%
01-40-00-51-0200	Salaries Regular	94,322	97,657	142,538	137,334	110,827	(31,711)	-22.25%
01-40-00-51-1500	Specialist Pay	27,789	29,032	28,500	30,420	30,500	2,000	7.02%
01-40-00-51-1600	Holiday Pay	97,614	97,392	112,619	112,619	116,394	3,775	3.35%
01-40-00-51-1700	Overtime	125,517	156,992	125,900	146,008	132,000	6,100	4.85%
01-40-00-51-1725	BADGE Overtime	15,146	18,193	-	-	-	-	
01-40-00-51-1727	IDOT STEP Overtime	8,036	11,900	9,278	9,200	9,278	-	0.00%
01-40-00-51-1800	Educational Incentives	33,250	33,000	34,200	34,200	34,800	600	1.75%
01-40-00-51-1950	Insurance Refusal Reim	3,175	1,675	-	-	-	-	
01-40-00-51-3000	Part-Time Salaries	-	-	-	11,500	45,939	45,939	
	<b>Personnel Services</b>	<b>2,758,736</b>	<b>2,757,438</b>	<b>2,937,924</b>	<b>2,966,180</b>	<b>3,044,103</b>	<b>106,179</b>	<b>3.61%</b>
01-40-00-52-0320	FICA	5,642	5,867	8,837	8,837	9,720	883	9.99%
01-40-00-52-0325	Medicare	36,462	37,562	42,223	42,223	43,656	1,433	3.39%
01-40-00-52-0330	IMRF	14,727	15,676	23,202	23,202	20,041	(3,161)	-13.62%
01-40-00-52-0375	Fringe Benefits	1,300	1,800	1,800	1,800	1,800	-	0.00%
01-40-00-52-0400	Health Insurance	399,397	371,352	448,851	448,851	472,621	23,770	5.30%
01-40-00-52-0420	Health Insurance - Retirees	107,135	91,689	94,504	97,028	92,979	(1,525)	-1.61%
01-40-00-52-0425	Life Insurance	1,732	1,972	1,656	1,656	1,656	-	0.00%
01-40-00-52-0430	HDHP Contributions	5,500	358,998	69,285	69,285	73,734	4,449	6.42%
01-40-00-53-0009	Contribution to Police Pension	504,437	736,048	1,079,777	1,093,200	1,204,822	125,045	11.58%
	<b>Benefits</b>	<b>1,076,332</b>	<b>1,620,964</b>	<b>1,770,135</b>	<b>1,786,082</b>	<b>1,921,029</b>	<b>150,894</b>	<b>8.52%</b>
01-40-00-53-0200	Communications	605	2,263	2,177	3,068	3,068	891	40.93%
01-40-00-53-0385	Administrative Adjudication	18,465	23,965	29,220	29,220	29,220	-	0.00%
01-40-00-53-0410	IT Support	2,982	2,622	6,340	6,340	6,367	27	0.43%
01-40-00-53-0430	Animal Control	2,400	375	3,700	-	-	(3,700)	-100.00%
01-40-00-53-3100	Maint of Equipment	9,575	9,733	14,850	12,600	14,850	-	0.00%
01-40-00-53-3200	Maintenance of Vehicles	45,454	47,538	45,263	45,263	46,500	1,237	2.73%
01-40-00-53-3600	Maintenance of Buildings	3,162	849	4,340	1,000	4,340	-	0.00%
01-40-00-53-4100	Training	16,957	13,733	18,000	14,500	18,050	50	0.28%
01-40-00-53-4200	Community Support Services	64,553	87,699	89,157	89,157	89,407	250	0.28%
01-40-00-53-4225	Badge Grant Programs	10,132	5,996	-	-	-	-	
01-40-00-53-4250	Travel & Meeting	2,646	752	4,450	3,450	4,450	-	0.00%
01-40-00-53-4300	Dues & Subscriptions	4,956	7,432	7,700	7,700	7,820	120	1.56%
01-40-00-53-4350	Printing	7,256	5,327	5,640	5,640	5,640	-	0.00%
01-40-00-53-4400	Medical & Screening	5,931	4,898	5,015	2,000	5,015	-	0.00%
01-40-00-53-5300	Advertising/Legal Notice	-	-	880	-	880	-	0.00%
	<b>Contractual Services</b>	<b>195,074</b>	<b>213,182</b>	<b>236,732</b>	<b>219,938</b>	<b>235,607</b>	<b>(1,125)</b>	<b>-0.48%</b>
01-40-00-54-0100	Office Supplies	6,952	7,817	14,800	8,100	14,800	-	0.00%
01-40-00-54-0200	Gas & Oil	73,194	67,208	76,988	58,262	64,089	(12,899)	-16.75%
01-40-00-54-0300	Uniforms Sworn Personnel	28,716	24,820	27,000	27,000	27,000	-	0.00%
01-40-00-54-0310	Uniforms Other Personnel	467	374	800	500	800	-	0.00%
01-40-00-54-0400	Prisoner Care	1,847	1,860	2,608	2,600	2,608	-	0.00%
01-40-00-54-0600	Operating Supplies	11,210	10,983	9,868	9,868	9,868	-	0.00%
01-40-00-54-0601	Radios	6,368	10,295	12,095	6,435	12,095	-	0.00%
01-40-00-54-0602	Firearms and Range Supplies	14,545	12,239	15,440	15,440	15,440	-	0.00%
01-40-00-54-0603	Evidence Supplies	3,971	4,029	6,100	6,100	6,100	-	0.00%



Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
01-40-00-54-0605	DUI Expenditures	866	3,800	3,800	2,000	3,800	-	0.00%
01-40-00-54-0610	Drug Forfeiture Expenditures	2,100	5,820	6,000	2,500	6,000	-	0.00%
01-40-00-54-0615	Article 36 Exp	5,548	5,837	8,000	8,000	8,000	-	0.00%
	<b>Materials &amp; Supplies</b>	<b>155,784</b>	<b>155,082</b>	<b>183,499</b>	<b>146,805</b>	<b>170,600</b>	<b>(12,899)</b>	<b>-7.03%</b>
01-40-00-55-0500	Building Improvements	3,635	-	-	-	-	-	
	<b>Capital Outlay</b>	<b>3,635</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
01-40-00-57-5013	Transfer to CERF	115,695	146,407	156,720	156,720	150,535	(6,185)	-3.95%
		<b>115,695</b>	<b>146,407</b>	<b>156,720</b>	<b>156,720</b>	<b>150,535</b>	<b>(6,185)</b>	<b>-3.95%</b>
<b>40</b>	<b>Police Department</b>	<b>4,305,256</b>	<b>4,893,073</b>	<b>5,285,010</b>	<b>5,275,725</b>	<b>5,521,874</b>	<b>236,864</b>	<b>4.48%</b>

## BUDGET SNAPSHOT

CATEGORY	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
Personnel Services	\$2,392,108	\$ 2,517,115	\$2,375,514	\$2,404,231
Employee Benefits	\$1,287,308	\$ 1,303,769	\$1,247,694	\$1,426,270
Contractual Services	\$214,253	\$111,435	\$118,712	\$103,596
Commodities	\$41,456	\$63,492	\$55,294	\$58,753
Transfers	\$145,481	\$169,728	\$169,728	\$173,383
<b>Total</b>	<b>\$4,080,606</b>	<b>\$ 4,165,539</b>	<b>\$3,966,942</b>	<b>\$4,166,233</b>

## DEPARTMENT DESCRIPTION

The Fire Department is an all-hazard protection service providing fire suppression, emergency medical services (EMS), hazardous materials and technical rescue response as well as fire prevention, fire investigation, and emergency management services.

The Fire Department operates 24 hours a day 365 days a year to limit loss of life, injury and property damage to the residents, businesses and visitors of River Forest by providing high quality fire protection, advanced life support and emergency services in the most cost effective manner.

The Fire Department is a member of MABAS Division XI. MABAS, the Mutual Aid Box Alarm System, is a group of 7 fire departments in the River Forest region that work together to provide mutual aid for calls which cannot be handled by one department alone.

## BUDGET ANALYSIS

The FY 2016 budget reflects an increase of \$100,230 for Contributions to Fire Pension realizing a more stable funding mechanism as outlined in the recent pension funding study.

While the FY 2015 projected overtime expense is \$58,000 more than the \$170,000 budgeted, the 2016 budget remains at \$170,000 to more accurately reflect historical expenditures. The Fire Department experienced three worker compensation injuries and three retirements that significantly impacted the overtime budget. All positions are filled and we do not expect the experience of the previous year to duplicate itself in the coming budget year.

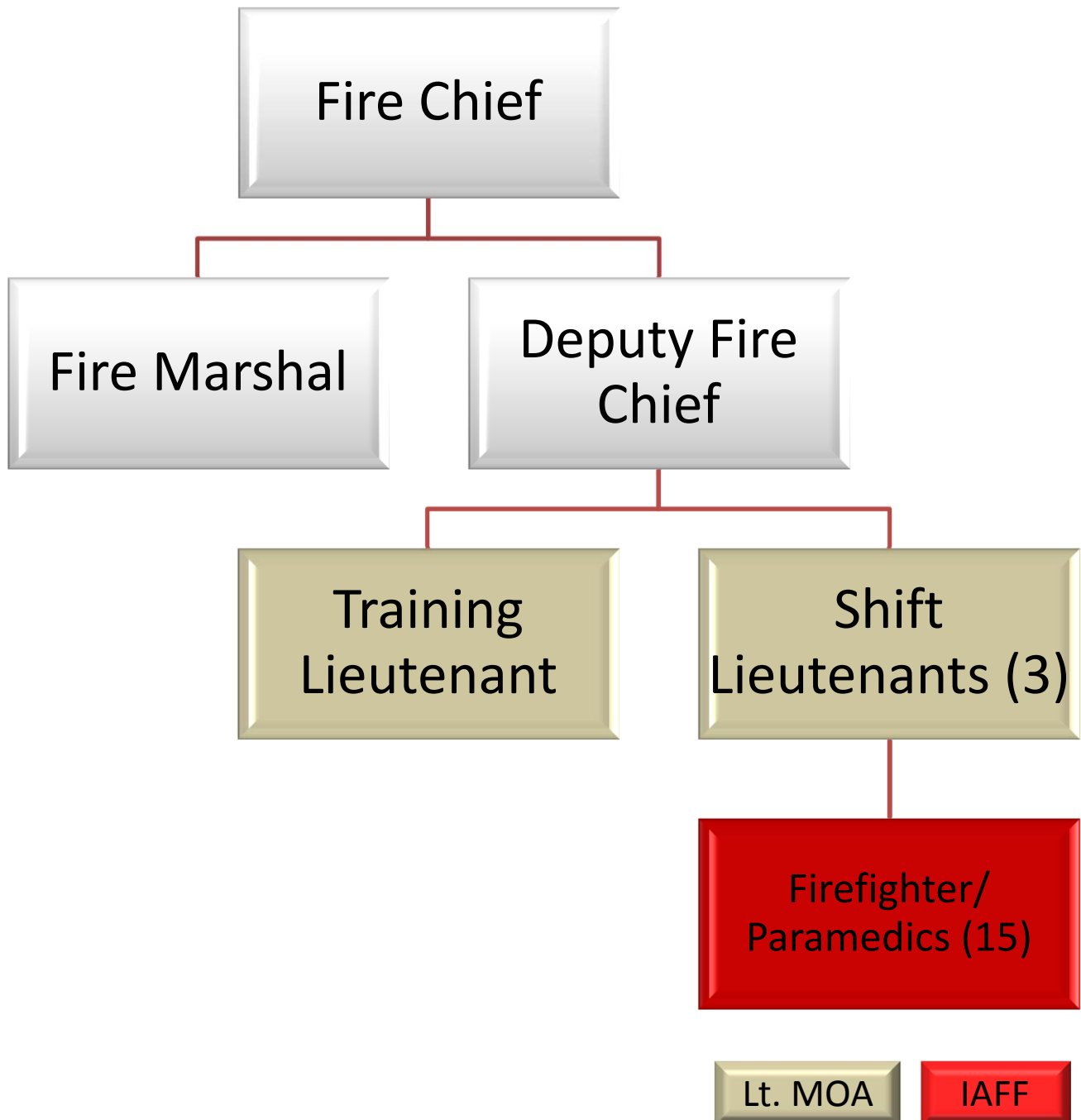
The Fire Department realized a reduction in sworn personnel by one position, and the creation of a civilian Fire Marshal position. This change will recognize a savings of \$80,000 in personnel services.

The Budget also includes a \$3,655 increase for the transfer to CERF to meet the demand of aging equipment.

## PERSONNEL SUMMARY

	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2016 BUDGET
Sworn Officers	22	22	21
Civilian Fire Marshal	0	0	1
<b>TOTAL FIRE FTEs</b>	<b>22</b>	<b>22</b>	<b>22</b>

# Fire Organizational Chart



## LOOKING FORWARD: 2016 OBJECTIVES

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### Village Board Strategic Goal: Customer Service

1. Improve fire and safety awareness through public education in our schools and public outreach expanding programs with the new Fire Marshal position.
2. Reduce fire insurance outlay for residents and business owners through diligent operations and implementation of programs that lead to better public class ratings through Insurance Service Office of Illinois (ISO).
3. Provide added CPR/AED classes for residents and businesses throughout our community.
4. Provide voluntary home fire inspection with both fire prevention bureau and shift personnel.

### Village Board Strategic Goal: Quality of Life

1. Improve community preparedness with update of Emergency Operation Plan (EOP).
2. Specify and purchase Engine 211 to replace a twenty-four year old pumping apparatus. Engine 226 served the community well and has seen its useful life diminish with excessive repairs in the past several years.
3. Improve our community emergency preparedness with programs participated with and taught by volunteers of our village, along with first responders as train-the-trainer educators. Both Fire and Police personnel will work with our Community Emergency Response Team (CERT) to provide.

### Village Board Strategic Goal: Performance & Efficiency

1. Utilizing new technology and the advent of a new computer aid dispatch system (CAD) and Firehouse software records management will become centralized with other functions such as training, hydrant inspection and flow data, hose pressure testing and personnel scheduling.
2. Electronic performance of property fire inspection through Firehouse and IROL software.
3. Improve response times by working with the West Suburban Consolidated Dispatch Center (WSCDC) to establish current and consistent policies on dispatch protocol.
4. Process and complete Assistance to Firefighters Grant (AFG) for equipment and tools.
5. Complete officer development training on Incident Management with 'Blue Card' command system by 2016.

## REVIEWING THE YEAR: 2015 ACCOMPLISHMENTS

### VILLAGE BOARD STRATEGIC GOAL: CUSTOMER SERVICE

#### GOALS

Improve fire and safety awareness through increased public education in our schools.

Continue improvement in fire protection services to achieve a lower Insurance Services Office (ISO) Public Protection Risk (PPR) rating. Upon accomplishment this will provide property owners the ability to reduce their costs for fire insurance throughout our community.

#### STATUS

Completed 10 public safety education programs community-wide, making contact with 350 residents, students and businesses. These programs will increase with the new Fire Marshal position.

Improvements to our apparatus and communications equipment leads to an improvement in the Public Protection Classification rating, of which River Forest is currently a Class 3.

### VILLAGE BOARD STRATEGIC GOAL: PERFORMANCE & EFFICIENCY

#### GOALS

Improve Fire Prevention efficiency by utilizing new technology designed to streamline physical property inspections. This is determinant on funding for new programs and data resource equipment.

Advance all firefighters to level III certification through the Office of the State Fire Marshal & advance Lieutenants to Fire Officer II level.

Investigate and apply for available grants, along with alternative funding for apparatus and equipment.

Improve response times. Work with West Suburban Consolidated Dispatch Center in improving call processing times and work with Fire Officers on turn-out of apparatus.

Review criteria for new Class A Pumper

#### STATUS

As the Fire Marshal becomes established, the advancement of programs will come to fruition. Programs planned include; IROL a third party vendor that makes contact with businesses to provide current and updated data in the inspection process. Firehouse software will be the backbone of the inspection process and tie in with our records management to provide the most current information to first responders when answering emergency calls.

Ten of the fifteen firefighters have successfully completed this training. The remaining firefighters are new recruits or have been with our department less than 4 years. All Lieutenants have accomplished this advanced leadership level of training.

Applied for Assistance to Firefighters Grants (FEMA) for Self-Contained Breathing Apparatus (SCBA), however we were again denied. The next step is to apply for tools and equipment with a smaller grant request.

Working with West Suburban Consolidated Dispatch Center on 'call taking' process and a 'HOT DISPATCH' protocol for emergency response. The two installed dispatch monitor have shown an improvement with turnout times.

FY2016 will see a new pumping engine to replace the twenty-four year old apparatus (E-226).

## VILLAGE BOARD STRATEGIC GOAL: QUALITY OF LIFE

### GOALS

Improve public preparedness for all River Forest citizens with participation in Citizen Corp Council, to include Community Emergency Response Team (CERT) and Medical Reserve Corp (MRC). Assist in providing specialized training to our residents in fire suppression, disaster first aid, light search & rescue and communications.

Work with Police to develop a Citizen Fire & Police Academy.

Firefighter quality of life improvement with the upgrade of Self-Contained Breathing Apparatus (SCBA). This was part of FY 2012 goals but was placed on hold as new standards from NFPA were being held up during sequester of the federal government.

### STATUS

Annually completed training in CPR/AED, First Aid, Sheltering, Fire Behavior and Damage Assessment.

Assisted the Police Department's Police Academy with training programs in CPR/AED & First Aid.

The 2013 NFPA self-contained breathing apparatus (SCBA) was finally approved and adopted in late 2014. The new MSA G1 air-pack is planned to be delivered by FY2015 fiscal year end.

## PERFORMANCE MEASURES

In Fiscal Year 2012 the Village implemented performance measures in each operating department to provide continuous feedback in order to ensure the delivery of efficient and effective services.

### MEASURES

	CALENDAR YEAR 2013		CALENDAR YEAR 2014		2015
	GOAL	ACTUAL	GOAL	ACTUAL	GOAL
Maintain Fire / Rescue Quality Standard of high priority turnout times at an average of 1:20 minutes or less as established in NFPA 1710 (4.1.2.1)	1:20	1:05	1:20	1:13	1:15
Maintain Fire / Rescue Quality Standard of high priority response times at an average of 4:00 minutes or less as established in NFPA 1710 (4.1.2.1)	4:00	3:51	4:00	4:00	4:00
Customer complaints and/or public safety professional complaint of less than one percent of total call volume	<1%	0%	<1%	0%	<1%
Medical complaints filed by medical director and/or hospital personnel of less than one percent of total call volume	<1%	0%	<1%	0%	<1%
All commercial, multi-family, educational properties inspected once per year.	311	220	311	197	342

## ACTIVITY MEASURES

Activity evaluated on a continual basis to ensure delivery of efficient and effective services (measured by calendar year)

Measure	2010	2011	2012	2013	2014
Emergency Fire Responses	1037	946	856	862	871
Building Fires	31	36	25	20	32
Cooking related Fires	63	43	59	66	56
Other Fires	25	11	24	11	11
Severe Weather	0	5	17	0	1
Hazardous Conditions (no fire)	115	102	54	101	71
Service Calls	235	214	205	205	183
Good Intent Call	326	299	265	259	285
False Alarms	242	236	207	197	229
Emergency Medical Responses	902	888	1,005	1,069	1106
Total Calls for Service	1,939	1,834	1,861	1,931	1977
Patient Contacts	927	836	1,022	1,077	1095
ALS	443	414	508	548	546
BLS	484	422	514	529	549
Refused Transport	260	201	262	274	265
Simultaneous Calls	569	304	292	310	352
Percent of Simultaneous Calls	29.35%	16.58%	15.69%	16.05%	17.80%
Average Emergency Response Time	4:04	3:59	3:58	3:51	4:00
Dollar Value of Property	\$38,471,752	\$9,772,900	\$3,260,922	\$1,441,169	\$7,377,804
Saved	\$38,177,098	\$9,409,836	\$3,183,697	\$1,297,748	\$7,322,795
Percent Saved	99.23%	96.28%	97.63%	90.05%	99.25%
Loss	\$294,654	\$363,064	\$77,225	\$143,421	\$55,009
Public Education Programs/Contacts	56/2,087	31/1,772	26/1,671	25/1506	10/350



**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>50</b>	<b>Fire Department</b>							
01-50-00-51-0100	Salaries Sworn	1,874,236	1,969,205	2,037,949	1,795,865	1,911,116	(126,833)	-6.22%
01-50-00-51-0200	Salaries Regular	-	-	-	22,500	61,125	61,125	
01-50-00-51-1500	Specialist Pay	112,456	117,659	119,149	111,178	125,448	6,299	5.29%
01-50-00-51-1600	Holiday Pay	71,042	74,863	77,076	69,064	75,742	(1,334)	-1.73%
01-50-00-51-1700	Overtime	130,055	214,281	170,000	228,251	170,000	-	0.00%
01-50-00-51-1750	Compensated Absences-Retiremt	-	-	96,541	133,856	46,300	(50,241)	-52.04%
01-50-00-51-1800	Educational Incentives	15,700	16,100	16,400	14,800	14,500	(1,900)	-11.59%
	<b>Personnel Services</b>	<b>2,203,489</b>	<b>2,392,108</b>	<b>2,517,115</b>	<b>2,375,514</b>	<b>2,404,231</b>	<b>(112,884)</b>	<b>-4.48%</b>
01-50-00-51-1950	Insurance Refusal Reimb	2,400	1,575	1,500	1,500	-	(1,500)	-100.00%
01-50-00-52-0100	ICMA Retirement Contract	7,153	7,399	7,869	7,788	7,947	78	0.99%
01-50-00-52-0320	FICA	-	-	-	1,395	3,827	3,827	
01-50-00-52-0325	Medicare	24,392	25,918	28,569	27,996	32,395	3,826	13.39%
01-50-00-52-0330	IMRF	-	-	-	2,602	7,573	7,573	
01-50-00-52-0375	Fringe Benefits	960	1,200	1,200	1,425	1,800	600	50.00%
01-50-00-52-0400	Health Insurance	332,341	320,139	342,533	314,925	303,975	(38,558)	-11.26%
01-50-00-52-0420	Health Insurance - Retirees	47,251	23,520	26,113	29,062	17,270	(8,843)	-33.86%
01-50-00-52-0425	Life Insurance	1,318	1,510	1,254	1,470	1,227	(27)	-2.15%
01-50-00-52-0430	HDHP Contributions	2,000	245,693	6,811	40,355	62,106	55,295	811.85%
01-50-00-53-0010	Contribution to Fire Pension	496,178	660,354	887,920	819,176	988,150	100,230	11.29%
	<b>Benefits</b>	<b>913,993</b>	<b>1,287,308</b>	<b>1,303,769</b>	<b>1,247,694</b>	<b>1,426,270</b>	<b>122,501</b>	<b>9.40%</b>
01-50-00-53-0200	Communications	687	780	5,340	4,500	5,300	(40)	-0.75%
01-50-00-53-0370	Professional Services	-	-	-	752	-	-	
01-50-00-53-0410	IT Support	1,310	1,310	1,620	1,600	5,126	3,506	216.42%
01-50-00-53-3100	Maintenance of Equipment	6,706	4,385	8,180	5,500	7,500	(680)	-8.31%
01-50-00-53-3200	Maintenance of Vehicles	39,562	22,461	36,500	50,600	28,000	(8,500)	-23.29%
01-50-00-53-3300	Maint of Office Equipment	60	48	600	100	500	(100)	-16.67%
01-50-00-53-3600	Maintenance of Buildings	6,250	11,187	1,750	1,700	1,750	-	0.00%
01-50-00-53-4100	Training	5,293	7,404	18,950	18,900	14,950	(4,000)	-21.11%
01-50-00-53-4200	Community Support Services	12,850	15,015	14,200	14,000	15,200	1,000	7.04%
01-50-00-53-4250	Travel & Meeting	4,051	2,645	5,300	3,000	5,300	-	0.00%
01-50-00-53-4300	Dues & Subscriptions	2,887	2,714	3,635	2,700	3,690	55	1.51%
01-50-00-53-4400	Medical & Screening	8,651	13,372	15,360	15,360	16,280	920	5.99%
01-50-00-53-5400	Damage Claims	-	132,932	-	-	-	-	
	<b>Contractual Services</b>	<b>88,307</b>	<b>214,253</b>	<b>111,435</b>	<b>118,712</b>	<b>103,596</b>	<b>(7,839)</b>	<b>-7.03%</b>
01-50-00-54-0100	Office Supplies	2,030	1,000	2,000	1,800	2,000	-	0.00%
01-50-00-54-0200	Gas & Oil	11,672	14,676	15,992	13,594	14,953	(1,039)	-6.50%
01-50-00-54-0300	Uniforms Sworn Personnel	10,932	9,429	21,900	21,900	18,500	(3,400)	-15.53%
01-50-00-54-0600	Operating Supplies	35,383	16,351	23,600	18,000	23,300	(300)	-1.27%
	<b>Materials &amp; Supplies</b>	<b>60,017</b>	<b>41,456</b>	<b>63,492</b>	<b>55,294</b>	<b>58,753</b>	<b>(4,739)</b>	<b>-7.46%</b>
01-50-00-57-5013	Transfer to CERF	127,771	145,481	169,728	169,728	173,383	3,655	2.15%
	<b>Other Financing Uses</b>	<b>127,771</b>	<b>145,481</b>	<b>169,728</b>	<b>169,728</b>	<b>173,383</b>	<b>3,655</b>	<b>2.15%</b>
<b>50</b>	<b>Fire Department</b>	<b>3,393,577</b>	<b>4,080,606</b>	<b>4,165,539</b>	<b>3,966,942</b>	<b>4,166,233</b>	<b>694</b>	<b>0.02%</b>

# Public Works- Administration & Operations

## BUDGET SNAPSHOT

CATEGORY	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
Personnel Services	\$495,292	\$491,772	\$468,643	\$521,103
Employee Benefits	\$226,140	\$238,014	\$238,986	\$247,795
Contractual Services	\$483,655	\$688,037	\$668,668	\$621,066
Commodities	\$190,533	\$197,885	\$210,604	\$216,760
Capital Outlay	\$131,074	\$0	\$0	\$0
Transfers	\$759,969	\$138,975	\$139,267	\$137,629
<b>Total</b>	<b>\$2,286,663</b>	<b>\$1,754,683</b>	<b>\$1,725,876</b>	<b>\$1,744,353</b>

## DEPARTMENT DESCRIPTION

The Public Works Department is responsible for the operation, maintenance and improvement of public infrastructure; and providing for safe, reliable and efficient delivery of public services. The Public Works Department strives to enrich the quality of life in River Forest and enhance the overall character of the Village.

The Public Works Administration and Operations Division provides for the fabrication and maintenance of traffic signage, maintenance of street lighting, collection and disposal of leaves directly from Village streets that are transported to transfer stations, snow and ice removal, and the maintenance of streets, sidewalks and alleys.

The Department's forestry activities include the maintenance of public trees on parkways and Village owned property. This includes the removal of diseased trees, storm damage cleanup, tree pruning, and tree planting. The Department also monitors both public and private trees for Dutch Elm Disease and Emerald Ash Borer infestations.

The Public Works Department provides building maintenance for all Village-owned facilities and ensures a clean, healthy, safe and efficient working environment for employees and visitors.

## BUDGET ANALYSIS

The 2016 Budget includes the following:

Tree Maintenance: The Budget reflects a decrease in the contractual removals of ash trees lost as a result of Emerald Ash Borer (EAB) infestations due to increase removals in FY2015, the continuation of contractual tree planting.

Trees: The Budget reflects an increase of \$23,500 for the purchase of additional trees to replace an anticipated increase in the number of ash trees lost due to EAB infestations.

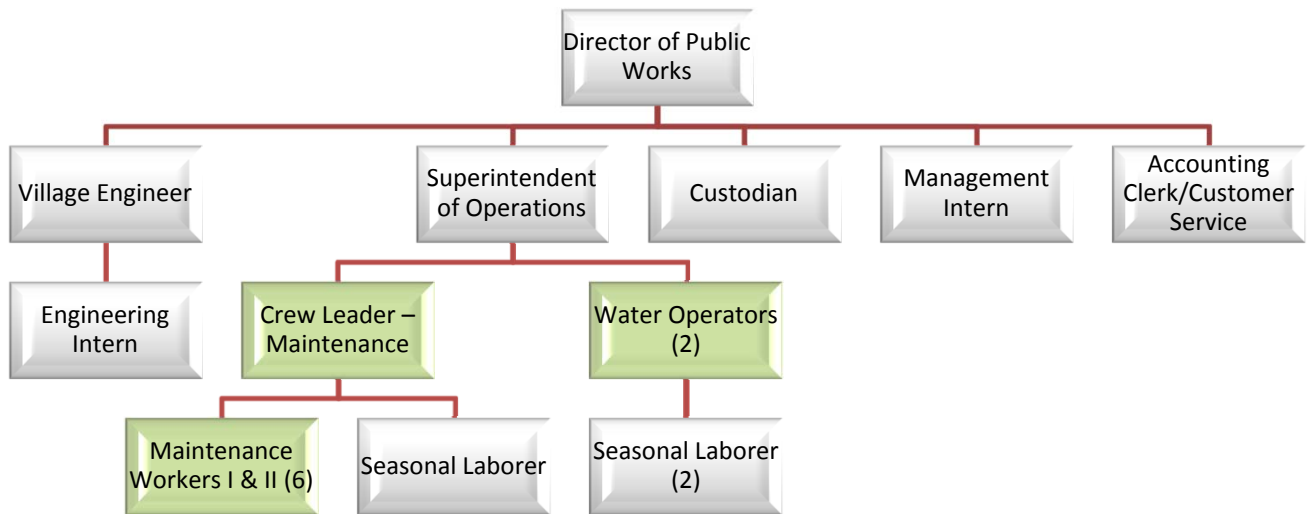
Consulting Services: The Budget reflects an increase of \$32,500 for the need to update the Village stormwater ordinance to comply and more closely resemble the new MWRD stormwater ordinance.

Maintenance Streets: The Budget reflects a decrease of \$30,000 for pavement patching and joint crack filling programs to prolong the useful lives of Village streets due to the current street conditions and the location of new sewer installation.

## PERSONNEL SUMMARY

	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2016 BUDGET
TOTAL PUBLIC WORKS FTEs	14	14	14.5

# Public Works Organizational Chart



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## LOOKING FORWARD: 2016 OBJECTIVES

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### Village Board Strategic Goal: Performance & Efficiency

1. Continue to identify needed repairs to underground utilities as quickly as possible through the purchase of new equipment to be used in Public Works water and sewer operations. Sewer televising equipment and a sewer lateral push camera will more quickly show where repairs need to be made before they result in more costly repairs. Leak correlating equipment will allow in-house staff to more quickly locate the exact location of a water main/service line leak and schedule any needed repairs.
2. Coordinate and oversee the implementation of updating our GIS system and joining the GIS Consortium. The goals of the GIS system are to link databases together back to an object or a parcel on a specific map. This system is most useful when it is constantly updated with accurate information. The system can be used to do everything from tracking tree information, sewer and water information - water breaks, building construction, traffic analysis, crime analysis, incident tracking, roadway improvements, and even simpler things like locations of fire hydrants and buffalo boxes in the front lawn. The GIS consortium is a group of local communities working together to develop GIS solutions. MGP Inc. (Municipal GIS Partners) provides the expertise and staffing to the Consortium. In the Consortium, communities share staffing and expenses based on our geographic size. MGP Inc. provides the expertise of managers, programmers, and analysts to the help build a reliable GIS platform.

### Village Board Strategic Goal: Quality of Life

1. Provide oversight and exceptional customer service for the installation of Phase 1 of the Northside Stormwater Management Project. The construction of this project will be a large scale endeavor which will require efficient communication between the contractor, construction engineer, and Public Works staff. Having efficient lines of communication throughout the duration of all stages of the project is important to its success for all Village stakeholders.
2. Coordinate the removal and replacement of all remaining untreated ash trees throughout the Village. As a part of this process we will be analyzing tree planting operations by using new methods and equipment, and determining the instances where contractual services are needed.
3. Incorporate one sustainable project and/or sustainable element(s) to annually occurring capital improvement projects – West Thatcher Parking Lot reconstruction in FY 16.

### Village Board Strategic Goal: Customer Service

1. Provide information to residents via the Blackboard communication system which contains multiple electronic methods of communication for updates to Village projects and notifications for both planned and unplanned events.
2. Create a detailed snow and ice removal plan which clearly communicates how snow and ice removal is prioritized and provides insight on the salt distribution on Village streets in conjunction with our governmental partners.

## REVIEWING THE YEAR: 2015 ACCOMPLISHMENTS

### VILLAGE BOARD STRATEGIC GOAL: PERFORMANCE & EFFICIENCY

GOALS	STATUS
Coordinate and oversee a project involving the replacement of the programming and logic controls, along with the corresponding software, that more effectively and efficiently controls the Village's water distribution system.	Completed; the Village upgraded the water distribution SCADA system to current technology
Outsource the Village's cross-connection control program that is compliant with the IEPA.	Completed; the Village uses BSI (Backflow Solutions Inc.) to perform this service to remain in compliance with IEPA backflow prevention regulations
Streamline the Village's process for construction notifications associated with capital improvement projects by soliciting contact information in advance of the project to be used to communicate updates to affected residents and business owners	Completed; this will always be an ongoing process of collecting up to date contact information, but the Blackboard notification system is being utilized to communicate project information on a regular basis

### VILLAGE BOARD STRATEGIC GOAL: QUALITY OF LIFE

GOALS	STATUS
Initiate a comprehensive update to the Village's Emerald Ash Borer Management Plan which will outline the Village's objectives and approaches to meet current and anticipated impact of EAB on the Village's urban forest.	Completed; The EAB management plan will remove all untreated ash trees by the end of FY16
Extend the western edge of the Lake Street berm to the south and west to create a higher level of protection against overland flooding from the Des Plaines river into the west Lake Street residential area.	This goal will be studied by a professional engineer in FY16 and built in FY17. This berm extension will need to be certified by FEMA and incorporated into their updated maps.
Complete the engineering design phase of the Northside Stormwater Management project and commence the construction phase that involves the outfall to the Des Plaines river.	Completed
Incorporate one sustainable project and/or sustainable element(s) to annually occurring capital improvement projects – Green Alleys Project in FY15	Completed

### VILLAGE BOARD STRATEGIC GOAL: CUSTOMER SERVICE

GOAL	STATUS
Incorporate general information and other useful/helpful tips into monthly e-news notifications on topics such as tree and lawn care, energy and water conservation, hiring contractors for home/property improvements, flood prevention, etc.	Completed
Create page on Village website dedicated to providing updates on the Village's pending and ongoing capital maintenance and improvement projects.	This is an ongoing goal, updates are currently provided on the Village website under the "News" section.

## PERFORMANCE MEASURES

In Fiscal Year 2012 the Village implemented performance measures in each operating department to provide continuous feedback in order to ensure the delivery of efficient and effective services.

MEASURES	FY 2014		FY 2015		FY 2016
	GOAL	ACTUAL	GOAL	ACTUAL (1 <sup>ST</sup> – 3 <sup>RD</sup> QUARTERS)	GOAL
Complete Tree Trimming Service Requests Within 7 Working Days	95%	96% (96 of 101)	95%	68% (40 OF 59)	95%
Complete Service Requests for Unclogging Blocked Catch Basins Within 5 Working Days	95%	95% (26 of 28)	95%	100% (12 of 12)	95%
Percent of Hydrants Out of Service More than 10 Working Days	<1%	0% (0 out of service)	<1%	0% (0 out of service)	<1%
Replace Burned Out Traffic Signal Bulbs Within 8 Hours of Notification	99%	100% (6 of 6)	99%	100% (3 of 3)	99%
Complete Service Requests for Patching Potholes Within 5 Working Days	95%	94% (17 of 18)	95%	100% (17 of 17)	95%
Repair Street Lights In-house, or Schedule Contractual Repairs, Within Five Working days	95%	95% (38 of 40)	95%	97% (32 of 33)	95%
Safety: Not More than 2 Employee Injuries Resulting in Lost Time	≤2	3	≤2	2	≤2
Safety: Not More than 1 At-Fault Vehicle Accident	≤1	1	≤1	1	≤1
Televis 2,640 lineal feet (1/2 mile) of combined sewers each month (from April – Sept)	2,640 per month	34,118 (Avg. 2,843 per month)	2,640 per month	20,028	2,640 per Month
Exercise 25 Water System Valves Per Month	25 per month	337 (Avg. 28 per month)	25 per month	224	25 per month
Complete First Review of Grading Plan Within 10 Working Days	--	100% (55 of 55)	95%	100% (86 of 86)	95%

## ACTIVITY MEASURES

\*Projected through the end of the fiscal year.

Measure	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015*
Street Sweeping (curb miles)	1,570	1,889	1,410	1,490	1,182
Street Sweeping Loads	55	45	37	43	23
Sign Repairs / Fabrication	172	444	167	90	171
Sewer Jetting (lineal feet)	30,149	40,945	11,088	24,900	22,402
Catch Basin Cleaning	766	35	143	260	276
Leaf Removal Loads	441	442	535	684	619
Leaf Removal (Tons)	1,637	1,894	1,677	1,903	1,380
Street Salting (Tons)	1,012	436	804	950	314
Trees Trimmed	1,745	1,341	750	700	763
Trees Removed	88	128	212	190	393
Trees Planted	44	145	268	225	280
Watering Young Trees	44	145	148	300	197
Tree Surgery	1	0	0	0	0
Ash Injections	273	0	288	0	260
Stumps Removed	101	127	167	225	389
Dutch Elm Cases (Village)	24	32	24	0	28
Dutch Elm Cases (Private)	15	14	8	0	0

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>60</b>	<b>Public Works</b>							
01-60-01-51-0200	Salaries Regular	379,649	391,545	422,872	406,863	455,703	32,831	7.76%
01-60-01-51-1500	Certification Pay	7,950	7,800	7,800	7,800	7,800	-	0.00%
01-60-01-51-1700	Overtime	43,539	74,603	50,000	44,580	50,000	-	0.00%
01-60-01-51-1950	Insurance Refusal Reim	-	-	-	300	-	-	
01-60-01-51-3000	Part-Time Salaries	18,488	21,344	11,100	9,100	7,600	(3,500)	-31.53%
	<b>Personnel Services</b>	<b>449,626</b>	<b>495,292</b>	<b>491,772</b>	<b>468,643</b>	<b>521,103</b>	<b>29,331</b>	<b>5.96%</b>
01-60-01-52-0320	FICA	27,050	30,618	30,454	30,454	32,265	1,811	5.95%
01-60-01-52-0325	Medicare	6,377	7,111	7,127	7,127	7,546	419	5.88%
01-60-01-52-0330	IMRF	394,020	58,188	64,057	64,057	63,120	(937)	-1.46%
01-60-01-52-0375	Fringe Benefits	2,988	3,744	4,080	4,080	4,080	-	0.00%
01-60-01-52-0400	Health Insurance	114,735	108,899	115,451	115,451	124,355	8,904	7.71%
01-60-01-52-0420	Health Insurance - Retirees	12,039	14,511	13,626	17,631	13,644	18	0.13%
01-60-01-52-0425	Life Insurance	226	237	186	186	191	5	2.69%
01-60-01-52-0430	HDHP Contributions	1,200	2,832	3,033	-	2,594	(439)	-14.47%
	<b>Benefits</b>	<b>558,635</b>	<b>226,140</b>	<b>238,014</b>	<b>238,986</b>	<b>247,795</b>	<b>9,781</b>	<b>4.11%</b>
01-60-01-53-0200	Communications	2,315	2,774	2,890	2,890	2,890	-	0.00%
01-60-01-53-0380	Consulting Services	1,287	11,150	24,000	17,000	56,500	32,500	135.42%
01-60-01-53-0400	Secretarial Services	30	-	-	-	-	-	
01-60-01-53-0410	IT Support	2,500	2,500	2,500	800	23,928	21,428	857.12%
01-60-01-53-1310	Julie Notifications	532	533	608	608	608	1	0.08%
01-60-01-53-3100	Maintenance of Equipment	686	956	2,500	3,500	3,000	500	20.00%
01-60-01-53-3200	Maintenance of Vehicles	17,473	17,457	16,500	16,500	16,500	-	0.00%
01-60-01-53-3400	Maintenance Traffic/St Lights	44,018	46,530	30,380	30,000	35,380	5,000	16.46%
01-60-01-53-3550	Tree Maintenance	51,249	41,027	186,979	236,000	78,000	(108,979)	-58.28%
01-60-01-53-3600	Maintenance of Bldgs & Grounds	100,989	47,759	48,660	57,000	56,910	8,250	16.95%
01-60-01-53-3610	Maintenance Sidewalks	44,509	52,258	55,000	53,350	55,000	-	0.00%
01-60-01-53-3620	Maintenance Streets	133,891	169,536	213,000	145,000	183,000	(30,000)	-14.08%
01-60-01-53-4100	Training	2,563	315	1,500	1,000	1,500	-	0.00%
01-60-01-53-4250	Travel & Meeting	4,890	3,293	4,740	4,740	6,070	1,330	28.06%
01-60-01-53-4300	Dues & Subscriptions	1,817	2,915	2,530	2,530	2,530	-	0.00%
01-60-01-53-4400	Medical & Screening	1,214	1,471	1,550	1,550	1,550	-	0.00%
01-60-01-53-5300	Advertising/Legal Notice	539	266	500	1,000	1,500	1,000	200.00%
01-60-01-53-5350	Dumping Fees	73,808	9,447	11,000	12,000	13,000	2,000	18.18%
01-60-01-53-5400	Damage Claims	62,485	30,842	40,000	40,000	40,000	-	0.00%
01-60-01-53-5450	St Light Electricity	42,880	42,626	43,200	43,200	43,200	-	0.00%
	<b>Contractual Services</b>	<b>589,675</b>	<b>483,655</b>	<b>688,037</b>	<b>668,668</b>	<b>621,066</b>	<b>(66,971)</b>	<b>-9.73%</b>
01-60-01-54-0100	Office Supplies	9,113	1,127	1,500	1,500	500	(1,000)	-66.67%
01-60-01-54-0200	Gas & Oil	31,834	32,772	38,290	24,679	29,615	(8,675)	-22.66%
01-60-01-54-0310	Uniforms	5,163	5,156	5,575	5,575	5,575	-	0.00%
01-60-01-54-0500	Vehicle Parts	6,149	5,129	12,200	10,000	10,000	(2,200)	-18.03%
01-60-01-54-0600	Operating Supplies & Equipment	49,912	62,297	43,320	72,350	40,570	(2,750)	-6.35%
01-60-01-54-0800	Trees	13,354	24,411	23,500	23,000	47,000	23,500	100.00%
01-60-01-54-2100	Snow & Ice Control	60,677	59,641	73,500	73,500	83,500	10,000	13.61%
	<b>Materials &amp; Supplies</b>	<b>176,202</b>	<b>190,533</b>	<b>197,885</b>	<b>210,604</b>	<b>216,760</b>	<b>18,875</b>	<b>9.54%</b>
01-60-01-55-1205	Streetscape Improvements	-	97,049	-	-	-	-	



Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
01-60-01-55-1250	Alley Improvements	14,767	34,025	-	-	-	-	
	<b>Capital Outlay</b>	<b>14,767</b>	<b>131,074</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
01-60-01-57-5013	Transfer to CERF	94,622	132,833	138,975	138,975	137,629	(1,346)	-0.97%
01-60-01-57-5014	Transfer to Capital Improvmnts	-	627,136	-	-	-	-	
	<b>Other Financing Uses</b>	<b>94,622</b>	<b>759,969</b>	<b>138,975</b>	<b>138,975</b>	<b>137,629</b>	<b>(1,346)</b>	<b>-0.97%</b>
<b>60</b>	<b>Public Works-Admin &amp; Ops</b>	<b>1,883,527</b>	<b>2,286,663</b>	<b>1,754,683</b>	<b>1,725,876</b>	<b>1,744,353</b>	<b>(10,330)</b>	<b>-0.59%</b>

# Public Works Department- Sanitation

## BUDGET SNAPSHOT

CATEGORY	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Employee Benefits	\$ 0	\$ 0	\$ 0	\$ 0
Contractual Services	\$947,022	\$976,851	\$951,414	\$1,015,972
Commodities	\$1,813	\$ 2,000	\$2,000	\$ 2,000
Transfers	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total</b>	<b>\$948,835</b>	<b>\$ 978,851</b>	<b>\$953,414</b>	<b>\$1,017,972</b>

## DEPARTMENT DESCRIPTION

This account provides for the Village's residential refuse, recycling and yard waste collection program. This service is performed contractually and provides for once per week refuse and recycling collection year-round, and once per week yard waste collection for eight months of the year. The majority of the Village's residences are serviced via back-door collection in which the refuse hauler walks to the side or back door of the residence to collect the refuse and recycling. There are approximately 2,960 households that are collected in this program. Of which, approximately 500 residences are collected from the alley.

The Village is under contract with the Roy Strom Refuse Removal Co. for the collection and disposal of solid waste, the current contract expires on April 30, 2015 and is currently being renewed. The new contract provides for annual rate increases between 3% and 4%. The renewed contract will include an option for residents to participate in a composting program. They will also be provided new 32 gallon recycling containers, and alley resident will be provided with refuse and recycling carts.

The refuse program is fully funded by user fees that are added to each customer's bi-monthly utility bill.

## BUDGET ANALYSIS

The 2016 Budget includes a \$45,121 increase for Collection & Disposal, which in part reflects a projected 4% increase for the Roy Strom Refuse Removal contract. The Budget also includes \$68,437 in leaf disposal expenses.

## PERSONNEL SUMMARY

The Public Works Administration and Operations Division administers the refuse, recycling and yard waste collection programs.

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>60</b>	<b>Public Works-Sanitation</b>							
01-60-05-53-5500	Collection & Disposal	871,201	879,379	902,414	902,414	947,535	45,121	5.00%
01-60-05-53-5510	Leaf Disposal	-	67,643	74,437	49,000	68,437	(6,000)	-8.06%
	<b>Contractual Services</b>	<b>871,201</b>	<b>947,022</b>	<b>976,851</b>	<b>951,414</b>	<b>1,015,972</b>	<b>39,121</b>	<b>4.00%</b>
01-60-05-54-0600	Operating Supplies	1,831	1,813	2,000	2,000	2,000	-	0.00%
	<b>Materials &amp; Supplies</b>	<b>1,831</b>	<b>1,813</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>	<b>0.00%</b>
<b>60</b>	<b>Public Works-Sanitation</b>	<b>873,032</b>	<b>948,835</b>	<b>978,851</b>	<b>953,414</b>	<b>1,017,972</b>	<b>39,121</b>	<b>4.00%</b>

## Motor Fuel Tax Fund

The **Motor Fuel Tax Fund** accounts for the expenditure of the Village's allocation of the State Motor Fuel Tax. These monies are restricted to street construction improvements and related items.

# Motor Fuel Tax (MFT)

## BUDGET SNAPSHOT

REVENUES			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$327,276	\$297,321	\$378,886	\$267,315

EXPENDITURES			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$257,991	\$347,850	\$212,265	\$418,250

FUND BALANCE		
April 30, 2014 ACTUAL	April 30, 2015 PROJECTED	April 30, 2016 PROJECTED
\$654,756	\$821,377	\$670,442

## DEPARTMENT DESCRIPTION

The Illinois Motor Fuel Tax (MFT) Fund is derived from a tax on motor fuel used by vehicles operating upon public highways and recreational watercraft operating upon the waters of the State of Illinois.

The motor fuel taxes deposited in the Illinois MFT Fund are:

- Nineteen (19.0) cents per gallon
- 2.5 cents per gallon on diesel fuel in addition to the 19 cents above

The Illinois Department of Transportation (IDOT) allocates these funds according to state statute. IDOT issues monthly warrants through the Illinois Department of Revenue to the Village based on a per capita allocation.

Permissible uses of MFT funds are dictated by the Illinois Highway Code and IDOT administrative policy. These uses include streets, storm sewers, sidewalks, and automated traffic control signals to name a few.

This account provides for a portion of the Village's annual street improvement program.

## BUDGET ANALYSIS

The FY 2016 Budget reflects funding for the Village's annual Street Improvement Project (SIP) as follows (additional funding for the SIP can be found in the Water and Sewer Fund):

- \$350,000 for road resurfacing of Jackson (Greenfield to North Ave), Monroe (Greenfield to North Ave), Central (Lathrop to Harlem), William (Lake to Central), Garden (William to Clinton)
- \$13,200 for payments to the Illinois Department of Transportation for previously completed resurfacing projects on Thatcher and Washington Avenues
- \$55,000 for miscellaneous engineering fees

## PERSONNEL SUMMARY

The Public Works Administration and Operations Division manages the street improvement program.

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>03</b>	<b>Motor Fuel Tax Fund</b>							
03-00-00-45-5100	Interest	3,243	2,941	2,200	1,421	1,421	(779)	-35.41%
03-00-00-45-5200	Net Change in Fair Value	(1,628)	(700)	-	(172)	-	-	
	<b>Interest</b>	<b>1,615</b>	<b>2,241</b>	<b>2,200</b>	<b>1,249</b>	<b>1,421</b>	<b>(779)</b>	<b>-35.41%</b>
03-00-00-46-6410	Miscellaneous Reimbursements	56,880	-	-	-	-	-	
	<b>Miscellaneous</b>	<b>56,880</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
03-00-00-47-7090	State Grants and Reimbursements	92,099	49,223	26,598	101,054	-	(26,598)	-100.00%
03-00-00-47-7100	State Allotment	266,034	275,812	268,523	276,583	265,894	(2,629)	-0.98%
	<b>Intergovernmental</b>	<b>358,133</b>	<b>325,035</b>	<b>295,121</b>	<b>377,637</b>	<b>265,894</b>	<b>(29,227)</b>	<b>-9.90%</b>
	<b>Total Revenue</b>	<b>416,628</b>	<b>327,276</b>	<b>297,321</b>	<b>378,886</b>	<b>267,315</b>	<b>(30,006)</b>	<b>-10.09%</b>
03-00-00-53-0390	Engineering Fees	-	-	10,000	-	55,000	45,000	450.00%
03-00-00-53-2100	Bank Fees	-	-	50	25	50	-	0.00%
	<b>Contractual Services</b>	<b>-</b>	<b>-</b>	<b>10,050</b>	<b>25</b>	<b>55,050</b>	<b>45,000</b>	<b>447.76%</b>
03-00-00-55-9100	Street Improvement	513,744	257,991	337,800	212,240	363,200	25,400	7.52%
	<b>Capital Outlay</b>	<b>513,744</b>	<b>257,991</b>	<b>337,800</b>	<b>212,240</b>	<b>363,200</b>	<b>25,400</b>	<b>7.52%</b>
	<b>Total Expenditures</b>	<b>513,744</b>	<b>257,991</b>	<b>347,850</b>	<b>212,265</b>	<b>418,250</b>	<b>70,400</b>	<b>20.24%</b>
<b>03</b>	<b>Excess/(Deficiency)</b>	<b>(97,116)</b>	<b>69,285</b>	<b>(50,529)</b>	<b>166,621</b>	<b>(150,935)</b>		

## **Debt Service Fund**

This fund is used to account for the accumulation of resources for the payment of the Village's General Obligation Debt. Complete detail schedules of all of the Village's existing debt service requirements are included in this section.

# Debt Service Fund

## BUDGET SNAPSHOT

REVENUES			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$ 234,819	\$ 219,940	\$ 219,026	\$ 125,672

EXPENDITURES (INCLUDING TRANSFERS)			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$ 221,323	\$ 220,338	\$ 219,838	\$ 218,278

FUND BALANCE		
April 30, 2014 ACTUAL	April 30, 2015 PROJECTED	April 30, 2016 PROJECTED
\$ 149,491	\$ 148,679	\$ 56,073

## DESCRIPTION

Debt Service Fund expenditures include principal, interest and fees associated with the 2005 Library Improvement Bonds and the 2008A General Obligation Bonds, which were used for Street Improvements. Revenues utilized to fund debt service payments are derived from property taxes.

The Village's Bond Rating was upgraded to AAA from AA+ with a stable outlook by Standard & Poor's in August of 2014 reflecting very strong financial performance, good financial management and policies, budgetary flexibility, strong reserves and a low debt burden. The improved Bond Rating will reduce the Village's future borrowing costs.

## BUDGET ANALYSIS

Principal and interest expenditures remain fairly flat. Total outstanding general obligation debt as of April 30, 2015 will be \$305,000. A full schedule of debt service accompanies this budget.

## LEGAL DEBT MARGIN

Assessed Valuation – 2013	\$493,186,293
Legal Debt Limit – 8.625% of Assessed Valuation	\$ 42,537,318
Amount of Debt Applicable to Limit	<u>305,000</u>
Legal Debt Margin	<u>\$ 42,232,318</u>

Chapter 65, 5/8-5-1 of the Illinois Compiled Statutes provides, "...no municipality having a population of less than 500,000 shall become indebted in any manner or for any purpose, to an amount, including indebtedness in the aggregate exceeding 8.625% on the value of the taxable property therein, to be ascertained by the last assessment for state and county purposes, previous to incurring of the indebtedness or, until January 1, 1983, if greater, the sum that is provided by multiplying the municipality's 1978 equalized assessed valuation by the debt limitation percentage in effect on January 1, 1929."



**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>05</b>	<b>Debt Service Fund</b>							
<b>00</b>								
05-00-00-41-1000	Prior Yrs Taxes	125,543	111,718	104,890	101,658	98,787	(6,103)	-5.82%
05-00-00-41-1021	Property Taxes Current	115,584	122,995	114,890	117,188	26,785	(88,105)	-76.69%
	<b>Property Taxes</b>	<b>241,127</b>	<b>234,713</b>	<b>219,780</b>	<b>218,846</b>	<b>125,572</b>	<b>(94,208)</b>	<b>-42.86%</b>
					-			
05-00-00-45-5100	Interest	225	106	160	180	100	(60)	-37.50%
	<b>Interest</b>	<b>225</b>	<b>106</b>	<b>160</b>	<b>180</b>	<b>100</b>	<b>(60)</b>	<b>-37.50%</b>
					-			
	<b>Total Revenue</b>	<b>241,352</b>	<b>234,819</b>	<b>219,940</b>	<b>219,026</b>	<b>125,672</b>	<b>(94,268)</b>	<b>-42.86%</b>
05-00-00-53-2100	Bank Fees	845	1,118	1,500	1,000	1,500	-	0.00%
	<b>Contractual Services</b>	<b>845</b>	<b>1,118</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	<b>-</b>	<b>0.00%</b>
05-00-00-56-0020	Series 05 Principal (Library)	40,000	45,000	45,000	45,000	45,000	-	0.00%
05-00-00-56-0021	Series 05 Interest (Library)	11,353	9,753	7,885	7,885	6,018	(1,867)	-23.68%
05-00-00-56-0060	Series 08A Principal	150,000	150,000	155,000	155,000	160,000	5,000	3.23%
05-00-00-56-0061	Series 08A Interest	19,577	15,452	10,953	10,953	5,760	(5,193)	-47.41%
	<b>Debt Service</b>	<b>220,930</b>	<b>220,205</b>	<b>218,838</b>	<b>218,838</b>	<b>216,778</b>	<b>(2,060)</b>	<b>-0.94%</b>
	<b>Total Expenditures</b>	<b>221,775</b>	<b>221,323</b>	<b>220,338</b>	<b>219,838</b>	<b>218,278</b>	<b>(2,060)</b>	<b>-0.93%</b>
<b>05</b>	<b>Excess/(Deficiency)</b>	<b>19,577</b>	<b>13,496</b>	<b>(398)</b>	<b>(812)</b>	<b>(92,606)</b>		

# Debt Service Schedules

## PRINCIPAL AND INTEREST PAYMENTS

Tax Levy Year	General Obligation Series 2005	General Obligation Series 2008A	Total
2014	51,018	165,760	216,778
2015	54,150		54,150
2016	52,076		52,076
	<hr/>	<hr/>	<hr/>
	\$ 157,244	\$ 165,760	\$ 323,004
	<hr/>	<hr/>	<hr/>

# Debt Service Schedules

## 2005 General Obligation Bonds (Library Improvement Bonds)

Date of Issue June 1, 2005  
 Date of Maturity December 1, 2017  
 Authorized Issue \$490,000  
 Denomination of Bonds \$5,000  
 Interest Rates 3.5% - 4.15%  
 Interest Dates December 1 and June 1  
 Principal Maturity Date December 1  
 Payable at Amalgamated Bank of Chicago  
 Purpose Library Improvements

### CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS

Tax Levy Year	Tax Levy		Totals	Interest Due On			
	Principal	Interest		Jun 1	Amount	Dec 1	Amount
2014	45,000	6,018	51,018	2015	3,009	2015	3,009
2015	50,000	4,150	54,150	2016	2,075	2016	2,075
2016	50,000	2,076	52,076	2017	1,036	2017	1,036
	<u>\$ 145,000</u>	<u>\$ 12,244</u>	<u>\$ 157,244</u>		<u>\$ 6,120</u>		<u>\$ 6,120</u>

# Debt Service Schedules

## 2008A General Obligation Bonds (Street Improvement Bonds)

Date of Issue December 15, 2008  
 Date of Maturity December 1, 2015  
 Authorized Issue \$1,035,000  
 Denomination of Bonds \$5,000  
 Interest Rates 2.0% - 3.6%  
 Interest Dates December 1 and June 1  
 Principal Maturity Date December 1  
 Payable at US Bank  
 Purpose Street Improvements

### CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS

<b>Tax Levy Year</b>	<b>Tax Levy</b>		<b>Totals</b>
	<b><u>Principal</u></b>	<b><u>Interest</u></b>	
2014	160,000	5,760	165,760
	<u>\$ 160,000</u>	<u>\$ 5,760</u>	<u>\$ 165,760</u>

<b>Interest Due On</b>			
<b><u>Jun 1</u></b>	<b><u>Amount</u></b>	<b><u>Dec 1</u></b>	<b><u>Amount</u></b>
2015	2,880	2015	2,880
	<u>\$ 2,880</u>		<u>\$ 2,880</u>

# Debt Service Schedules

## 2008B General Obligation Bonds (Water and Sewer Bonds)

Date of Issue December 15, 2008  
 Date of Maturity December 1, 2018  
 Authorized Issue \$1,355,000  
 Denomination of Bonds \$5,000  
 Interest Rates 2.75% - 4.1%  
 Interest Dates December 1 and June 1  
 Principal Maturity Date December 1  
 Payable at US Bank  
 Purpose Water Improvements

### CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS

<b>Tax Levy Year</b>	<b>Bond Numbers</b>	<b>Tax Levy</b>			<b>Interest Due On</b>			
		<b>Principal</b>	<b>Interest</b>	<b>Totals</b>	<b>Jun 1</b>	<b>Amount</b>	<b>Dec 1</b>	<b>Amount</b>
2014		155,000	25,230	180,230	2015	12,615	2015	12,615
2015		160,000	19,650	179,650	2016	9,825	2016	9,825
2016		165,000	13,570	178,570	2016	6,785	2016	6,785
2017		170,000	6,970	176,970	2017	3,485	2017	3,485
		<u>\$ 650,000</u>	<u>\$ 65,420</u>	<u>\$ 715,420</u>			<u>\$ 32,710</u>	<u>\$ 32,710</u>

# Capital Projects Funds

The **Capital Equipment Replacement Fund** is a capital projects fund that is used to set aside funds for the future replacement of vehicles and equipment in order to avoid significant fluctuations in the operating budgets from one year to the next. The General Fund (Police, Fire and Public Works Departments) and the Water and Sewer Fund provide contributions.

The **Capital Improvement Fund** is a fund used to account for various infrastructure improvements including alleys, commuter parking lots and streets. Financing is provided by red light camera revenue, grants and parking lot fees.

The **Economic Development Fund** accounts for previous commitments by the Village from funds originally received through the previous Tax Increment Financing (TIF) District Fund.

The **TIF – Madison Street** and **TIF – North Avenue Funds** are used to account for expenditures associated with the possible creation of two new Tax Increment Financing Districts. Revenues are provided by transfers from the General Fund.

# Capital Equipment Replacement Fund (CERF)

## BUDGET SNAPSHOT

REVENUES (INCLUDING TRANSFERS)			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$1,741,888	\$671,091	\$662,862	\$567,442

EXPENDITURES			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$924,378	\$652,475	\$561,291	\$1,286,573

FUND BALANCE		
April 30, 2014 ACTUAL	April 30, 2015 PROJECTED	April 30, 2016 PROJECTED
\$3,349,030	\$3,450,601	\$2,731,470

## DESCRIPTION

The Capital Equipment Replacement Fund (CERF) is a capital projects fund where the General (Police, Fire, Public Works) and Water and Sewer Funds set aside funds for the eventual replacement of existing vehicles and equipment to avoid significant fluctuations in the operating budget from one year to the next. Each fund or department shall annually contribute to the reserve fund in order to have sufficient funds on hand to replace an item at the end of its useful life.

## BUDGET ANALYSIS

Building Improvements and Equipment to be replaced in the 2016 Budget includes:

▪ Firing Range Rehab	\$125,160
▪ 3 Police Cars	\$111,818
▪ 1 Fire Vehicle	\$ 24,000
▪ Fire Pumper	\$550,000
▪ Large Dump Truck	\$137,000
▪ Skid Steer Loader	\$ 50,000
▪ Police Equipment	\$153,145
▪ SCBA Air Compressor	\$ 24,200
▪ ALS Defibrillator	\$ 25,000
▪ Public Works Equipment	\$ 86,200

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>13</b>	<b>Capital Equip Replacement Fund</b>							
13-00-00-44-4240	Red Light Camera Fines	70,093	667,015	-	-	-	-	
	<b>Fines &amp; Forfeits</b>	<b>70,093</b>	<b>667,015</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
13-00-00-45-5100	Interest	25,840	20,997	15,000	20,000	20,000	5,000	33.33%
13-00-00-45-5200	Net Change in Fair Value	(9,336)	(3,845)	-	(3,500)	-	-	
	<b>Interest</b>	<b>16,504</b>	<b>17,152</b>	<b>15,000</b>	<b>16,500</b>	<b>20,000</b>	<b>5,000</b>	<b>33.33%</b>
13-00-00-46-6410	Miscellaneous	(456)	25,000	3,000	82,321	5,000	2,000	66.67%
	<b>Miscellaneous</b>	<b>(456)</b>	<b>25,000</b>	<b>3,000</b>	<b>82,321</b>	<b>5,000</b>	<b>2,000</b>	<b>66.67%</b>
13-00-00-46-6621	Assist to Firefighters Grant	-	608,000	94,050	-	-	(94,050)	-100.00%
	<b>Grants &amp; Contributions</b>	<b>-</b>	<b>608,000</b>	<b>94,050</b>	<b>-</b>	<b>-</b>	<b>(94,050)</b>	<b>-100.00%</b>
13-00-00-47-7001	From General Fund	338,088	424,721	465,423	465,423	461,547	(3,876)	-0.83%
13-00-00-47-7002	Transfer from Water and Sewer	-	-	73,618	73,618	60,895	(12,723)	-17.28%
13-00-00-48-8000	Sale of Property	44,130	-	20,000	25,000	20,000	-	0.00%
	<b>Other Financing Sources</b>	<b>382,218</b>	<b>424,721</b>	<b>559,041</b>	<b>564,041</b>	<b>542,442</b>	<b>(16,599)</b>	<b>-2.97%</b>
	<b>Total Revenue</b>	<b>468,359</b>	<b>1,741,888</b>	<b>671,091</b>	<b>662,862</b>	<b>567,442</b>	<b>(103,649)</b>	<b>-15.44%</b>
13-00-00-53-2100	Bank Fees	13	-	50	50	50	-	0.00%
13-00-00-53-4290	License Fees	-	16,100	-	-	-	-	
	<b>Contractual Services</b>	<b>13</b>	<b>16,100</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>-</b>	<b>0.00%</b>
13-00-00-55-0500	Building Improvements	-	-	74,640	-	125,160	50,520	67.68%
13-00-00-55-8700	Police Vehicles	75,207	79,207	114,590	114,590	111,818	(2,772)	-2.42%
13-00-00-55-8720	Police Equipment	-	-	79,995	79,995	153,145	73,150	91.44%
13-00-00-55-8800	Fire Dept Vehicle	-	720,756	186,000	186,000	574,000	388,000	208.60%
13-00-00-55-8850	Fire Dept Equipment	8,804	55,383	159,200	135,000	49,200	(110,000)	-69.10%
13-00-00-55-8910	PW Vehicles	129,662	23,127	38,000	45,656	187,000	149,000	392.11%
13-00-00-55-8925	PW Equipment	21,907	29,805	-	-	86,200	86,200	
	<b>Capital Outlay</b>	<b>235,580</b>	<b>908,278</b>	<b>652,425</b>	<b>561,241</b>	<b>1,286,523</b>	<b>634,098</b>	<b>97.19%</b>
	<b>Total Expenditures</b>	<b>235,593</b>	<b>924,378</b>	<b>652,475</b>	<b>561,291</b>	<b>1,286,573</b>	<b>634,098</b>	<b>97.18%</b>
<b>13</b>	<b>Capital Equip Replacement Fund</b>	<b>232,766</b>	<b>817,510</b>	<b>18,616</b>	<b>101,571</b>	<b>(719,131)</b>		



# Capital Improvement Fund (CIF)

## BUDGET SNAPSHOT

REVENUES (INCLUDING CONTRIBUTIONS)			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$627,196	\$1,039,714	\$764,639	\$1,126,187

EXPENDITURES			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$0	\$1,273,410	\$761,000	\$1,291,537

FUND BALANCE		
April 30, 2014 ACTUAL	April 30, 2015 PROJECTED	April 30, 2016 PROJECTED
\$627,196	\$630,835	\$465,485

## DESCRIPTION

The Capital Improvement Fund was created in Fiscal Year 2014 to account for various infrastructure improvements in the Village including alley, commuter parking lot and street projects. Financing is provided by red light camera revenue, which is considered a non-recurring revenue for budgetary purposes, grants and parking lot fees. Projects will be completed as revenues are available.

## BUDGET ANALYSIS

Improvements in the FY 2016 Budget include:

- Village Hall Improvements \$ 7,400
- Public Works Garage Improvements \$167,500
- Madison Street Streetscape \$510,000
- West Thatcher Commuter Lot Reconstruction \$100,000
- Quick Alley \$180,000
- Municipal Lighting System \$286,637
- Roosevelt School Street Improvements \$ 40,000

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>14</b>	<b>Capital Improvement Fund</b>							
14-00-00-43-3200	Metra Daily Parking Fees	-	-	12,295	14,453	14,453	2,158	17.55%
14-00-00-43-3220	Parking Lot Permit Fees	-	-	42,250	44,380	44,380	2,130	5.04%
	<b>Charges for Services</b>	-	-	<b>54,545</b>	<b>58,833</b>	<b>58,833</b>	<b>4,288</b>	<b>7.86%</b>
14-00-00-44-4240	Red Light Camera Revenue	-	-	500,000	652,000	500,000	-	0.00%
	<b>Fines &amp; Forfeits</b>	-	-	<b>500,000</b>	<b>652,000</b>	<b>500,000</b>	-	<b>0.00%</b>
14-00-00-45-5100	Interest	-	60	1,000	2,508	3,000	2,000	200.00%
14-00-00-45-5200	Net Change in Fair Value	-	-	-	-	-	-	
	<b>Interest</b>	-	<b>60</b>	<b>1,000</b>	<b>2,508</b>	<b>3,000</b>	<b>2,000</b>	<b>200.00%</b>
14-00-00-46-6527	IDOC Grant	-	-	-	-	131,482	131,482	0.00%
14-00-00-46-6532	IEPA IGIG Alley Grant	-	-	484,169	51,298	432,872	(51,297)	-10.59%
	<b>Grants &amp; Contributions</b>	-	-	<b>484,169</b>	<b>51,298</b>	<b>564,354</b>	<b>80,185</b>	<b>16.56%</b>
14-00-00-47-7001	Transfer from General Fund	-	627,136	-	-	-	-	
	<b>Other Financing Sources</b>	-	<b>627,136</b>	-	-	-	-	
	<b>Total Revenue</b>	-	<b>627,196</b>	<b>1,039,714</b>	<b>764,639</b>	<b>1,126,187</b>	<b>86,473</b>	<b>8.32%</b>
14-00-00-55-0500	Building Improvements	-	-	202,800	15,000	174,900	(27,900)	-13.76%
14-00-00-55-1200	Street Improvements	-	-	-	-	40,000	40,000	
14-00-00-55-1205	Streetscape Improvements	-	-	196,000	196,000	796,637	600,637	306.45%
14-00-00-55-1210	Parking Lot Improvements	-	-	100,000	-	100,000	-	0.00%
14-00-00-55-1250	Alley Improvements	-	-	774,610	550,000	180,000	(594,610)	-76.76%
	<b>Capital Outlay</b>	-	-	<b>1,273,410</b>	<b>761,000</b>	<b>1,291,537</b>	<b>18,127</b>	<b>1.42%</b>
	<b>Total Expenditures</b>	-	-	<b>1,273,410</b>	<b>761,000</b>	<b>1,291,537</b>	<b>18,127</b>	<b>1.42%</b>
<b>14</b>	<b>Capital Improvement Fund</b>	-	<b>627,196</b>	<b>(233,696)</b>	<b>3,639</b>	<b>(165,350)</b>		

# Economic Development Fund

## BUDGET SNAPSHOT

REVENUES (INCLUDING TRANSFERS)			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$ 38,316	\$ 27,040	\$ 36,850	\$ 2,500

EXPENDITURES			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$ 81,956	\$ 2,260,100	\$107,000	\$ 2,154,500

FUND BALANCE		
April 30, 2014 ACTUAL	April 30, 2015 PROJECTED	April 30, 2016 PROJECTED
\$ 2,431,915	\$ 2,361,765	\$ 209,765

## DESCRIPTION

The Economic Development Fund was created in FY 2011 to account for previous commitments entered into by the Village from funds originally received through the previous Tax Increment Financing (TIF) District Fund.

## BUDGET ANALYSIS

The FY 2016 Budget includes \$1,900,000 for economic development purposes at the Lake and Lathrop intersection. Currently, there are no proposed plans for this site, but the Village remains in discussions with the property owner and developer of record. Funds are also budgeted for the economic incentive agreement with Mid-America for Ulta and Tilly's at River Forest Town Center.

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>16</b>	<b>Economic Development Fund</b>							
16-00-00-45-5100	Interest	14,553	8,386	4,000	4,925	2,500	(1,500)	-37.50%
16-00-00-45-5200	Net Change in Fair Value	419	(263)	-	-	-	-	
	<b>Interest</b>	<b>14,972</b>	<b>8,123</b>	<b>4,000</b>	<b>4,925</b>	<b>2,500</b>	<b>(1,500)</b>	<b>-37.50%</b>
16-00-00-43-4025	Reimbursements from Villages	13,178	6,568	23,040	24,443	-	(23,040)	-100.00%
	<b>Intergovernmental</b>	<b>13,178</b>	<b>6,568</b>	<b>23,040</b>	<b>24,443</b>	<b>-</b>	<b>(23,040)</b>	<b>-100.00%</b>
16-00-00-46-6615	Harlem Viaduct Federal Grant	70,284	23,625	-	7,482	-	-	
	<b>Grants &amp; Contributions</b>	<b>70,284</b>	<b>23,625</b>	<b>-</b>	<b>7,482</b>	<b>-</b>	<b>-</b>	
	<b>Total Revenue</b>	<b>98,434</b>	<b>38,316</b>	<b>27,040</b>	<b>36,850</b>	<b>2,500</b>	<b>(24,540)</b>	<b>-90.75%</b>
<b>00</b>								
16-00-00-53-0380	Consulting Services	88,920	37,087	49,500	2,000	24,500	(25,000)	-50.51%
16-00-00-53-0420	Legal Services	5,352	1,073	25,000	20,000	25,000	-	0.00%
	<b>Contractual Services</b>	<b>94,272</b>	<b>38,160</b>	<b>74,500</b>	<b>22,000</b>	<b>49,500</b>	<b>(25,000)</b>	<b>-33.56%</b>
16-00-00-55-4300	Other Improvements	-	43,796	2,185,600	85,000	2,105,000	(80,600)	-3.69%
	<b>Capital Outlay</b>	<b>-</b>	<b>43,796</b>	<b>2,185,600</b>	<b>85,000</b>	<b>2,105,000</b>	<b>(80,600)</b>	<b>-3.69%</b>
	<b>Total Expenditures</b>	<b>94,272</b>	<b>81,956</b>	<b>2,260,100</b>	<b>107,000</b>	<b>2,154,500</b>	<b>(105,600)</b>	<b>-4.67%</b>
<b>16</b>	<b>Economic Development Fund</b>	<b>4,162</b>	<b>(43,640)</b>	<b>(2,233,060)</b>	<b>(70,150)</b>	<b>(2,152,000)</b>		

# TIF - Madison Street

## BUDGET SNAPSHOT

REVENUES (INCLUDING CONTRIBUTIONS)			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$0	\$0	\$ 25,000	\$ 25,000

EXPENDITURES			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$0	\$0	\$ 25,000	\$ 25,000

FUND BALANCE		
April 30, 2014 ACTUAL	April 30, 2015 PROJECTED	April 30, 2016 PROJECTED
\$0	\$0	\$0

## DESCRIPTION

The Tax Increment Financing District (TIF) – Madison Street was created in Fiscal Year 2015 to account for expenditures associated with the formation of a TIF District in the Village along Madison Street. Preliminary financing has been provided by a transfer from the General Fund. The general fund will be reimbursed by TIF proceeds should the TIF district be created.

## BUDGET ANALYSIS

TIF consulting and legal fees to establish the TIF District are provided for in the FY 2016 Budget.

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>31</b>	<b>TIF-Madison Street</b>							
31-00-00-47-7001	Transfer from General Fund	-	-	-	25,000	25,000	25,000	
	<b>Other Financing Sources</b>	-	-	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	
	<b>Revenue</b>	-	-	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	
31-00-00-53-0380	Consulting Services	-	-	-	25,000	25,000	25,000	
	<b>Contractual Services</b>	-	-	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	
	<b>Total Expenditures</b>	-	-	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	
<b>31</b>	<b>TIF-Madison Street</b>	-	-	-	-	-		

# TIF - North Avenue

## BUDGET SNAPSHOT

REVENUES (INCLUDING CONTRIBUTIONS)			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$0	\$0	\$ 25,000	\$ 25,000

EXPENDITURES			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$0	\$0	\$ 25,000	\$ 25,000

FUND BALANCE		
April 30, 2014 ACTUAL	April 30, 2015 PROJECTED	April 30, 2016 PROJECTED
\$0	\$0	\$0

## DESCRIPTION

The Tax Increment Financing District (TIF) – North Avenue was created in Fiscal Year 2015 to account for expenditures associated with the formation of a TIF District in the Village along North Avenue. Preliminary financing has been provided by a transfer from the General Fund. The general fund will be reimbursed by TIF proceeds should the TIF district be created.

## BUDGET ANALYSIS

TIF consulting and legal fees to establish the TIF District are provided for in the FY 2016 Budget.

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>32</b>	<b>TIF - North Avenue</b>							
<b>00</b>								
32-00-00-47-7001	Transfer from General Fund	-	-	-	25,000	25,000	25,000	
	<b>Other Financing Sources</b>	-	-	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	
	<b>Total Revenue</b>	-	-	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	
32-00-00-53-0380	Consulting Services	-	-	-	25,000	25,000	25,000	
	<b>Contractual Services</b>	-	-	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	
	<b>Total Expenditures</b>	-	-	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	
<b>32</b>	<b>Tif - North Avenue</b>	-	-	-	-	-		



## **Water and Sewer Fund**

The Water and Sewer Fund accounts for revenues derived from residential water and sewer sales which are used to operate and maintain the Village's water and sewer system. Due to its business-like nature, this fund is classified as an enterprise type fund.

# Public Works Department- Water & Sewer

## BUDGET SNAPSHOT

CATEGORY	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
Personnel Services	\$603,861	\$636,006	\$600,522	\$625,589
Employee Benefits	\$268,109	\$279,379	\$268,638	\$272,276
Contractual Services	\$549,895	\$467,898	\$518,568	\$533,130
Commodities	\$1,442,580	\$1,658,605	\$1,509,869	\$1,777,120
Capital Outlay	\$200,614	\$1,916,500	\$2,038,318	\$14,487,500
Depreciation	\$171,097	\$191,520	\$185,000	\$191,520
Debt Service	\$34,605	\$180,755	\$197,540	\$710,506
Transfers	\$0	\$73,618	\$73,618	\$60,895
<b>Total</b>	<b>\$3,270,761</b>	<b>\$5,404,281</b>	<b>\$5,392,073</b>	<b>\$18,658,536</b>

## DEPARTMENT DESCRIPTION

The Public Works Department is responsible for the operation, maintenance and improvement of public infrastructure; and providing for safe, reliable and efficient delivery of public services. The Public Works Department strives to enrich the quality of life in River Forest and enhance the overall character of the Village.

The Water and Sewer Division ensures the adequate and continuous non-interrupted flow of high quality water for residential, commercial, and fire fighting purposes; and ensures adequate and continuous non-interrupted flow of storm and sanitary material for conveyance through the Village's combined sewer system to the Metropolitan Water Reclamation District's sewer conveyance and treatment systems.

Water and Sewer Division personnel continuously monitor, inspect, maintain, and coordinate the improvement of water system infrastructure to ensure that the water distribution system is tight (minimal leaks) and properly metered. Water and Sewer Division personnel continuously monitor, inspect, maintain, and coordinate the improvement of sewer system infrastructure to ensure that structural integrity of the combined sewer system supports the efficient collection and transportation of stormwater runoff and sanitary material.

## BUDGET ANALYSIS

The following highlights ongoing and new project initiatives in the 2015 Budget:

Water from Chicago: On January 1<sup>st</sup> of 2012, 2013, and 2014, the City of Chicago increased water rates by 25%, 15%, and 15%, respectively. On January 1, 2015, the Village experienced another water rate increase of 15% which was the last of four scheduled water rate increases. Chicago's water rate, in conjunction with projected consumption amounts, results in an estimate of \$1,687,480 for the cost of water in FY 2016.

Water System Maintenance: The budget reflects a \$19,500 decrease for repairs of leaks discovered during the leak detection survey and the relocation of the water main associated with IDOT's North Avenue Bridge Project.

Hydrant Maintenance: The budget maintained at \$28,000 for hydrant painting and replacement.

Sewer/Catch Basin Repair: The budget reflects a \$10,000 increase for adjustments and replacements of catch basins and inlets that collapsed, settled, or damaged and require replacement.

Building Improvements: The budget includes \$54,500 for installation of an epoxy coating on the floor of the Pumping Station, and the replacement of the front door of the Pumping Station as well.

Sewer System Improvements: The Budget includes \$13,964,000 for resident engineering and construction associated with the Northside Stormwater Management Project and miscellaneous sewer main repairs and relining of combined sewer mains that are showing signs of failure.

Water System Improvements: The Budget includes \$375,000 for water main lining on Thatcher Avenue and valve replacement at the Pumping Station.

## **PERSONNEL SUMMARY**

Employees allocated to the Water and Sewer Fund are included in the Public Works Administration and Operations (General Fund) personnel summary.

## ACTIVITY MEASURES

\*Projected through the end of the fiscal year.

Measure	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015*
Water Pumped from Chicago (million gallons)	528	468	495	483	441
Water Pumped To Residents (million gallons)	541	484	509	495	448
Actual Annual High (million gallons)	2.663	3.113	3.032	2.660	2.020
Actual Annual Low (million gallons)	0.986	0.787	0.850	0.820	0.670
Average Daily Average (million gallons)	1.511	1.313	1.392	1.39	1.265
Meters Installed	33	36	153	186	141
Service Calls	1,532	2,344	2,261	2,664	2,926
Water Main Breaks	9	10	7	15	14
Service Line Breaks	12	9	10	14	9
Exercised Valves	246	247	289	313	309
JULIE Locates	945	1,155	1,009	1,488	2,057

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>02</b>	<b>Water &amp; Sewer Fund</b>							
02-00-00-42-2360	Permit Fees	3,030	10,200	2,500	12,000	10,000	7,500	300.00%
	<b>Licenses &amp; Permits</b>	<b>3,030</b>	<b>10,200</b>	<b>2,500</b>	<b>12,000</b>	<b>10,000</b>	<b>7,500</b>	<b>300.00%</b>
02-00-00-43-3100	Water Sales	2,524,965	2,715,223	2,943,577	2,723,383	3,055,268	111,691	3.79%
02-00-00-43-3150	Sewer Sales	896,905	1,004,183	1,376,113	1,368,294	1,887,503	511,390	37.16%
02-00-00-43-3160	Water Penalties	32,027	29,230	26,824	27,292	32,968	6,144	22.90%
02-00-00-43-3515	NSF Fees	25	150	-	200	200	200	
	<b>Charges for Services</b>	<b>3,453,922</b>	<b>3,748,786</b>	<b>4,346,514</b>	<b>4,119,169</b>	<b>4,975,939</b>	<b>629,425</b>	<b>14.48%</b>
02-00-00-45-5100	Interest	3,025	4,542	2,700	2,000	300	(2,400)	-88.89%
02-00-00-45-5200	Net Change in Fair Value	(105)	-	-	-	-	-	
	<b>Interest</b>	<b>2,920</b>	<b>4,542</b>	<b>2,700</b>	<b>2,000</b>	<b>300</b>	<b>(2,400)</b>	<b>-88.89%</b>
02-00-00-46-6410	Miscellaneous	40,464	38,942	1,500	200	5,000	3,500	233.33%
02-00-00-46-6580	Sale of Meters	4,296	6,308	3,000	8,000	4,000	1,000	33.33%
	<b>Miscellaneous</b>	<b>44,760</b>	<b>45,250</b>	<b>4,500</b>	<b>8,200</b>	<b>9,000</b>	<b>4,500</b>	<b>100.00%</b>
02-00-00-49-8001	Proceeds-Community Bank Loan	-	-	-	600,000	-	-	
02-00-00-49-8002	Proceeds-IEPA Loan	-	-	-	-	13,789,000	13,789,000	
	<b>Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600,000</b>	<b>13,789,000</b>	<b>13,789,000</b>	
	<b>Total Revenue</b>	<b>3,504,632</b>	<b>3,808,778</b>	<b>4,356,214</b>	<b>4,741,369</b>	<b>18,784,239</b>	<b>14,428,025</b>	<b>331.21%</b>
<b>60</b>	<b>Public Works-Water and Sewer</b>							
02-60-06-51-0200	Salaries Regular	521,289	554,211	603,306	573,990	596,389	(6,917)	-1.15%
02-60-06-51-1500	Specialists Pay	-	2,100	2,100	2,100	2,100	-	0.00%
02-60-06-51-1700	Overtime	11,285	14,749	12,000	11,200	12,000	-	0.00%
02-60-06-51-1950	Insurance Refusal Reimb	400	300	300	300	300	-	0.00%
02-60-06-51-3000	Part-Time Salaries	25,059	32,501	18,300	12,932	14,800	(3,500)	-19.13%
	<b>Personnel Services</b>	<b>558,033</b>	<b>603,861</b>	<b>636,006</b>	<b>600,522</b>	<b>625,589</b>	<b>(10,417)</b>	<b>-1.64%</b>
02-60-06-52-0100	ICMA Retirement	500	500	-	-	-	-	
02-60-06-52-0320	FICA	34,348	36,983	39,069	36,459	38,356	(713)	-1.82%
02-60-06-52-0325	Medicare	8,060	8,697	9,234	8,606	9,067	(167)	-1.81%
02-60-06-52-0330	IMRF	129,110	70,561	82,591	75,533	75,032	(7,559)	-9.15%
02-60-06-52-0331	IMRF Net Pension Obligation	23,830	15,973	-	-	-	-	
02-60-06-52-0375	Fringe Benefits	2,796	3,716	4,380	4,380	4,420	40	0.91%
02-60-06-52-0400	Health Insurance	131,622	131,675	133,527	133,677	134,199	672	0.50%
02-60-06-52-0420	Health Insurance - Retirees	3,597	3,360	3,124	2,720	3,124	-	0.00%
02-60-06-52-0421	Other Post Employment Benefits	517	(9,791)	-	-	-	-	
02-60-06-52-0425	Life Insurance	291	308	291	309	272	(19)	-6.53%
02-60-06-52-0430	HDHP Contributions	1,733	6,127	7,163	6,954	7,806	643	8.98%
	<b>Benefits</b>	<b>336,404</b>	<b>268,109</b>	<b>279,379</b>	<b>268,638</b>	<b>272,276</b>	<b>(7,103)</b>	<b>-2.54%</b>
02-60-06-53-0100	Electricity	35,471	31,340	33,600	29,500	33,600	-	0.00%
02-60-06-53-0200	Communications	4,526	5,410	5,160	4,624	4,680	(480)	-9.30%
02-60-06-53-0300	Auditing	10,140	9,450	9,735	9,735	10,028	293	3.00%
02-60-06-53-0380	Consulting Services	99,736	39,535	13,500	5,000	46,000	32,500	240.74%

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
02-60-06-53-0410	IT Support	17,499	18,662	16,293	12,500	37,721	21,428	131.52%
02-60-06-53-1300	Inspections	630	900	1,100	1,100	1,100	-	0.00%
02-60-06-53-1310	Julie Participation	1,243	1,360	1,418	1,418	1,418	-	0.00%
02-60-06-53-2100	Bank Fees	5,368	7,532	8,389	9,114	10,243	1,854	22.10%
02-60-06-53-2200	Liability Insurance	27,415	25,490	28,124	33,348	36,212	8,088	28.76%
02-60-06-53-3050	Water System Maintenance	97,510	236,749	145,000	124,500	125,500	(19,500)	-13.45%
02-60-06-53-3055	Hydrant Maintenance	220	8,111	28,000	10,000	28,000	-	0.00%
02-60-06-53-3200	Maintenance of Vehicles	17,226	7,876	7,000	5,000	7,000	-	0.00%
02-60-06-53-3300	Maint of Office Equipment	1,066	6,062	500	500	500	-	0.00%
02-60-06-53-3600	Maintenance of Buildings	14,112	19,632	11,000	11,000	14,750	3,750	34.09%
02-60-06-53-3620	Maintenance of Streets	13,593	19,850	32,000	10,000	32,000	-	0.00%
02-60-06-53-3630	Overhead Sewer Program	34,180	69,307	59,000	138,000	59,000	-	0.00%
02-60-06-53-3640	Sewer/Catch Basin Repair	13,250	10,093	35,000	70,000	45,000	10,000	28.57%
02-60-06-53-4100	Training	535	75	1,050	700	1,050	-	0.00%
02-60-06-53-4250	Travel & Meeting	2,048	1,681	2,250	1,000	2,250	-	0.00%
02-60-06-53-4300	Dues & Subscriptions	650	530	960	960	1,460	500	52.08%
02-60-06-53-4350	Printing	4,321	7,315	7,009	7,009	6,309	(700)	-9.99%
02-60-06-53-4400	Medical & Screening	247	195	700	700	700	-	0.00%
02-60-06-53-4480	Water Testing	3,588	3,581	3,610	3,610	7,610	4,000	110.80%
02-60-06-53-5300	Advertising/Legal Notice	-	462	500	1,750	500	-	0.00%
02-60-06-53-5350	Dumping Fees	11,409	14,588	14,500	20,000	18,000	3,500	24.14%
02-60-06-53-5400	Damage Claims	2,192	4,109	2,500	7,500	2,500	-	0.00%
	<b>Contractual Services</b>	<b>418,175</b>	<b>549,895</b>	<b>467,898</b>	<b>518,568</b>	<b>533,130</b>	<b>65,233</b>	<b>13.94%</b>
02-60-06-54-0100	Office Supplies	7,514	1,590	1,800	1,000	500	(1,300)	-72.22%
02-60-06-54-0200	Gas & Oil	13,485	17,630	17,230	14,604	16,065	(1,165)	-6.76%
02-60-06-54-0310	Uniforms	1,242	1,162	1,475	1,475	1,475	-	0.00%
02-60-06-54-0500	Vehicle Parts	4,606	5,199	7,000	5,000	7,000	-	0.00%
02-60-06-54-0600	Operating Supplies	32,799	45,517	21,700	26,300	56,500	34,800	160.37%
02-60-06-54-1300	Postage	7,050	8,162	9,400	9,400	8,100	(1,300)	-13.83%
02-60-06-54-2200	Water from Chicago	1,235,717	1,363,320	1,600,000	1,452,090	1,687,480	87,480	5.47%
	<b>Materials &amp; Supplies</b>	<b>1,302,413</b>	<b>1,442,580</b>	<b>1,658,605</b>	<b>1,509,869</b>	<b>1,777,120</b>	<b>118,515</b>	<b>7.15%</b>
02-60-06-55-0500	Building Improvements	17,254	495	48,500	45,000	54,500	6,000	12.37%
02-60-06-55-1150	Sewer System Improvements	86,803	69,372	1,155,000	1,417,318	13,964,000	12,809,000	1109.00%
02-60-06-55-1300	Water System Improvements	15,435	2,400	632,000	510,000	375,000	(257,000)	-40.66%
02-60-06-55-1400	Meter Replacement Program	23,916	24,348	21,000	21,000	24,000	3,000	14.29%
02-60-06-55-9100	Street Improvements	88,907	103,999	60,000	45,000	70,000	10,000	16.67%
	<b>Capital Outlay</b>	<b>232,315</b>	<b>200,614</b>	<b>1,916,500</b>	<b>2,038,318</b>	<b>14,487,500</b>	<b>12,571,000</b>	<b>655.94%</b>
02-60-06-55-0010	Depreciation Expense	180,525	171,097	191,520	185,000	191,520	-	0.00%
	<b>Depreciation</b>	<b>180,525</b>	<b>171,097</b>	<b>191,520</b>	<b>185,000</b>	<b>191,520</b>	<b>-</b>	<b>0.00%</b>
02-60-06-56-0070	Series 08B Principal	-	-	150,000	150,000	155,000	5,000	3.33%
02-60-06-56-0071	Series 08B Interest	38,805	34,605	30,755	30,755	25,230	(5,525)	-17.96%
02-60-06-56-0102	Community Bank Loan Principal	-	-	-	13,118	54,506	54,506	
02-60-06-56-0103	Community Bank Loan Interest	-	-	-	3,667	12,632	12,632	
02-60-06-56-0104	IEPA Loan Principal	-	-	-	-	298,404	298,404	
02-60-06-56-0105	IEPA Loan Interest	-	-	-	-	164,734	164,734	
	<b>Debt Service</b>	<b>38,805</b>	<b>34,605</b>	<b>180,755</b>	<b>197,540</b>	<b>710,506</b>	<b>529,751</b>	<b>293.08%</b>

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
02-60-06-57-5013	Transfer to CERF	-	-	73,618	73,618	60,895	(12,723)	-17.28%
	<b>Other Financing Uses</b>	-	-	<b>73,618</b>	<b>73,618</b>	<b>60,895</b>	<b>(12,723)</b>	<b>-17.28%</b>
<b>60</b>	<b>Public Works-Water and Sewer</b>	<b>3,066,670</b>	<b>3,270,761</b>	<b>5,404,281</b>	<b>5,392,073</b>	<b>18,658,536</b>	<b>13,254,256</b>	<b>245.25%</b>
<b>02</b>	<b>Excess/(Deficiency)</b>	<b>437,962</b>	<b>538,017</b>	<b>(1,048,067)</b>	<b>(650,704)</b>	<b>125,703</b>		

**Village of River Forest  
Water and Sewer Fund  
Three Year Projections 2015-2018**

Account Number	Description	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change	2017 Projected	% Change	2018 Projected
<b>02</b>	<b>Water &amp; Sewer Fund</b>								
02-00-00-42-2360	Permit Fees	10,200	2,500	12,000	10,000	0.00%	10,000	0.00%	10,000
	Licenses & Permits	<b>10,200</b>	<b>2,500</b>	<b>12,000</b>	<b>10,000</b>		<b>10,000</b>		<b>10,000</b>
02-00-00-43-3100	Water Sales	2,715,223	2,943,577	2,723,383	3,055,268	Rate	3,224,609	Rate	3,372,775
02-00-00-43-3150	Sewer Sales	1,004,183	1,376,113	1,368,294	1,887,503		2,040,579		2,077,998
02-00-00-43-3160	Penalties on Water	29,230	26,824	27,292	32,968		35,119		36,357
02-00-00-43-3515	NSF Fees	150	-	200	200				
	Charges for Services	<b>3,748,786</b>	<b>4,346,514</b>	<b>4,119,169</b>	<b>4,975,939</b>		<b>5,300,307</b>		<b>5,487,130</b>
02-00-00-45-5100	Interest	4,542	2,700	2,000	300		300		500
02-00-00-45-5200	Net Change in Fair Value Interest	-	-	-	-		-		-
		<b>4,542</b>	<b>2,700</b>	<b>2,000</b>	<b>300</b>		<b>300</b>		<b>500</b>
02-00-00-46-6410	Miscellaneous	38,942	1,500	200	5,000		1,500		1,500
02-00-00-46-6580	Sale of Meters	6,308	3,000	8,000	4,000		4,000		4,000
02-00-00-46-6100	Sale of Property	-	-	-	-		-		-
	Miscellaneous	<b>45,250</b>	<b>4,500</b>	<b>8,200</b>	<b>9,000</b>		<b>5,500</b>		<b>5,500</b>
	Loan Proceeds	-	-	<b>600,000</b>	<b>13,789,000</b>		-		-
<b>Revenues</b>		<b>3,808,778</b>	<b>4,356,214</b>	<b>4,741,369</b>	<b>18,784,239</b>		<b>5,316,107</b>		<b>5,503,130</b>
02-60-06-51-0200	Salaries Regular	554,211	603,306	573,990	596,389	2.75%	612,790	2.75%	629,641
02-60-06-51-1500	Specialist Pay	2,100	2,100	2,100	2,100	0.00%	2,100	0.00%	2,100
02-60-06-51-1700	Overtime	14,749	12,000	11,200	12,000	2.75%	12,330	2.75%	12,669
02-60-06-51-1950	Insurance Refusal Reimb	300	300	300	300		300		300
02-60-06-51-3000	Part-Time Salaries	32,501	18,300	12,932	14,800	2.75%	15,207	2.75%	15,625
	<b>Personnel Services</b>	<b>603,861</b>	<b>636,006</b>	<b>600,522</b>	<b>625,589</b>		<b>642,727</b>		<b>660,336</b>
02-60-06-52-0100	ICMA Retirement	500	-	-	-		500		500
02-60-06-52-0320	FICA	36,983	39,069	36,459	38,356	6.20%	39,849	6.20%	40,941
02-60-06-52-0325	Medicare	8,697	9,234	8,606	9,067	1.45%	9,320	1.45%	9,575
02-60-06-52-0330	IMRF	70,561	82,591	75,533	75,032	12.39%	77,713	12.39%	79,842
02-60-06-52-0331	IMRF Net Pension Obligation	15,973	-	-	-				
02-60-00-52-0375	Fringe Benefits	3,716	4,380	4,380	4,420	2.00%	4,508	2.00%	1,920
02-60-06-52-0400	Health Insurance	131,675	133,527	133,677	134,199	5.00%	140,909	5.00%	147,954
02-60-06-52-0420	Health Insurance - Retirees	3,360	3,124	2,720	3,124	5.00%	3,280	5.00%	3,444
02-60-06-52-0421	OPEB-Other Post Emp Benefits	(9,791)				5.00%	-	5.00%	-
02-60-06-52-0425	Life Insurance	308	291	309	272	2.00%	277	2.00%	283
02-60-06-52-0430	HDHP Contribution	6,127	7,163	6,954	7,806	2.75%	8,021	2.75%	8,241
	<b>Benefits</b>	<b>268,109</b>	<b>279,379</b>	<b>268,638</b>	<b>272,276</b>		<b>284,377</b>		<b>292,701</b>
02-60-06-53-0100	Electricity	31,340	33,600	29,500	33,600	2.00%	34,272	2.00%	34,957
02-60-06-53-0200	Communications	5,410	5,160	4,624	4,680	2.00%	4,774	2.00%	4,869
02-60-06-53-0300	Auditing	9,450	9,735	9,735	10,028	2.00%	10,229	2.00%	10,433
02-60-06-53-0380	Consulting Services	39,535	13,500	5,000	46,000	2.00%	46,920	2.00%	47,858
02-60-06-53-0410	IT Support	18,662	16,293	12,500	37,721	2.00%	38,475	2.00%	39,245
02-60-06-53-1300	Inspections	900	1,100	1,100	1,100	2.00%	1,122	2.00%	1,144
02-60-06-53-1310	Julie Participation	1,360	1,418	1,418	1,417	2.00%	1,445	2.00%	1,474
02-60-06-53-2100	Bank Fees	7,532	8,389	9,114	10,243	2.00%	10,448	2.00%	10,657
02-60-06-53-2200	Liability Insurance	25,490	28,124	33,348	36,212	8.00%	39,109	8.00%	42,238
02-60-06-53-3050	Water System Maintenance	236,749	145,000	124,500	125,500	2.00%	128,010	2.00%	130,570
02-60-06-53-3055	Hydrant Maintenance	8,111	28,000	10,000	28,000	2.00%	28,560	2.00%	29,131
02-60-06-53-3200	Maintenance of Vehicles	7,876	7,000	5,000	7,000	2.00%	7,140	2.00%	7,283
02-60-06-53-3300	Maint of Office Equipment	6,062	500	500	500	2.00%	510	2.00%	520
02-60-06-53-3600	Maint of Buildings	19,632	11,000	11,000	14,750	2.00%	15,045	2.00%	15,346
02-60-06-53-3620	Maintenance of Streets	19,850	32,000	10,000	32,000	2.00%	32,640	2.00%	33,293
02-60-06-53-3630	Overhead Sewer Program	69,307	59,000	138,000	59,000		59,000		45,000
02-60-06-53-3640	Sewer/Catch Basin Repair	10,093	35,000	70,000	45,000		45,000		45,000
02-60-06-53-4100	Training	75	1,057	700	1,050	2.00%	1,071	2.00%	1,092



**Village of River Forest  
Water and Sewer Fund  
Three Year Projections 2015-2018**

Account Number	Description	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change	2017 Projected	% Change	2018 Projected
02-60-06-53-4250	Travel & Meeting	1,681	2,250	1,000	2,250	2.00%	2,295	2.00%	2,341
02-60-06-53-4300	Dues & Subscriptions	530	960	960	1,460	2.00%	1,489	2.00%	1,519
02-60-06-53-4350	Printing	7,315	7,009	7,009	6,309	2.00%	6,435	2.00%	6,564
02-60-06-53-4400	Medical & Screening	195	700	700	700	2.00%	714	2.00%	728
02-60-06-53-4480	Water Testing	3,581	3,610	3,610	7,610	2.00%	7,762	2.00%	7,917
02-60-06-53-5300	Advertising/Legal Notice	462	500	1,750	500	2.00%	510	2.00%	520
02-60-06-53-5350	Dumping Fees	14,588	14,500	20,000	18,000	2.00%	18,360	2.00%	18,727
02-60-06-53-5400	Damage Claims	4,109	2,500	7,500	2,500	2.00%	2,550	2.00%	2,601
	<b>Contractual Services</b>	<b>549,895</b>	<b>467,898</b>	<b>518,568</b>	<b>533,130</b>		<b>543,885</b>		<b>541,030</b>
02-60-06-54-0100	Office Supplies	1,590	1,800	1,000	500	2.00%	510	2.00%	520
02-60-06-54-0200	Gas & Oil	17,630	17,230	14,604	16,065	2.00%	16,386	2.00%	16,714
02-60-06-54-0310	Uniforms	1,162	1,475	1,475	1,475	2.00%	1,505	2.00%	1,535
02-60-06-54-0500	Vehicle Parts	5,199	7,000	5,000	7,000	2.00%	7,140	2.00%	7,283
02-60-06-54-0600	Operating Supplies	45,517	21,700	26,300	56,500	2.00%	57,630	2.00%	58,783
02-60-06-54-1300	Postage	8,162	9,400	9,400	8,100	2.00%	8,262	2.00%	8,427
02-60-06-54-2200	Water from Chicago	1,363,320	1,600,000	1,452,090	1,687,480	6.00%	1,788,729	4.00%	1,860,278
	<b>Materials &amp; Supplies</b>	<b>1,442,580</b>	<b>1,658,605</b>	<b>1,509,869</b>	<b>1,777,120</b>		<b>1,880,162</b>		<b>1,953,539</b>
02-60-06-56-0070	Series 08B Principal	-	150,000	150,000	155,000		160,000		165,000
02-60-06-56-0071	Series 08B Interest	34,605	30,755	30,755	25,230		19,650		13,570
02-60-06-56-0102	Bank Loan Principal	-	-	13,118	54,506		11,406		10,153
02-60-06-56-0103	Bank Loan Interest	-	-	3,667	12,632		55,732		56,985
02-60-06-56-0104	IEPA Loan Principal	-	-	-	298,404		606,737		620,220
02-60-06-56-0105	IEPA Loan Interest	-	-	-	164,734		319,539		306,056
	<b>Debt Service</b>	<b>34,605</b>	<b>180,755</b>	<b>197,540</b>	<b>710,506</b>		<b>1,173,064</b>		<b>1,171,984</b>
02-60-06-57-5013	Transfer to CERF	-	73,618	73,618	60,895	2.00%	62,113	2.00%	63,355
02-60-06-55-0010	Depreciation	171,097	191,520	185,000	191,520	2.00%	320,000	2.00%	326,400
02-60-06-550050	Gain/Loss on Disposal of Assets	-	-	-	-		-		-
	<b>Depreciation/Gain/Loss</b>	<b>171,097</b>	<b>191,520</b>	<b>185,000</b>	<b>191,520</b>		<b>320,000</b>		<b>326,400</b>
<b>Total Operating Expenses including Depreciation</b>		<b>3,070,147</b>	<b>3,487,781</b>	<b>3,353,755</b>	<b>4,171,036</b>		<b>4,906,327</b>		<b>5,009,345</b>
02-60-06-55-0500	Building Improvements	495	48,500	45,000	54,500		35,000		12,000
02-60-06-55-1150	Sewer System Improvements	69,372	1,155,000	1,417,318	13,964,000		175,000		175,000
02-60-06-55-1300	Water Distribution System	2,400	632,000	510,000	375,000		351,000		465,000
02-60-06-55-1400	Meter Replacement Program	24,348	21,000	21,000	24,000		16,000		19,000
02-60-06-55-9100	Street Improvements	103,999	60,000	45,000	70,000		70,000		70,000
	<b>Capital Outlay</b>	<b>200,614</b>	<b>1,916,500</b>	<b>2,038,318</b>	<b>14,487,500</b>		<b>647,000</b>		<b>741,000</b>
Total	Water & Sewer Fund	<b>3,270,761</b>	<b>5,404,281</b>	<b>5,392,073</b>	<b>18,658,536</b>		<b>5,553,327</b>		<b>5,750,345</b>
Total Rev over Total Exp excluding Depreciation (Impact on Cash and Investments)		<b>709,114</b>	<b>(856,547)</b>	<b>(465,704)</b>	<b>317,223</b>		<b>82,780</b>		<b>79,185</b>
Operating Rev over Operating Exp incl Depreciation (Impact on Net Assets)		<b>738,631</b>	<b>868,433</b>	<b>1,387,614</b>	<b>14,613,203</b>		<b>409,780</b>		<b>493,785</b>
Cash/Investments-less debt reserve		<b>1,149,386</b>	<b>292,839</b>	<b>683,682</b>	<b>1,000,905</b>		<b>1,083,685</b>		<b>1,162,870</b>
% of subsequent year's operating expenses		<b>32.95%</b>	<b>7.02%</b>	<b>16.39%</b>	<b>20.40%</b>		<b>21.63%</b>		<b>22.65%</b>
Ending Operating Reserve		<b>871,945</b>	<b>292,839</b>	<b>683,682</b>	<b>1,000,905</b>		<b>1,083,685</b>		<b>1,162,870</b>
Ending Capital Reserve		<b>277,441</b>	-	-	-		-		-

**Revenues**

Assumes a 4% decrease in consumption in FY 2015 Jan through April 2015.

Assumes a 3% increase in consumption FY 2016 and flat consumption FY 2017 and FY 2018

## Pension Trust Funds

The **Police Pension Fund** accounts for the benefit payments and administrative expenses of the statutory pension plan. All sworn police personnel are covered under this pension plan. This plan is administered locally. The resources used to fund the plan are the Village's employer contributions (shown as a benefit expense in General Fund Division 40), employee contributions and investment income.

The **Firefighter's Pension Fund** accounts for the benefit payments and administrative expenses of the statutory pension plan. All sworn fire personnel, with the exception of the Fire Chief, are covered under this pension plan. This plan is administered locally. The resources used to fund the plan are the Village's employer contributions (shown as a benefit expense in General Fund Division 50), employee contributions and investment income.

# Police Pension Fund

## BUDGET SNAPSHOT

CONTRIBUTIONS / INVESTMENT INCOME			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$ 2,991,591	\$ 2,706,196	\$ 2,595,832	\$ 3,023,981

EXPENDITURES (DEDUCTIONS)			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$ 1,966,632	\$ 2,066,489	\$ 2,057,878	\$ 2,245,029

NET ASSETS		
April 30, 2014 ACTUAL	April 30, 2015 PROJECTED	April 30, 2016 PROJECTED
\$ 20,622,527	\$ 21,160,481	\$ 21,939,433

## DESCRIPTION

This program provides funding for the Police Pension Fund as mandated by State law. The River Forest Police Pension Fund provides retirement and disability benefits in accordance with criteria outlined under the state statutes and covers only personnel employed as sworn police officers by the Village of River Forest. The Pension Board is responsible for the investments and payouts from the fund. Employees attaining the age of 50 or more with 20 or more years of creditable service are entitled to receive an annual retirement benefit of 2.5% of final salary for each year of service up to 30 years, to a maximum 75% of such salary. The monthly pension of a covered employee is subject to automatic annual increases, calculated at a rate of 3% of the amount of the pension payable at the time of the increase.

## BUDGET ANALYSIS

Income for this fund is from participating employees' contributions of 9.91% of the salaries as specified by State regulations and interest income from investment of assets. The employer's share is shown as a contribution from the General Fund and is included in the Police Department (Division 40) employee benefit expense. An independent actuarial study is used to determine the amount of the employer's contribution. The Village's 2016 contribution of \$1,204,822 reflects the amount of property tax revenues expected to be levied during the fiscal year. The 2015 property tax levy, which is collected in calendar year 2016, will be based the five year transition plan that was developed as part of the new written pension funding policy. An actuarial analysis will be conducted to determine the annual required employer contribution per the Pension Funding Policy and also the minimum required contribution per Illinois State Statutes. The amount contributed will be the transition plan amount, or the statutory minimum, whichever is higher. The FY 2016 employer contribution is about 11% higher than the prior year. The expected contributions included in the transition plan are as follows:

	Budget FY 2016	Estimated FY 2017	Estimated FY 2018	Estimated FY 2019
Levy Year	2015	2016	2017	2018
Police Pension Fund	\$1,204,822	\$1,329,644	\$1,454,466	\$1,504,726

**Village of River Forest**  
**Budget Detail by Account**  
**Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>09</b>	<b>Police Pension Fund</b>							
<b>00</b>								
09-00-00-45-5100	Interest	436,828	467,531	395,000	493,242	493,242	98,242	24.87%
09-00-00-45-5200	Net Change in Fair Value	1,158,770	1,541,425	956,586	760,748	1,054,903	98,317	10.28%
	<b>Interest</b>	<b>1,595,598</b>	<b>2,008,956</b>	<b>1,351,586</b>	<b>1,253,990</b>	<b>1,548,145</b>	<b>196,559</b>	<b>14.54%</b>
09-00-00-41-1100	Employer Contribution	504,437	736,048	1,079,777	1,093,200	1,204,822	125,045	11.58%
09-00-00-46-7350	Employee Contribution	243,221	246,587	274,833	248,642	271,014	(3,819)	-1.39%
	<b>Grants &amp; Contributions</b>	<b>747,658</b>	<b>982,635</b>	<b>1,354,610</b>	<b>1,341,842</b>	<b>1,475,836</b>	<b>121,226</b>	<b>8.95%</b>
	<b>Total Revenue</b>	<b>2,343,256</b>	<b>2,991,591</b>	<b>2,706,196</b>	<b>2,595,832</b>	<b>3,023,981</b>	<b>317,785</b>	<b>11.74%</b>
<b>00</b>								
09-00-00-52-6100	Pensions	1,706,886	1,857,211	1,959,049	1,952,606	2,128,797	169,748	8.66%
09-00-00-52-6150	Pension Refund	-	5,189	-	-	-	-	
	<b>Benefits</b>	<b>1,706,886</b>	<b>1,862,400</b>	<b>1,959,049</b>	<b>1,952,606</b>	<b>2,128,797</b>	<b>169,748</b>	<b>8.66%</b>
09-00-00-53-0300	Audit Services	2,090	1,575	3,525	1,623	1,672	(1,853)	-52.57%
09-00-00-53-0350	Actuarial Services	2,500	2,250	2,500	1,125	2,500	-	0.00%
09-00-00-53-0360	Payroll Services	14,815	16,035	23,365	16,805	17,360	(6,005)	-25.70%
09-00-00-53-0380	Consulting Services	17,055	56,829	46,000	48,000	48,700	2,700	5.87%
09-00-00-53-0420	Legal Services	3,599	4,676	10,000	7,500	10,000	-	0.00%
09-00-00-53-2100	Bank Fees	-	-	800	-	800	-	0.00%
09-00-00-53-4100	Training	1,860	1,330	4,000	1,970	4,000	-	0.00%
09-00-00-53-4250	Travel & Meeting	964	2,495	3,000	2,049	3,000	-	0.00%
09-00-00-53-4300	Dues & Subscriptions	775	775	5,200	800	800	(4,400)	-84.62%
09-00-00-53-4400	Medical & Screening	2,650	2,380	1,950	5,000	5,000	3,050	156.41%
09-00-00-53-5300	Advertising/Legal Notice	-	-	100	-	100	-	0.00%
09-00-00-54-3100	Misc Expenditures	18,131	15,887	7,000	20,400	22,300	15,300	218.57%
	<b>Contractual Services</b>	<b>64,439</b>	<b>104,232</b>	<b>107,440</b>	<b>105,272</b>	<b>116,232</b>	<b>8,792</b>	<b>8.18%</b>
	<b>Total Expenditures</b>	<b>1,771,325</b>	<b>1,966,632</b>	<b>2,066,489</b>	<b>2,057,878</b>	<b>2,245,029</b>	<b>178,540</b>	<b>8.64%</b>
<b>09</b>	<b>Excess/(Deficiency)</b>	<b>571,931</b>	<b>1,024,959</b>	<b>639,707</b>	<b>537,954</b>	<b>778,952</b>		

# Fire Pension Fund

## BUDGET SNAPSHOT

CONTRIBUTIONS / INVESTMENT INCOME			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$ 2,370,089	\$ 2,040,244	\$ 1,783,577	\$ 2,177,122

EXPENDITURES (DEDUCTIONS)			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$ 1,313,757	\$ 1,482,577	\$ 1,489,507	\$ 1,638,329

NET ASSETS		
April 30, 2014 ACTUAL	April 30, 2015 PROJECTED	April 30, 2016 PROJECTED
\$ 15,054,416	\$ 15,348,486	\$ 15,887,279

## DESCRIPTION

This program provides funding for the Firefighter's Pension Fund as mandated by State law. The Firefighter's Pension Fund provides retirement and disability benefits for River Forest Fire Department personnel in accordance with criteria as outlined under the State statutes. The Fund is controlled by the River Forest Firefighter's Pension Fund Board of Trustees. The Pension Board is responsible for the investments and payouts from the fund. Employees attaining the age of 50 or more with 20 or more years of creditable service are entitled to receive an annual retirement benefit of 2.5% of final salary for each year of service up to 30 years, to a maximum 75% of such salary. The monthly pension of a covered employee is subject to automatic annual increases, calculated at rate of 3% of the amount of the pension payable at the time of the increase.

## BUDGET ANALYSIS

Income for this fund is from participating employees' contributions of 9.455% of salaries as required by State law and interest income from investment of assets. The employer's share is shown as a contribution from the General Fund and is included in the Fire Department (Division 50) employee benefit expense. An independent actuarial study is used to determine the amount of the employer contribution. The Village's 2016 contribution of \$988,150 reflects the amount of property tax revenues expected to be levied during the fiscal year. The 2015 property tax levy, which is collected in calendar year 2016, will be based the five year transition plan that was developed as part of the new written pension funding policy. An actuarial analysis will be conducted to determine the annual required employer contribution per the Pension Funding Policy and also the minimum required contribution per Illinois State Statutes. The amount contributed will be the transition plan amount, or the statutory minimum, whichever is higher. The FY 2016 employer contribution is about 11% higher than the prior year. The expected contributions included in the transition plan are as follows:

	Budget FY 2016	Estimated FY 2017	Estimated FY 2018	Estimated FY 2019
Levy Year	2015	2016	2017	2018
Fire Pension Fund	\$988,150	\$1,086,300	\$1,184,450	\$1,207,125

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2016 Budget**

Account Number	Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	CHG FY 2015-2016	% Change
<b>10</b>	<b>Fire Pension Fund</b>							
10-00-00-45-5100	Interest/Dividends	264,793	397,659	285,000	233,762	233,762	(51,238)	-17.98%
10-00-00-45-5200	Net Change in Fair Value	807,912	1,124,057	650,260	542,754	767,093	116,833	17.97%
	<b>Interest</b>	<b>1,072,705</b>	<b>1,521,716</b>	<b>935,260</b>	<b>776,516</b>	<b>1,000,855</b>	<b>65,595</b>	<b>7.01%</b>
10-00-00-46-7355	Donations	30	-	-	-	-	-	
	<b>Miscellaneous</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
10-00-00-41-1100	Employer Contribution	496,178	660,354	887,920	819,176	988,150	100,230	11.29%
10-00-00-46-7350	Employee Contribution	184,738	188,019	217,064	187,885	188,117	(28,947)	-13.34%
	<b>Grants &amp; Contributions</b>	<b>680,916</b>	<b>848,373</b>	<b>1,104,984</b>	<b>1,007,061</b>	<b>1,176,267</b>	<b>71,283</b>	<b>6.45%</b>
	<b>Total Revenue</b>	<b>1,753,651</b>	<b>2,370,089</b>	<b>2,040,244</b>	<b>1,783,577</b>	<b>2,177,122</b>	<b>136,878</b>	<b>6.71%</b>
10-00-00-52-6100	Pensions	1,183,739	1,215,559	1,386,679	1,397,075	1,545,257	158,578	11.44%
	<b>Benefits</b>	<b>1,183,739</b>	<b>1,215,559</b>	<b>1,386,679</b>	<b>1,397,075</b>	<b>1,545,257</b>	<b>158,578</b>	<b>11.44%</b>
10-00-00-53-0300	Audit Services	3,390	3,325	2,898	1,623	1,672	(1,226)	-42.31%
10-00-00-53-0350	Actuarial Services	-	2,000	2,250	1,020	2,500	250	11.11%
10-00-00-53-0360	Payroll Services	-	11,100	11,750	12,975	13,350	1,600	13.62%
10-00-00-53-0380	Consulting Services	50,987	73,191	63,800	55,500	55,500	(8,300)	-13.01%
10-00-00-53-0420	Legal Services	-	887	2,500	5,000	2,500	-	0.00%
10-00-00-53-2100	Bank Fees	2,895	188	750	4,400	4,700	3,950	526.67%
10-00-00-53-4100	Training	400	1,163	3,000	2,000	3,000	-	0.00%
10-00-00-53-4250	Travel & Meeting	525	300	1,000	200	1,000	-	0.00%
10-00-00-53-4300	Dues & Subscriptions	3,548	-	3,800	3,575	800	(3,000)	-78.95%
10-00-00-53-4400	Medical & Screening	-	-	500	-	1,000	500	100.00%
10-00-00-53-5300	Advertising/Legal Notice	13	-	50	-	50	-	0.00%
10-00-00-54-1300	Postage	10	-	100	10	100	-	0.00%
10-00-00-54-3100	Misc Expenditures	(2)	6,044	3,500	6,129	6,900	3,400	97.14%
	<b>Contractual Services</b>	<b>61,766</b>	<b>98,198</b>	<b>95,898</b>	<b>92,432</b>	<b>93,072</b>	<b>(2,826)</b>	<b>-2.95%</b>
	<b>Total Expenditures</b>	<b>1,245,505</b>	<b>1,313,757</b>	<b>1,482,577</b>	<b>1,489,507</b>	<b>1,638,329</b>	<b>155,752</b>	<b>10.51%</b>
<b>10</b>	<b>Excess/(Deficiency)</b>	<b>508,146</b>	<b>1,056,332</b>	<b>557,667</b>	<b>294,070</b>	<b>538,793</b>		

# River Forest Public Library

The **River Forest Public Library** has a separately elected, seven-member board which annually determines its budget and resulting tax levy. The Village does not possess Board appointment powers. The Village approves the Library's Budget and tax levy in a ministerial capacity only. The Library is not part of the Village's financial reporting entity, however, the Library budget is included in the Village budget document because the Library is in the Village's tax levy ordinance that is submitted to the County. The Budget Summary information does not include the River Forest Public Library.

## BUDGET SNAPSHOT

REVENUES			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$1,218,534	\$ 1,282,000	\$1,282,000	\$1,292,000

EXPENDITURES			
FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 PROJECTED	FY 2016 BUDGET
\$1,310,780	\$ 1,282,000	\$1,282,000	\$1,292,000

## DESCRIPTION

The River Forest Public Library Fund is used to account for the resources necessary to provide the educational, cultural and recreational activities of the River Forest Public Library.

The Library has a separately elected, seven-member board which annually determines its budget and resulting tax levy. Upon approval of the Village Board, their levy is submitted to Cook County.

## BUDGET ANALYSIS

The Library budget is projected to increase by \$10,000, which is a 0.7% increase.



**Village of River Forest  
Budget Detail By Account  
Fiscal Year 2016 Budget**

	<b>FY 2013 ACTUAL</b>	<b>FY 2014 ACTUAL</b>	<b>FY 2015 BUDGET</b>	<b>FY 2015 PROJECTED</b>	<b>FY 2016 BUDGET</b>	<b>\$CHNG FY15/16</b>	<b>% CHNG FY15/16</b>
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**RIVER FOREST PUBLIC LIBRARY**

**REVENUES**

**Taxes**

Property Taxes	\$ 1,126,284	\$ 1,158,393	\$ 1,195,963	\$ 1,195,963	\$ 1,205,531	\$ 9,568	0.80%
Replacement Taxes	15,082	11,575	12,800	12,800	12,800	-	0.00%
<b>Total Taxes</b>	<b>1,141,366</b>	<b>1,169,968</b>	<b>1,208,763</b>	<b>1,208,763</b>	<b>1,218,331</b>	<b>9,568</b>	<b>0.79%</b>

**Charges for Services**

Ask Program	8,025	7,407	7,182	7,182	7,602	420	5.85%
DVD Rentals	9,555	5,953	-	-	-	-	-
Lost Books	2,773	2,251	3,000	3,000	3,000	-	0.00%
Book Sales	1,206	1,172	1,200	1,200	1,200	-	0.00%
Copy Machine Revenues	2,908	3,025	1,700	1,700	4,000	2,300	135.29%
<b>Total Charges for Services</b>	<b>24,467</b>	<b>19,808</b>	<b>13,082</b>	<b>13,082</b>	<b>15,802</b>	<b>2,720</b>	<b>20.79%</b>

**Fines**

Fines	21,212	21,790	18,000	18,000	22,000	4,000	22.22%
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**Interest**

Interest Earned	10,376	7,525	7,290	7,290	7,902	612	8.40%
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**Miscellaneous**

Grants/Donations	19,857	52,635	34,265	34,265	27,365	(6,900)	-20.14%
Miscellaneous	1,256	2,579	600	600	600	-	0.00%
<b>Total Miscellaneous</b>	<b>21,113</b>	<b>55,214</b>	<b>34,865</b>	<b>34,865</b>	<b>27,965</b>	<b>(6,900)</b>	<b>-19.79%</b>

**Total Revenues**

<b>1,218,534</b>	<b>1,274,305</b>	<b>1,282,000</b>	<b>1,282,000</b>	<b>1,292,000</b>	<b>10,000</b>	<b>0.78%</b>
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**EXPENDITURES**

**Personal Services**

Salaries	554,708	546,565	600,000	600,000	610,000	10,000	1.67%
<b>Total Personal Services</b>	<b>554,708</b>	<b>546,565</b>	<b>600,000</b>	<b>600,000</b>	<b>610,000</b>	<b>10,000</b>	<b>1.67%</b>

**Employee Benefits**

Health Insurance	30,930	27,744	30,000	30,000	32,000	2,000	6.67%
FICA/Medicare	41,377	40,663	42,000	42,000	44,000	2,000	4.76%
IMRF Pension	50,249	48,419	56,000	56,000	57,600	1,600	2.86%
<b>Total Employee Benefits</b>	<b>122,556</b>	<b>116,826</b>	<b>128,000</b>	<b>128,000</b>	<b>133,600</b>	<b>5,600</b>	<b>4.38%</b>

**Contractual Services**

Payroll Services	2,958	3,077	3,400	3,400	3,400	-	0.00%
Staff Training	1,596	1,920	2,000	2,000	2,000	-	0.00%
Membership Dues	6,537	7,068	7,000	7,000	7,000	-	0.00%

**Village of River Forest**  
**Budget Detail By Account**  
**Fiscal Year 2016 Budget**

	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>\$CHNG</b>	<b>% CHNG</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>	<b>FY15/16</b>	<b>FY15/16</b>
<b>RIVER FOREST PUBLIC LIBRARY</b>							
Professional Development	6,698	5,699	6,000	6,000	6,000	-	0.00%
Advertising	150	345	2,000	2,000	2,000	-	0.00%
Other Programs	19,519	23,597	25,100	25,100	27,198	2,098	8.36%
ASK Programs	7,790	6,974	7,182	7,182	7,602	420	5.85%
Tech Support Services	20,250	24,325	22,000	22,000	12,000	(10,000)	-45.45%
Automation-Swan/Rails	25,675	24,421	24,000	24,000	21,000	(3,000)	-12.50%
Professional Services	-	-	600	600	600	-	0.00%
Consulting/Legal	3,773	722	2,000	2,000	2,000	-	0.00%
Auditing	3,392	2,600	3,400	3,400	8,000	4,600	135.29%
Copier Lease & Maintenance	8,843	4,671	5,000	5,000	6,200	1,200	24.00%
Automation - Subscription	32,668	28,667	24,000	24,000	25,000	1,000	4.17%
Liability Insurance	24,059	22,871	23,000	23,000	13,000	(10,000)	-43.48%
Maintenance - Service	32,141	40,403	40,000	40,000	53,800	13,800	34.50%
Utilities	8,616	10,741	10,500	10,500	10,500	-	0.00%
Strategic Initiatives	24,341	11,619	36,000	36,000	25,000	(11,000)	-30.56%
Total Contractual Services	229,006	219,720	243,182	243,182	232,300	(10,882)	-4.47%
<b>Commodities</b>							
Printing	6,500	5,623	6,000	6,000	6,000	-	0.00%
Inter-Library Expenses	497	115	-	-	-	-	-
Postage	3,212	2,916	3,400	3,400	3,400	-	0.00%
Telephone/Internet	17,261	16,095	16,000	16,000	18,000	2,000	12.50%
Books	58,191	56,179	65,000	65,000	68,250	3,250	5.00%
Periodicals	9,892	6,966	7,100	7,100	7,100	-	0.00%
Online E Content	21,727	20,014	23,000	23,000	32,600	9,600	41.74%
Audio/Visual	34,040	37,695	43,000	43,000	42,250	(750)	-1.74%
Office Supplies	4,450	4,288	4,200	4,200	4,000	(200)	-4.76%
Library Supplies	6,752	5,512	6,200	6,200	5,000	(1,200)	-19.35%
Copier Supplies	2,262	2,435	3,200	3,200	2,400	(800)	-25.00%
Building Materials and Supplies	6,229	6,164	6,500	6,500	6,500	-	0.00%
Misc Expenditures	3,541	2,527	2,500	2,500	2,600	100	4.00%
Total Commodities	174,554	166,529	186,100	186,100	198,100	12,000	6.45%
<b>Capital Outlay</b>							
Furniture & Equipment	8,254	3,956	3,000	3,000	3,000	-	0.00%
Equipment Technology	10,911	10,888	10,000	10,000	10,000	-	0.00%
Capital Reserve	-	39,160	60,879	60,879	35,000	(25,879)	-42.51%
Building Improvements	210,791	63,891	50,839	50,839	70,000	19,161	37.69%
Total Capital Outlay	229,956	117,895	124,718	124,718	118,000	(6,718)	-5.39%
<b>Total Expenditures</b>	<b>\$ 1,310,780</b>	<b>\$ 1,167,535</b>	<b>\$ 1,282,000</b>	<b>\$ 1,282,000</b>	<b>\$ 1,292,000</b>	<b>\$ 10,000</b>	<b>0.78%</b>

## **Jurisdictional Statistics**

This section provides general statistical data regarding size, development and infrastructure. This section also includes a history of the property tax for all direct and overlapping governments, information regarding the Village's Equalized Assessed Valuation and a list of principal taxpayers.

# Size, Development and Infrastructure

Date of incorporation	October 30, 1880
Form of government	Council-Administrator
Area	2.48 square miles

## Population

1980	12,395
1990	11,669
2000	11,635
2010	11,172

## 2010 Census Highlights

Total housing units	3,597
Average household size	2.60
Median family income	\$156,835
Median home value	\$618,200

## Municipal Services & Facilities

Number of full time employees	75
Miles of streets	31.6
Miles of alleys	3.9
Miles of sewers	33.1
Number of street lights	1,998
Refuse Collection Customers	2,924
Water Billing Customers	3,182

## Annual taxable sales

2007	\$179,968,785
2008	\$177,431,561
2009	\$158,420,269
2010	\$155,416,508
2011	\$160,051,009
2012	\$167,237,141
2013	\$174,272,613

# Property Tax Rates

## Property Tax Rates - Direct and Overlapping Governments (Per \$100 Assessed Valuation)

### Last Ten Levy Years

Tax Levy Year	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
Calendar Year Collected	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Village of River Forest	1.286	1.175	1.051	0.840	0.820	0.880	0.965	0.979	0.948	1.102
School Districts	7.559	7.467	6.960	5.665	5.502	5.843	6.234	6.061	5.562	6.028
Cook County	0.560	0.531	0.462	0.423	0.394	0.415	0.446	0.500	0.593	0.593
Park District	0.307	0.279	0.249	0.209	0.255	0.317	0.357	0.363	0.354	0.418
Water Reclamation	0.417	0.370	0.320	0.274	0.261	0.252	0.263	0.284	0.315	0.347
Public Library - Village Component Unit	0.239	0.218	0.195	0.155	0.151	0.161	0.176	0.179	0.173	0.204
Township	0.115	0.104	0.093	0.075	0.078	0.084	0.093	0.095	0.093	0.109
Other (1)	0.116	0.078	0.097	0.062	0.081	0.063	0.077	0.074	0.030	0.073
<b>Total- all purposes</b>	<b>10.599</b>	<b>10.222</b>	<b>9.427</b>	<b>7.703</b>	<b>7.542</b>	<b>8.015</b>	<b>8.611</b>	<b>8.535</b>	<b>8.068</b>	<b>8.874</b>
<b>Share of total tax rate levied for the Village of River Forest</b>	<b>12.13%</b>	<b>11.49%</b>	<b>11.15%</b>	<b>10.90%</b>	<b>10.87%</b>	<b>10.98%</b>	<b>11.21%</b>	<b>11.47%</b>	<b>11.75%</b>	<b>12.42%</b>

#### Note:

(1) "Other" includes Consolidated Elections, Cook County Forest Preserve, and Des Plaines Valley Mosquito Abatement District.

#### Data Source:

Cook County Clerk's Office

# Equalized Assessed Value

Tax Levy Year	Residential	Commercial	Industrial	Total Assessed Value	Village Property Tax Rate	Total Equalized Assessed Value
2013					1.286	493,186,293
2012	\$ 170,256,632	\$ 17,159,151	\$ 1,296,420	\$ 188,712,203	1.175	529,450,956
2011					1.051	573,104,464
2010	192,112,346	20,321,761	980,904	213,415,011	0.840	704,269,535
2009					0.820	641,332,879
2008	231,060,928	21,234,090	254,274	252,549,292	0.880	596,926,880
2007					0.965	515,665,926
2006					0.979	491,723,633
2005					0.948	488,961,811
2004	134,086,644	20,660,993	112,334	154,859,971	1.102	398,872,827

## Notes:

Property in the Village is reassessed by the County every three years.

Refer to the Property Tax Rates - Direct and Overlapping Governments schedule for additional property tax rate information.

Equalized Assessed Value - The State of Illinois calculates an equalization factor each year to bring the assessed value of property to 1/3.

## Data Source:

Cook County Clerk's Office - [www.cookcountyclerk.com/tsd/taxagencyreports](http://www.cookcountyclerk.com/tsd/taxagencyreports)

# Top Ten Principal Property Taxpayers

Taxpayer	Type of Business	2013 Levy Year	
		Equalized Assessed Valuation	Percentage of Total Equalized Assessed
River Forest Town Center One	Retail Center	\$ 9,191,659	1.9%
River Forest Town Center Two	Retail Center	4,655,307	0.9%
Vanguard Health Systems	Medical Center	4,421,942	0.9%
Albertson's (Jewel)	Grocery Store	4,021,539	0.8%
Jack Strand	Retail Center	1,449,000	0.3%
Mid America Asset Mgmt	Grocery Store	1,313,137	0.3%
Kirk Eye Center	Vision Care Center	1,130,855	0.2%
Harry Langer, LLC	Retail Drug Store	944,920	0.2%
BBD LLC	Property Management	802,226	0.2%
River Forest Tennis Club	Tennis Club	699,730	0.1%
Totals		<u>\$ 28,630,315</u>	<u>5.8%</u>

Data Source:

Office of County Clerk

# Capital Improvement Program

This section provides detailed information on the Village's Capital Improvements Program. The program provides for building and infrastructure improvements, as well as the replacement of vehicles and equipment in excess of \$10,000.

A summary of the 2016 – 2020 Five Year Capital Improvement Program is contained in this section. Detailed information on those capital items included in the 2016 Budget and the impact those items have on the 2016 operating Budget are included. The complete plan is a separate document that contains descriptions of all items contained in the plan.



## **Village of River Forest**

### **Five Year Capital Improvement Program**

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The Five Year Capital Improvement Program (CIP) is a planning tool for the Village that seeks to identify major capital projects and a corresponding funding source for projects that are \$10,000 or more.

The Five Year Capital Improvement Plan is prepared by staff and reviewed by the Village Board as the initial step toward preparing the annual budget. The Plan is generally amended during the budget process as determinations are made for items to be moved forward or to be deferred based on current information.

The CIP is divided into the following sections:

#### **Buildings and Improvements**

#### **3 Facilities**

Village facilities include Village Hall which houses Administration, Finance, Building, Police, and Fire operations, the Public Works Garage and the Water Pumping Station, which are located in separate facilities.

#### **Vehicles**

#### **47 vehicles in the fleet**

The vehicle section includes an inventory of all of the Village vehicles and subdivided by police, fire and public works vehicles. The detail page of each vehicle to be replaced in 2016 provides a photo of the vehicle, historical cost and repair information, a description of how the vehicle is used, and its life expectancy.

#### **Equipment**

The Equipment section lists the capital equipment items that need to be repaired, replaced or acquired new over the next five years. This section includes equipment for the Administration, Fire, Police and Public Works operations.

#### **Information Technology**

#### **38 computers and 7 servers**

The Village completed a comprehensive study of its Information Technology System in FY 2012. Recommendations from the study are incorporated into the five-year CIP including replacement computers, laptops, servers (physical and virtual), disk space expansion, disaster recovery improvements, and network enhancements.

#### **Streets, Sidewalks, Alleys**

#### **31.6 miles**

The Streets program includes annual street resurfacing, alley maintenance, sidewalk and curb maintenance as well as general street patching and maintenance. The annual Street Improvement Program, formerly funded through bond proceeds, is now funded through Motor Fuel Tax (MFT) revenues.

**Water and Sewer Improvements****73.1 miles of sewer and water mains**

The Village annually budgets for the maintenance and repair of the sewer system, including sewer lining, rehab and main repairs. Work is underway on the Northside Stormwater Management Project. This phased project will create a new, separate stormwater utility on the north side of River Forest to significantly reduce the risk of flooding in this area.

The Village's water system serves a population of more than 11,000. Maintenance of the pumping station and distribution system is essential to the water utility's operation. Annual funding is recommended for water main replacement and rehabilitation. Water main replacement is recommended when a history of line failure or a lack of adequate fire flow exists. Fire flow is the quantity of water available for fire-suppression purposes in excess of that which is required for other purposes. When possible, water main replacement is scheduled to coincide with street improvements to limit the impact of construction activity to a particular area.

Equipment improvements at the Water Pumping Station can be found in this section.

## **Village of River Forest**

### **Financing the Five Year Capital Improvement Program**

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The Five Year Capital Improvement Program (CIP) is financed through the following Village funds or particular revenue sources. The individual project sheet will indicate when the project is intended to be financed by a particular revenues source, such as a grant, within the fund. The proposed FY 2016 funding levels for each fund or source can be found below.

#### **General Fund** **\$254,500**

The General Fund is the major operating fund in the Village's budget and provides for all activities not accounted for in other funds.

#### **Motor Fuel Tax (MFT)** **\$405,000**

The State of Illinois has imposed a gas tax on the privilege of operating motor vehicles on public highways in Illinois. MFT dollars are collected by the State of Illinois and remitted to the municipality on a per capita basis.

#### **Water & Sewer Fund** **\$14,498,000**

The Water and Sewer Fund includes the following revenue sources which assist in funding capital improvements: water and sewer charges and interest income. The Village has applied for a loan through the IEPA to fund the Northside Stormwater Management Project. The proceeds from the IEPA loan will be reported in the Water and Sewer Fund.

#### **Capital Equipment Replacement Fund (CERF)** **\$1,200,323**

The Capital Equipment Replacement Fund (CERF) is a capital projects fund where Administration, Police, Fire and Public Works Departments set aside funds each year for the eventual replacement of existing equipment and vehicles, and to avoid significant fluctuations in the operating budget from one year to the next. Revenues are provided by transfers from the General and Water and Sewer Funds.

#### **Water & Sewer - CERF Fund** **\$86,200**

The Water & Sewer - CERF Fund is part of the above mentioned CERF, only this portion is funded from Water & Sewer revenues and provides for the eventual replacement of Public Works vehicles utilized for sewer and water functions.

#### **Capital Improvements Fund** **\$1,291,537**

The Capital Improvements Fund is used to account for improvements to buildings, parking lots, municipal lighting systems, alleys, and streets. Revenue sources include red light camera revenue, parking lot fees, special service area taxes, ITEP and IGIG Grants as well as transfers from other funds.

#### **Grant Revenues**

The Village encourages all departments to seek and apply for grant funding that is in the best interests of the Village for capital projects, equipment and program needs. The Village has been awarded \$1,016,680 grants to be used in FY 2016 for Capital projects as follows:

- Illinois Transportation Enhancement Program (ITEP) funding - \$670,280
- Surface Transportation Program (STP – sometimes referred to as "STU") - \$346,400

**Village of River Forest, Illinois**  
**Five Year Capital Improvement Program**  
**Fiscal Year 2016 Budget**

CATEGORY	Fiscal Year				Five Year Total
	2016	2017	2018	2019	
Buildings and Improvements	347,060	245,000	222,000	128,000	1,137,740
Vehicles	872,818	426,990	441,688	87,148	2,288,978
Equipment	288,545	170,300	-	120,000	578,845
Information Technology	24,500	29,000	66,000	24,500	168,500
Streets, Sidewalks & Alleys	1,821,637	1,627,080	657,920	625,000	5,341,637
Water and Sewer Improvements	14,381,000	575,000	657,000	612,500	16,816,474
<b>Totals - All Categories</b>	<b>17,735,560</b>	<b>3,073,370</b>	<b>2,044,608</b>	<b>1,597,148</b>	<b>26,332,174</b>

PROPOSED FUNDING SOURCE	Fiscal Year				Five Year Total
	2016	2017	2018	2019	
General Fund (GF)	254,500	264,000	316,000	274,500	1,373,500
Motor Fuel Tax Fund (MFT)	405,000	1,182,800	250,000	250,000	2,337,800
Water and Sewer Fund (WS)	14,498,000	645,000	739,000	697,500	17,255,474
Capital Equipment Replacement Fund (CERF)	1,200,323	552,290	423,188	207,148	2,513,283
CERF/WS	86,200	80,000	18,500	-	514,700
Capital Improvements Fund (CIF)	1,151,537	349,280	297,920	163,000	2,192,417
CIF/Parking Reserve	140,000	-	-	-	140,000
<b>Totals</b>	<b>17,735,560</b>	<b>3,073,370</b>	<b>2,044,608</b>	<b>1,592,148</b>	<b>26,327,174</b>

## **Buildings and Improvements – Five Year Capital Improvement Program**

The Buildings and Improvements section of the Capital Improvement Program (CIP) identifies proposed improvements to the Village Hall, including the Police and Fire Department areas, as well as the Public Works Garage. Proposed improvements may include repair, replacement or the rehabilitation of Village buildings. Building improvements at the Water Pumping Station are also included.

As with other sections of the CIP, these improvements are targeted for specific years and are financed through various methods such as the General Fund, Water and Sewer Fund, Capital Equipment Replacement Fund and the Capital Improvement Fund (CIF).

Improvements planned for FY 2016 include:

<b>Improvement</b>	<b>Cost of Improvement</b>	<b>Funding Source</b>	<b>This Project is:</b>
Firing Range Rehab	\$125,160	CERF	Recommended
Village Hall Improvements	\$7,400	CIF	Recommended
Public Works Garage Improvements	\$167,500	CIF	Critical
Pumping Station Improvements	\$47,000	WS	Critical
<b>Total</b>	<b>\$347,060</b>		

### **Each project in the CIP is categorized by the requesting department as follows:**

**Critical-** The project must be completed in the year recommended due to safety or operational needs or as mandated by law. Critical projects are highlighted in yellow.

**Recommended-** The project will significantly improve operations or safety. The project is strongly recommended for funding in the year recommended or the year after.

**Contingent on Funding-** The project would be a benefit to the Village and improve service levels but is only recommended if funds are available.

Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Buildings and Improvements  
Fiscal Year 2016 Budget

This Project is:		Fiscal Year				Five Year		Funding Source
		2016	2017	2018	2019	2020	Total	
Police								
Firing Range Rehab	Recommended	125,160	-	-	-	-	125,160	CERF
Village Hall								
Village Hall Improvements	Recommended	7,400	125,000	25,000	40,000	40,000	237,400	CIF
Public Works								
Garage Improvements	Critical	167,500	85,000	185,000	73,000	140,680	651,180	CIF
Pumping Station Improvements	Critical	47,000	35,000	12,000	15,000	15,000	124,000	WS
Total		347,060	245,000	222,000	128,000	195,680	1,137,740	

Proposed Funding Source		Fiscal Year				Five Year	
		2016	2017	2018	2019	2020	Total
	Water and Sewer Fund (WS)	47,000	35,000	12,000	15,000	15,000	124,000
	Capital Equipment Replacement Fund (CERF)	125,160	-	-	-	-	125,160
	Capital Improvement Fund (CIF)	174,900	210,000	210,000	113,000	180,680	888,580
<b>Totals</b>		<b>347,060</b>	<b>245,000</b>	<b>222,000</b>	<b>128,000</b>	<b>195,680</b>	<b>1,137,740</b>

## ***Buildings and Improvements-Police***

### **Firing Range Rehab**

FY 2016

\$ 125,160

CERF

Original Purchase Date FY 1998

Funding History N/A



Critical



Recommended



Contingent on Funding

### **Description & Justification**

The Firing Range located in the basement of Village Hall was installed in 1998 as part of the Village Hall construction project and is currently over 16 years old. The range is used over 200 times per year for handgun and less lethal training. Triton College has proposed a training facility which includes a firing range. In combination with Triton's facility, police personnel will have continuous access to the Village's range for regular training and qualification and access to Triton's range for specialized training such a high powered rifles, team movement training and other future opportunities. The Village's range requires upgrades in the bullet trap system, ventilation and target rail system. It is recommended that the project be consolidated as a comprehensive overhaul in FY 2016 versus three separate phases, possibly saving money as part of an economy of scale.

The main components of the range are the following:

- Bullet Trap/Ballistic/Protective Wall System
- Ballistic Ceiling Baffle System
- Shooting Stalls/Target Turning Systems-stalls, rails, target retrievers, and master control system
- Range Ventilation System

Repair/Improvement	Estimated Cost
Bullet Trap Conversion	\$ 24,200
Combat/Protective Wall System	\$ 13,250
Ballistic Ceiling Baffles	\$ 13,300
Ventilation Direct Digital Control System	\$ 15,954
Ventilation VFD for Make-Up Air Unit	\$ 2,647
Ventilation Custom Radial Diffusers	\$ 1,764
Ventilation Control Piping and Wiring	\$ 2,275
Ventilation Start Up and Commissioning	\$ 1,250
Range Master Control System	\$ 4,800
Network Interface	\$ 1,300
Rail Repair and Target Encasements	\$ 2,800
Lateral Target with base	\$ 7,250
Target Turners	\$ 2,600
Electronic Enclosures	\$ 3,350
Shooting Stalls	\$ 9,300
Air Filtration Unit	\$ 19,120

Total Project Cost	\$125,160
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The approximate life expectancy of the equipment, with recommended maintenance, is an additional 15-20 years.

#### **Additional Justifications**

*FY 2014*-Improvements addressed safety and integrity of the bullet trap system plus industry standard of ballistic walls for approximately 1/3 of range to protect against ricochet and shrapnel displacement. Items include upgraded ceiling baffles to protect plumbing, duct work, and other structural components.

*FY 2015*-Improvements addressed minimal ventilation system upgrades needed to ensure compliance with OSHA air quality standards for firing ranges.

*FY 2016*-Improvements will address mechanical and technology upgrades required with regard to target rail and control systems as well as potential critical failure of a 20-year old air filtration unit and 20-year old individual shooting stalls.

#### **Project Alternative**

The alternative to the replacement of the range equipment is to attempt continue to repair the current system. This is less desirable and less feasible as the range age increases. The proposed improvement costs are based on estimates from current vendors. The utilization of alternate vendors would require the complete stripping out of all or most current equipment which could increase costs by approximately 40-50%. A second alternative is to lease time at an offsite firing range- problems associated with this alternative are discussed below.

#### **Project Impact**

The State of Illinois requires annual firearms certification. The use of a firearm is one of the highest liabilities a police department can face. The Department currently requires quarterly firearms training and without a useable firing range, the Village would have to seek an alternate location to train. This would increase training, overtime, transportation, facility rental premiums and ammunition costs. A safety/operational concern would be the inability for officers to test fire duty weapons after general maintenance or armorer's repairs were completed. The Department currently allows the Forest Park Police Department to conduct some periodic training and test firing on the range in consideration of other training opportunities and ammunition supplies. Staff will continue to look for additional like-sized departments to potentially lease time for use.

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
TBD	TBD



## ***Buildings and Improvements-Public Works***

<b>Village Hall Improvements</b>	FY 2016	\$7,400	CIF
	FY 2017	\$125,000	CIF
	FY 2018	\$25,000	CIF
	FY 2019	\$40,000	CIF
	FY 2020	\$40,000	CIF
<input type="checkbox"/> Critical	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Contingent on Funding	

### **Project Description & Justification**

The Village Hall, located at 400 Park Avenue, was constructed in 1999 and houses the Village's administrative Staff, both the Police and Fire Departments, and the West Suburban Consolidated Dispatch Center (WSCDC). The majority of janitorial and maintenance tasks and operations are performed and coordinated by the Village's Custodian. Those tasks and operations that cannot be performed by in-house Staff are outsourced.

In 2013, DTZ (a UGL Company) was contracted to conduct a Facility Condition Assessment (FCA) of the Village Hall (referred to in DTZ's report as the Administration Building). The purpose of the assessment was to evaluate the overall condition of the buildings and sites, and provide information regarding the condition and life expectancy of the major components. The report recommends one project for this facility in FY 2015.

Also in 2013, AKT Peerless conducted a building energy audit (EA) of the Village Hall (including the Police and Fire areas). The purpose of this audit was to evaluate the current energy use in the facility and to identify modifications that will reduce the energy use and/or cost of operating the facility. It is important to note that per the franchise agreements with the utility companies, the Village does not pay for electricity for this facility and is afforded a certain number of therms of natural gas. As a result, the financial impact on the expenditure budget would be minimal. Staff recommends improvements in FY 2016 that offer the highest projected cost savings.

The following facility improvement is recommended to be completed **in FY 2016**:

<u>Repair/Improvement</u>	<u>Estimated Cost</u>
1. EA – Install variable frequency drives on rooftop units (HVAC)	\$7,400

The following facility improvements are recommended within the **next two to five years**:

<u>Repair/Improvement</u>	<u>Estimated Cost</u>	<u>Year</u>
1. FCA - Replace roof above 2nd floor	\$125,000	FY 2017
2. FCA - Replace HVAC rooftop unit #3 (above WSCDC)	\$25,000	FY 2018
3. FCA - Resurface parking lot	\$40,000	FY 2019
4. Tuck-pointing improvements	\$40,000	FY 2020
Total	\$230,000	

### **2016 Recommended Project**

1. EA – Install variable frequency drive on rooftop units: All three of the rooftop HVAC units utilize Inlet Vortex Dampers to control the flow rate of air in the supply fan. This project would remove or abandon the inlet vortex dampers and replace them with Adjustable Speed Drives (ASD) to control airflow, and save substantial amounts of energy, reduce unnecessary usage of the units, and improve

flow control. Since Staff is proposing to replace the rooftop unit above WSCDC in FY 2018, this project is therefore recommended for the two units above the Village Hall.

**Project Alternative**

EA Project: The alternative to these projects is to not make these improvements and maintain the current level(s) of energy efficiency and usage level of the HVAC units.

**Project Impact**

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None

## ***Buildings and Improvements-Public Works***

<b>Public Works Garage Improvements</b>	FY 2016	\$167,500	CIF
	FY 2017	\$85,000	CIF
	FY 2018	\$185,000	CIF
	FY 2019	\$73,000	CIF
	FY 2020	\$140,680	CIF



Critical



Recommended



Contingent on Funding

### **Project Description & Justification**

The Public Works Garage, located at 45 Forest Avenue, is the facility that houses all vehicles, equipment, fuel (unleaded and diesel), road salt, and other materials (stone, asphalt, topsoil, etc.) and supplies necessary for Public Works Operations and Water/Sewer Divisions. The majority of janitorial and minor maintenance tasks and operations are performed and coordinated by Public Works personnel. Tasks and operations that cannot be performed in-house are outsourced.

The property on which the Public Works Garage stands has been considered for redevelopment along with the site directly to the south (former Hines Lumber site). As a result, the Village is exploring options for relocating the Public Works facility and its operations.

If Public Works remains at its current location, the following critical and recommended facility improvements should be completed **in FY 2016**:

<u>Repair/Improvement</u>	<u>Estimated Cost</u>
1. Tuck-pointing, brick restoration, & rebuild parapet wall (& cap)	
a. Structural engineering analysis	\$15,000
b. Construction (critical)	\$70,000
2. Replace gutters and downspouts (critical)	\$2,500
3. Demolish boiler and remove piping (recommended)	\$10,000
4. Install five gas-powered hanging heaters (recommended)	\$55,000
5. <u>Install commercial backflow prevention device (recommended)</u>	<u>\$15,000</u>
Total	\$167,500

If Public Works remains at its current location the following facility improvements are recommended in the **next two to five years**:

<u>Repair/Improvement</u>	<u>Estimated Cost</u>	<u>Year</u>
1. Roof replacement <sup>1</sup>	\$185,000	FY 2017
2. Upgrade interior and exterior lighting systems (to LED)	\$42,000	FY 2018
3. Replace single pane glass windows (26)	\$20,000	FY 2018
4. Replace two overhead garage doors	\$11,000	FY 2018
5. Replace salt storage shed	\$50,000	FY 2019
6. <u>Replace underground storage tanks</u>	<u>\$140,680</u>	<u>FY 2020</u>
Total	\$448,680	

<sup>1</sup> If this roof replacement project were to be completed in two phases, each phase would cost approximately \$115,000 with a total project cost of \$230,000. This project also includes the replacement of gutters and downspouts.

## 2016 Recommended Project

The following is a summary of the improvements that are proposed for FY 2016:

1. Tuck-pointing, Brick Restoration, & Rebuild Parapet Wall: This project includes tuck-pointing along the south and west elevation of the Public Works Garage, including the parapet wall located at the southwest corner of the roof. Some sections of the exterior walls are missing mortar between the bricks and many bricks are missing altogether which has, and will continue to, deteriorate the structural stability of the facility.
2. Replace gutters and downspouts: This project will prevent stormwater runoff from eroding/damaging the existing brick building by transporting and redirecting stormwater away from the facility.
3. Demolish boiler and remove piping: This project includes the demolition and replacement of the boiler with hanging unit heaters. The existing boiler, which provides heat for the garage/apparatus floor area, has recently required repairs involving the replacement of a float switch in the condensate tank. The tank itself is in poor condition and will need to be replaced in the near future along with several small leaks in the steam piping that will need to be repaired. The boiler is also significantly oversized for the size of the facility and uses far more natural gas energy than what is needed. Therefore, the replacement of this unit is recommended.
4. Install four hanging heating units: In conjunction with the removal of the boiler, these natural gas heating units will provide necessary heat to the garage floor/apparatus area more efficiently and with less maintenance than the current system.
5. Install commercial backflow prevention device (per current codes): The garage currently has a fire sprinkler system that incorporates a single check backflow device to prevent the cross contamination of the public water supply by backflow or back siphoning if a sudden drop in pressure were to occur. The current plumbing code requires a Reduced Pressure Detector Assembly (RPDA) which incorporates two forms of backflow protection. Without the RPDA, there is a continued risk of contamination to the Village's water distribution system from the rusty, stagnant water in the fire suppression piping at the Public Works Garage.

## Project Alternative

The alternatives to projects #1 and #2 are either an expensive wall replacement project or delaying the work, which will result in further structural damage to the exterior walls. If this deterioration continues, a project involving the replacement of the entire walls, or sections of walls, will be necessary and significantly more costly as that work may impact load bearing walls/structures in the facility.

It is anticipated that the boiler will need additional repairs totaling an estimated \$19,000 within the next year or two. Considering the current boiler consumes 2.5 times the energy required to heat the facility, Staff believes that the best alternative is to replace it with more energy efficient hanging unit heaters. The room that houses the boiler could be converted to valuable indoor storage or demolished and converted to outdoor storage.

There is no alternative to installing an RPDA that is intended to protect/prevent cross-contamination to the Village's water distribution system.

## Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None

## ***Buildings and Improvements-Public Works***

### **Pumping Station Improvements**

Water & Sewer

FY 2016	\$47,000	WS
FY 2017	\$35,000	WS
FY 2018	\$12,000	WS
FY 2019	\$15,000	WS
FY 2020	\$15,000	WS



Critical



Recommended



Contingent on Funding

### **Project Description & Justification**

The Pumping Station, located at 7525 Berkshire Street, is the facility that houses all pumps, piping, valves, and auxiliary equipment (including the SCADA controls) that are all central and critical to the operation of the Village's water distribution system. The majority of janitorial and minor maintenance tasks and operations are performed and coordinated by Water Division personnel. Tasks and operations that cannot be performed in-house are outsourced.



In 2013, the Village retained the services of DTZ (a UGL Company) to conduct a Facility Condition Assessment of the Pumping Station. The purpose of the assessment was to evaluate the overall condition of the buildings and sites, and provide information regarding the condition and life expectancy of the major components. The report summarizes the recommended projects involving improvements and maintenance to this facility.

The following critical and recommended facility improvements should be completed **in FY 2016**:

<u>Repair/Improvement</u>	<u>Estimated Cost</u>
1. Replace front door	\$22,000
2. <u>Apply epoxy style floor coating on main level of building</u>	<u>\$25,000</u>
Total	\$47,000

The following facility improvements are recommended within the **next two to five years**:

<u>Repair/Improvement</u>	<u>Estimated Cost</u>	<u>Year</u>
1. Replace windows (2 <sup>nd</sup> Floor only)	\$35,000	FY 2017
2. Replace boiler and radiator heater system	\$12,000	FY 2018
3. Replace lower roof	\$15,000	FY 2019
4. <u>Replace / add exterior lighting fixtures</u>	<u>\$15,000</u>	<u>FY 2020</u>
Total	\$77,000	

## 2016 Recommended Project

The following is a summary of the improvements that are proposed for FY 2016:

### 1. Replace front door:

The front door of the pumping station is in poor condition and is deteriorating rapidly. It is a custom door which was originally varnished exposed mahogany; it has since been painted a salmon color to match the exterior trim. This replacement would bring the door closer to its original high quality appearance.



## Project Alternative

The alternative to the replacement of the front door would be to replace the existing hardware, replace wooden boards on the existing door and rehab and repaint the current door. There are essentially no alternatives to the future improvements and maintenance projects as the Pumping Station is a critically important facility that houses the operations center for the Village's water distribution system. Deferring these projects would result in emergency repairs that could increase project costs (compared to soliciting bids/proposals).

## Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None

## **Vehicles – Five Year Capital Improvement Program**

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The Village of River Forest recognizes the importance of maintaining, replacing and purchasing new vehicles to guarantee public safety and the efficient delivery of services. The following is a breakdown of current vehicular levels for all vehicles owned by the Village and the replacement schedule for FY 2016:

<b>Department</b>	<b>Number of Vehicles to be Replaced in FY 2016</b>	<b>Cost of Vehicles to be Replaced in FY 2016</b>	<b>Total Number of Vehicles in Fleet</b>
Building	0	\$0	2
Police	3	\$111,818	18
Fire	2	\$574,000	9
Public Works	2	\$187,000	18
<b>TOTAL</b>		<b>\$872,818</b>	<b>47</b>

In 2012, the Police squad car replacement cycle was changed so that the Village need not replace all squads at one time.

### **Financing**

Projects in this section are financed through the Capital Equipment Replacement Fund (CERF).

### **Each project in the CIP is categorized by the requesting department as follows:**

**Critical-** The project must be completed in the year recommended due to safety or operational needs or as mandated by law. **Critical projects are highlighted in yellow.**

**Recommended-** The project will significantly improve operations or safety. The project is strongly recommended for funding in the year recommended or the year after.

**Contingent on Funding-** The project would be a benefit to the Village and improve service levels but is only recommended if funds are available.

**Village of River Forest, Illinois**  
**Five Year Capital Improvement Program**  
**Vehicles**  
**Fiscal Year 2016 Budget**

Vehicles	Fiscal Year				Five Year Total	Funding Source
	2016	2017	2018	2019	2020	
Police	111,818	121,240	123,188	87,148	130,334	CERF
Fire	574,000	63,750	-	-	-	CERF
Public Works	187,000	242,000	318,500	-	330,000	CERF & CERF/WS
<b>Total</b>	<b>872,818</b>	<b>426,990</b>	<b>441,688</b>	<b>87,148</b>	<b>460,334</b>	

Proposed Funding Source	Fiscal Year				Five Year
	2016	2017	2018	2019	Total
CERF- General Fund (CERF)	872,818	381,990	423,188	87,148	130,334
CERF- Water and Sewer (CERF/WS)	-	45,000	18,500	-	330,000
Totals	872,818	426,990	441,688	87,148	2,288,978



Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Vehicles-Police  
Fiscal Year 2016 Budget

Police Department	Year	Vehicle #	This Project is:	Fiscal Year				Five Year		Funding Source
				2016	2017	2018	2019	2020	Total	
Marked Squad Car	2014	1	Recommended	-	41,474	-	-	44,585	86,059	CERF
Marked Squad Car	2015	2	Recommended	-	-	42,511	-	-	42,511	CERF
Marked Squad Car	2015	3	Recommended	-	-	42,515	-	-	42,515	CERF
Marked Squad Car	2013	4	Recommended	40,534	-	-	43,574	-	84,108	CERF
Marked Squad Car	2013	5	Recommended	40,534	-	-	43,574	-	84,108	CERF
Marked Squad Car	2013	6	Recommended	-	41,474	-	-	44,585	86,059	CERF
Community Service Vehicle	2007	10	Recommended	30,750	-	-	-	-	30,750	CERF
Detectives Vehicle	2011	12	Recommended	-	38,292	-	-	41,164	79,456	CERF
Unmarked Surveillance	2012	13	Recommended	-	-	38,162	-	-	38,162	CERF
Chief's Vehicle	2015	17	Recommended	-	-	-	-	-	-	CERF
Patrol	2009	7	N/A	These vehicles are replaced with used police vehicles.					-	
Patrol	2009	8	N/A						-	
Crime Prevention- Tahoe	2009	9	N/A						-	
Deputy Chief's Vehicle	2007	11	N/A						-	
Admin Pool Vehicle	2000	14	N/A						-	
Dodge Durango	2006	15	N/A						-	
School Vehicle	2005	16	N/A						-	
Vehicle Equipment Set-Up			N/A	-	-	-	-	-	-	
<b>Total</b>				<b>111,818</b>	<b>121,240</b>	<b>123,188</b>	<b>87,148</b>	<b>130,334</b>	<b>573,728</b>	

Proposed Funding Source	Fiscal Year				Five Year	
	2016	2017	2018	2019	2020	Total
Capital Equipment Replacement Fund (CERF)						
Totals	111,818	121,240	123,188	87,148	130,334	573,728

## ***Vehicles - Police***

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<b>Marked Squad Car</b>	FY 2016	\$40,534	CERF
<b>Squad 4</b>	FY 2019	\$43,574	CERF

☐ Critical      ☒ Recommended      ☐ Contingent on Funding

*Make* Ford  
*Model* Taurus  
*Year* 2013  
*Cost* \$38,500  
*Useful Life* 3 yrs  
*Current Life* 3 yrs

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### **Project Description & Justification**

An estimated cost to replace Squad #4 is \$40,534. The estimated cost of the vehicle incorporates \$8,000/car for equipment and installation, which includes exterior Police markings, light emitting diode light bar, and miscellaneous items needed to facilitate the installation of major components.

### **Vehicle Description**

This vehicle is a marked squad car used for daily patrol activities. The unit is equipped with laptop computers, moving radar units and forward facing video cameras. As the vehicles are rotated out of the fleet, the laptops, radars, and video equipment, will be removed and reinstalled in the new cars. This vehicle will be kept in the fleet as a secondary line vehicle to be used for crime prevention or back-up patrol vehicle. The current mileage is 58,232 (as of 10/30/14). Estimated mileage at time of replacement: 77,000.

<b>Breakdown/Repairs FY 2012-2015</b>	
Number of Breakdowns/Repairs as of Oct. 2014	27
Average Repair Cost	\$174.27

### **Project Alternative**

Due to the nature of the use, deferral beyond three years is not recommended for patrol vehicles. The reliability decreases as age increases, and maintenance and repair costs often increase.

### **Operational Impact**

These cars are used extensively for patrol activities, so breakdowns have a direct impact on the department's ability to respond to requests from residents, provide traffic control, respond to complaints of criminal activity, and perform routine investigations.

### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None

## Vehicles -Police

<b>Marked Squad Car</b>	FY 2016	\$40,534	CERF
<b>Squad 5</b>	FY 2019	\$43,574	CERF

☐ Critical ☒ Recommended ☐ Contingent on Funding

*Make* Ford  
*Model* Taurus  
*Year* 2013  
*Cost* \$38,580  
*Useful Life* 3 yrs  
*Current Life* 3 yrs

### Project Description & Justification

An estimated cost to replace Squad #5 is \$40,534. The estimated cost of the vehicle incorporates \$8,000/car for equipment and installation, which includes exterior Police markings, light emitting diode light bar, and miscellaneous items needed to facilitate the installation of major components.

### Vehicle Description

This vehicle is a marked squad car used for daily patrol activities. The unit is equipped with laptop computers, moving radar units and forward facing video cameras. As the vehicles are rotated out of the fleet, the laptops, radars, and video equipment, will be removed and reinstalled in the new cars. This vehicle will be kept in the fleet as a secondary line vehicle to be used for crime prevention or back-up patrol vehicle. The current mileage is 53,571 (as of 10/30/14). Estimated mileage at time of replacement: 75,000

Breakdown/Repairs FY 2013-2016	
Number of Breakdowns/Repairs as of Oct. 2014	26
Average Repair Cost	\$195.31

### Project Alternative

Due to the nature of the use, deferral beyond three years is not recommended for patrol vehicles. The reliability decreases as age increases, and maintenance and repair costs often increase.

### Operational Impact

These cars are used extensively for patrol activities, so breakdowns have a direct impact on the department's ability to respond to requests from residents, provide traffic control, respond to complaints of criminal activity, and perform routine investigations.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None

## ***Vehicles - Police***

### **Community Service Vehicle Squad 10**

FY 2016	\$30,750	CERF
FY 2023	\$33,056	CERF

☐ Critical ☒ Recommended ☐ Contingent on Funding

<i>Make</i>	Ford
<i>Model</i>	Ranger Pick-Up
<i>Year</i>	2007
<i>Cost</i>	\$22,500
<i>Useful Life</i>	7 yrs
<i>Current Life</i>	8 yrs

### **Project Description & Justification**

An estimated cost to replace unit #10 is \$30,750. The estimated cost of the vehicle incorporates \$8,000/car for equipment and installation, which includes exterior Police markings, light emitting diode light bar, and miscellaneous items needed to facilitate the installation of major components.

### **Vehicle Description**

This vehicle is a marked Pick-up truck used for daily Community Service activities. The unit is equipped with a laptop computer and zebra printer. The Community Service Vehicle is used for daily parking violations, stray animal, large equipment transport and deploying the Speed Trailer. Depending on the condition of the vehicle at replacement time, this vehicle could be offered to Public Works as a replacement for their current pick-up truck used by the Village Engineer or offered for sale at auction. The current mileage is 79,370 (as of 10/30/14). Estimated mileage at time of replacement: 88,370.

Breakdown/Repairs FY 2007-2015	
Number of Breakdowns/Repairs as of Oct. 2014	34
Average Repair Cost	\$263.52

### **Project Alternative**

Due to the nature of the use, deferral beyond its estimated seven year useful life is not recommended for a CSO vehicle. The reliability decreases as age increases, and maintenance and repair costs often increase.

### **Operational Impact**

Breakdowns have a direct impact on the department's ability to respond to requests from residents, provide traffic control, respond to parking complaints, and perform other routine activities.

### **Project Impact**

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None

Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Vehicles-Fire  
Fiscal Year 2016 Budget

Fire Department	Year	Vehicle #	This Project is:	Fiscal Year			Five Year		Funding Source
				2016	2017	2018	2019	2020	
Chief's Vehicle	2006	200	Recommended	24,000	-	-	-	-	CERF
Deputy Chief's Vehicle	2011	201	Contingent	-	25,750	-	-	-	CERF
Ambulance	2015	215	Recommended	-	-	-	-	-	CERF
Administrative Vehicle	2006	218	Contingent	-	38,000	-	-	-	CERF
105' Aerial Quint	2013	219	-	-	-	-	-	-	CERF
Pumper	2001	222	-	-	-	-	-	-	CERF
Ambulance	1999	224	-	-	-	-	-	-	CERF
Pumper	1992	226	Critical	550,000	-	-	-	-	CERF
Pool Vehicle	1999	299	-	-	-	-	-	-	CERF
<b>Total</b>				<b>574,000</b>	<b>63,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	

Proposed Funding Source	Fiscal Year				Five Year	
	2016	2017	2018	2019	2020	Total
Capital Equipment Replacement Fund (CERF)	574,000	63,750	-	-	-	637,750
<b>Totals</b>	<b>574,000</b>	<b>63,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>637,750</b>

## Vehicles–Fire

### Administrative Vehicle–C200

FY 2016

\$24,000

CERF

☐

Critical

☒

Recommended

☐

Contingent on Funding

Make

FORD

Model

Crown Victoria

Year

2006

Cost

\$23,145

Useful Life

6 years

4 years fleet (training & pool)  
car

Current Life

9 years



### Vehicle Description

C200 is the administrative vehicle assigned to the Fire Chief. The vehicle is purchased through the State of Illinois Central Management Service (CMS) program or at a local dealer that will match the cost in the State Purchasing program. This vehicle is outfitted with emergency lights and siren for emergency response and administrative function.

Vehicle	Year	Date	Road Mileage
C-200	2006	11/13	105,418 as of 10/20/14

C-200 Breakdown/Repairs Past 3 Years	
Number of Breakdowns/Repairs	11
Repair Cost	3,450.81

### Project Alternative

- Purchase an all-wheel drive SUV to place in service for severe weather conditions. This provides better traction ability during response in extreme weather conditions (four wheel vs. two wheel drive).
- Purchase a Hybrid, Electric or Natural Gas vehicle for fuel efficiency. This will require the installation of a refueling/recharging system.
- Maintain current vehicle for another year and re-evaluate next budget.

### Operational Impact

This vehicle was originally scheduled for a five (5) year useful life that is extended to nine (9) years. This vehicle will be redeployed and replace a 1999 Ford Crown Victoria that is used for school & training travel and as an auxiliary vehicle in the Village fleet for other departments.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
\$500	Preventative maintenance

## Vehicles–Fire

### Pumper–FD-211 (226)

FY 2016

\$550,000

CERF



Critical



Recommended



Contingent on Funding

*Make*

Darley

*Model*

Pumper

*Year*

1992

*Cost*

\$210,000

*Useful Life*

10 years front line +  
10 years reserve.

***Current Life***

24 years



### Vehicle Description

E-226 is a 1,500-gallon per minute fire pumper with a 750-gallon water tank and a full complement of fire hose, ladders and equipment. This vehicle meets NFPA 1901 and Insurance Services Office (ISO) criteria for a Class 'A' pumper. A Class 'A' pumper has the following pumping requirements: 100% pump capacity at 150psi, 70% capacity at 200psi, and 50% at 250 psi.

In 2002, the Village decided to improve efficiency and approved the purchase of E-222, a Class 'A' pumper with the addition of CAFS (compressed air foam system). With the introduction of a chemical foam concentrate, the frontline engine uses less water, which in turn allows firefighters to extinguish structure fires quicker and with less water damage. The replacement of E-226 (non-CAFS unit) will include the installation of CAFS to continue efficiency.

In addition to the ISO requirements this vehicle is designed to operate as an Advance Life Support (ALS) non-transport vehicle. It will respond with firefighter/paramedics to emergency medical calls and provide service to patient or victims prior to the arrival of a transport ambulance. This allows the Fire Department to handle multiple simultaneous calls in the community. Currently E-222 (frontline engine) responds on an average of 5.2 calls per day.

Vehicle	Year	Date	Road Mileage	Engine Hours	Actual Mileage
E-226	1992	11/12	47,795	7,302	182,550
*Fire and EMS vehicles use a conversion of 25 miles per engine hour due to the on scene time at an emergency call.					

E 226 Breakdown/Repairs Past 3 Years		
Number	226	4
	222	30
Cost	226	\$11,149
	222	\$20,180

At the most recent preventative maintenance evaluation by Certified Fleet Service, mechanics found several deficiencies and have estimated repair costs at \$29,150, which includes the following: Multiple oil leaks (\$800-\$1,000), power steering leak (\$300), coolant leak at radiator neck (\$200), right rear spring broken (\$1,100), tires (7 years-\$1,800), rusted out frame for booster tank (\$5,000-\$7,000), rear discharge valve leaking (\$1,000), pump not holding vacuum (will not pass NFPA pump test-\$12,000-



\$15,000) and inoperable air conditioner (\$500-\$800). There are also unknown costs for repairs to the emergency generator and there is extensive rust corrosion to body and frame. A final tally of all costs will be available unless and until all the work is performed.

### **Project Alternative**

Evaluate State of Illinois loan programs, federal grants and lease / purchase programs. The Village may also delay the purchase of this vehicle and incur increased maintenance cost and increased out of service time (because this unit is recommended to be further deferred from a FY 2014 replacement to FY 2017 with the purchase of a Quint, this option is not recommended).

Another alternative is to sell this vehicle and purchase a used vehicle from another community that is newer. Maintenance efficiency is less with no warranties in any of the first three-five years and existing condition will be 'as-is'.

### **Operational Impact**

The replacement of this vehicle will be placed in front line service, with Engine 222 moved to reserve status. The need to maintain a reserve pumper exists when the front line Engine is down for maintenance or repair. It gives responding off-duty firefighters apparatus to respond with to run multiple calls when the front line pumper is in use. It also allows for a mutual aid while maintaining a response pumper to provide adequate fire suppression within the Village.

### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Reduction of Front-line Engine repairs- between \$10,000 - \$22,000	Reduce maintenance on fleet by providing new, warranty driven apparatus, replacing older, costlier vehicle. Reduction in maintenance costs for first three years (warranty) on new vehicle and E222- reduced by placing in reserve status of 13 year old vehicle.

Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Vehicles-Public Works  
Fiscal Year 2016 Budget

Public Works Department	Description	Year	Vehicle #	This Project is:	Fiscal Year				Five Year Total	Funding Source
					2016	2017	2018	2019	2020	
Lage Int'l Dump Truck	International 4000 Series	2002	30	Critical	-	140,000	-	-	-	CERF
Lage Int'l Dump Truck	International	2004	32	Critical	-	-	150,000	-	-	CERF
Pick-up Truck w/ Dump Body	Ford F350 Super Duty	2006	33	Critical	-	57,000	-	-	-	CERF
Street Sweeper	Elgin Pelican	2003	34	-	-	-	-	-	-	-
Lage Int'l Dump Truck	International 4000 Series	2001	40	Critical	137,000	-	-	-	-	CERF
Aerial Truck	International 4400	2003	46	Critical	-	-	150,000	-	-	CERF
Skid Steer Loader	Bobcat 763	2000	N/A	Critical	50,000	-	-	-	-	CERF
Pick-Up Truck (Engineering)	Ford Ranger Super	2007	62	Recommended	-	-	18,500	-	-	CERF/WS
Cargo Van	Dodge Sprinter	2006	64	Critical	-	45,000	-	-	-	CERF/WS
Sewer Truck	Vac-Con	2007	65	Critical	-	-	-	-	330,000	CERF/WS
<b>Total</b>					<b>187,000</b>	<b>242,000</b>	<b>318,500</b>	<b>-</b>	<b>330,000</b>	<b>1,077,500</b>

Proposed Funding Source	Fiscal Year				Five Year Total
	2016	2017	2018	2019	2020
Capital Equipment Replacement Fund (CERF)	187,000	197,000	300,000	-	-
CERF- Water and Sewer (CERF/WS)	-	45,000	18,500	-	330,000
<b>Totals</b>	<b>187,000</b>	<b>242,000</b>	<b>318,500</b>	<b>-</b>	<b>330,000</b>
					<b>1,077,500</b>

## Vehicles-Public Works

### Dump Truck #40

FY 2016

\$137,000

CERF



Critical



Recommended



Contingent on Funding

*Make* International  
*Model* 4000 SERIES  
*Year* 2001  
*Purchase Cost* \$66,399  
*Purchased* FY 2001  
*Useful Life* 12 years  
*Current Life* 15 years



### Vehicle Description

Various personnel in the Operations Division use this truck. The vehicle is equipped with an 11' dump body, 11' power angling snowplow, dump body tarp, emergency lighting, and two-way radio. The dump body on this vehicle is in fair condition and has rust holes in the floor of the bed.

Total Vehicle Miles	41,634 (As of 10/15/2014)
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### Recent Maintenance Costs

Date	Maintenance Performed	Cost
4/2012	Replace passenger side mirror	\$100.00
6/2013	Replace oil hose	\$45.00
7/2013	Replace right front tire	\$250.00
1/2014	Repair windshield wiper motor and linkage	\$684.42
3/2014	Replace ignition switch and repair ABS brakes	\$855.23
7/2014	Repair electrical problem	\$441.70
Total		\$2,376.35

### Project Alternative

This vehicle was originally scheduled for replacement in FY 2013. Since this vehicle was in good mechanical condition, staff recommended deferring its replacement to FY 2016. Staff feels that the age of the vehicle, recent increase in mechanical problems and overall condition of the vehicle warrant its replacement as planned in FY 2016.

### Operational Impact

This is one of ten primary snow plowing vehicles in the Village's snow and ice control fleet. A breakdown reduces the Village's snow removal response by a tenth and extends the time needed to complete snow removal operations. This unit is used for other operations (hauling materials) which would also be impacted if it were removed from the fleet.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None

## Vehicles -Public Works

### Skid-Steer Loader

FY 2016

\$50,000

CERF



Critical



Recommended



Contingent on Funding

Purchase Cost \$28,154  
Purchased FY 2000  
Useful Life 12 years  
Current Life 16 years



### Equipment Description

The Village's skid-steer loader is a versatile unit that allows Public Works personnel to load and relocate various materials and for plowing sidewalks during snow removal. The Village owns the following attachments for this unit: bucket (loading various materials such as sand, stone, and topsoil), broom (sweeping), forks (loading pallets and other large items/water and sewer main repairs), and v-plow (plowing snow on sidewalks).

The Village also owns a flat-bed trailer that is used to transport the skid-steer loader when it is used on projects that are located a significant distance from the Public Works Garage.

Total Equipment Hours	1,721 (As of 10/15/2014)
-----------------------	--------------------------

### Recent Maintenance Costs

Date	Maintenance Performed	Cost
5/2011	Suction tube in fuel tank	\$100.00
8/2013	Comprehensive service and misc. repairs	\$2,300.00
1/2014	Replaced battery	\$166.88
Total		\$2,566.88

### Project

The unit was originally scheduled for replacement in FY 2012. In FY 2014 the skid-steer loader received comprehensive service by a factory authorized repair facility and is currently considered to be in fair operating condition. Because of the age of the equipment, a hydraulic cylinder used to level loads was obsolete and could not be replaced. Given the age of this piece of equipment and the fact that the unit has to be trailered when moved around town, staff recommends replacing it as scheduled with a new two speed unit that is capable of being driven to job sites.

### Alternative

- Keep the current unit until it fails.
- Rent a skid steer from a local equipment supplier as needed.

### Operational Impact

Not having the Skid Steer fully operational greatly reduces the Village's ability to load/move materials, repair water and sewer mains, and plow some of the Village's public sidewalks.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None

## Equipment – Five Year Capital Improvement Program

The Equipment section of the Capital Improvement Program (CIP) identifies which capital equipment items need to be repaired, replaced or acquired new over the next five years. This section of the CIP identifies all equipment other than vehicles, which are noted in their own section of the CIP.

As with other sections of the CIP, these improvements are targeted for specific years and are usually financed through the Capital Equipment Replacement Fund (CERF). The following improvements are proposed for FY 2016:

Equipment	Cost of Equipment	Funding Source	This Project is:
Automatic License Plate Reader (PD)	\$39,195	CERF	Recommended
Live Scan System (PD)	\$25,000	CERF	Critical
Overweight Truck Scales (PD)	\$20,750	CERF	Recommended
Speed Monitor Trailer	\$14,400	CERF	Contingent on Funding
Digital In-Car Cameras (PD)	\$38,000	CERF	Recommended
Street Camera System	\$15,800	CERF	Recommended
SCBA Breathing Air Compressor (FD)	\$25,000	CERF	Recommended
ALS Defibrillator	\$24,200	CERF	Recommended
Sewer Televising System (PW)	\$71,200	CERF/WS	Critical
Leak Correlation Equipment (PW)	\$15,000	CERF/WS	Recommended
<b>Total</b>	<b>\$288,545</b>		

### Each project in the CIP is categorized by the requesting department as follows:

**Critical-** The project must be completed in the year recommended due to safety or operational needs or as mandated by law. Critical projects are highlighted in yellow.

**Recommended-** The project will significantly improve operations or safety. The project is strongly recommended for funding in the year recommended or the year after.

**Contingent on Funding-** The project would be a benefit to the Village and improve service levels but is only recommended if funds are available.

Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Equipment  
Fiscal Year 2015 Budget

This Project is:		Fiscal Year				Five Year		Funding Source
		2016	2017	2018	2019	2020	Total	
Police Department								
Automatic License Plate Reader	Recommended	39,195	-	-	-	-	39,195	CERF
Live Scan System	Critical	25,000	-	-	-	-	25,000	CERF
Overweight Truck Scales	Recommended	20,750	-	-	-	-	20,750	CERF
Speed Monitor Trailer	Contingent	14,400	-	-	-	-	14,400	CERF
Digital In-Car Cameras	Recommended	38,000	-	-	-	-	38,000	CERF
Street Camera System	Recommended	15,800	124,300	-	-	-	140,100	CERF
Fire Department								
SCBA Air Compressor	Recommended	25,000	-	-	-	-	25,000	CERF
ALS Defibrillator	Recommended	24,200	-	-	-	-	24,200	CERF
Hydraulic Extrication Equipment	Contingent	-	-	-	-	-	-	CERF
SCBAs	Critical	-	-	-	-	-	-	CERF (Grant)
Public Works								
Sewer Televising System	Critical	71,200	-	-	-	-	71,200	CERF/WS
Leak Correlation Equipment	Recommended	15,000	-	-	-	-	15,000	CERF/WS
Stump Grinder	Recommended	-	46,000	-	-	-	46,000	CERF
V-Box Salt Spreader (2006)	Critical	-	-	-	20,000	-	20,000	CERF
Brush Chipper 1800	Critical	-	-	-	100,000	-	100,000	CERF
Total		288,545	170,300	-	120,000	-	578,845	

Proposed Funding Source		Fiscal Year			Five Year	
		2016	2017	2018	2019	2020
Capital Equipment Replacement Fund (CERF)		202,345	170,300	-	120,000	-
CERF- Water and Sewer (CERF/WS)		86,200	-	-	-	-
<b>Totals</b>		<b>288,545</b>	<b>170,300</b>	<b>-</b>	<b>120,000</b>	<b>-</b>
						<b>578,845</b>

## Equipment-Police

### Automatic License Plate Reader

FY 2016

\$39,195 CERF



Critical



Recommended



Contingent on Funding

**Original Purchase Date**

FY 2010

**Cost**

\$34,840

**Funding History**

N/A



### Project Description & Justification

The Automated License Plate Reader (ALPR) is currently installed in squad car #6 and consists of four cameras mounted on top of the car roof which identifies license plates through recognition software. The license plate is compared to a database of wanted vehicles (Hit List) and alerts the user that a particular vehicle is wanted for a commission of a crime. All license plates are stored on a server and can be retrieved at a later date as part of an investigation and also plotted on a map.

The ALPR was purchased in FY 2010. As of November 15, 2013 it has read 2.3 million license plates and has 6,467 "hits", or alerts that there is something wrong with a particular vehicle (stolen, wanted, suspended etc.). Staff also manually enters vehicles eligible for the Denver Boot. The ALPR has identified over 10 vehicles eligible for the boot at a minimum fee of \$500 dollars (some boot fees are double or triple this fee) per vehicle.

### Project Alternative

This is a beneficial tool and has yielded results. The useful life of this equipment is five years. Although replacement is recommended, if the system is still functioning properly, replacement may be deferred for another year.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
\$ Nothing Substantial	Periodic maintenance

## ***Equipment-Police***

### **Live Scan System**

FY 2016

\$25,000

CERF



Critical



Recommended



Contingent on Funding

**Original Purchase Date**

FY 2006

**Cost**

\$25,000

**Funding History**

N/A



### **Project Description & Justification**

The Live Scan System is an automated fingerprint system that creates digital images of an arrestee's fingerprints. Once digitized the prints are sent to several entities including the Illinois Bureau of Identification, Chicago PD and FBI and stored in their databases. This system is currently in use by and connected to all of the Cook County municipalities and streamlines the identification process. The life expectancy of the current system is eight years.

### **Project Alternative**

Although the cost of replacement is the responsibility of the municipality the controlling agency for this system is Cook County. Unless the County goes to a different system in the future there is no alternative to Live-Scan.

The Live Scan System is critical to the Police Department's operations and should the project be deferred and the system malfunction, immediate replacement would be required.

### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
\$ Nothing Substantial	Periodic maintenance



## Equipment-Police

### Overweight Truck Scales

FY 2016

\$20,750

CERF



Critical



Recommended



Contingent on Funding

Original Purchase Date

FY 2006

Cost

\$16,600

Funding History

N/A



### Project Description & Justification

The police department currently owns four truck scales. These scales are placed under each of the tires of a suspected overweight vehicle. If determined to be overweight, the fine could be substantial depending on the violation. Staff conducts annual overweight truck enforcement missions and the dayshift patrol has a trained overweight enforcement officer who does periodic enforcement, separate from the planned missions. The scales are certified by the Illinois State Police annually. This program brings in approximately \$19,000 per year in annual revenue. The useful life expectancy of the scales is ten years.

### Project Alternative

Without the portable truck scales the enforcement officers will have to seek alternate weigh scales. This would require that the truck enforcement officer following the truck to an alternate location outside the Village, which increases the amount of time on the traffic stop and increasing the unavailability of the officer. The purchase of this equipment may be deferred for one year depending on the condition at the time.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
\$ Nothing Substantial	Periodic maintenance

## Equipment-Police

### Speed Monitor Trailer

FY 2016

\$14,400

CERF

☐

Critical

☐

Recommended

☒

Contingent on Funding

Original Purchase Date

FY 2004

Cost

\$12,000

Funding History

N/A



### Project Description & Justification

The Speed Monitor Trailer is utilized to monitor speed and alert drivers who are traveling in excess of the posted speed limit. Public Works in conjunction with the police department identifies locations where historically vehicles are known to historically travel at higher rates of speed or places the trailer in an area based on complaints/requests from residents or police officers.

### Project Alternative

The alternative to this equipment would be an officer monitoring an area for speeding violations. Although this happens often (officers enforcing speed limits) as part of traffic enforcement missions, utilizing a speed trailer is an additional tool to control excessive speed.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
\$ Nothing Substantial	Periodic maintenance- Battery Replacement

## Equipment-Police

### Digital In-Car Cameras

FY 2016

\$38,000 CERF



Critical



Recommended



Contingent on Funding

**Original Purchase Date**

FY 2010

**Cost**

\$35,425

**Funding History**

N/A



### Project Description & Justification

The six front line vehicles and the unmarked traffic unit currently have digital cameras mounted to the dash board. The cameras/audio is used during traffic stops and arrests. Evidence obtained during a traffic arrest is utilized during a trial. The traffic stops are downloaded on a server and stored for a minimum of thirty days or longer depending on the type of incident.

### Project Alternative

This is a necessary tool which helps protect the Village and officer from false accusations and for obtaining evidence to support a criminal conviction. The useful life of this equipment is five years. Replacement is highly recommended.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
\$ Nothing Substantial	Periodic maintenance

## Equipment-Police

### Street Camera System

FY 2016

\$15,800

CERF

FY 2017

\$124,300

CERF



Critical



Recommended



Contingent on Funding

Original Purchase Date

FY 2009

Cost

\$350,000 +

Funding History

N/A



### Project Description & Justification

The village currently has eight Pan-Tilt-Zoom (PTZ) digital cameras located along the business corridor on Lake Street and 37 fixed cameras in and around Village Hall. The camera system is supported by software, servers and a wireless antenna system. The cameras can be monitored by supervisors, the dispatch center as well as patrol officers, on their squad car laptops, desktops or video monitors. The digital images are stored for a minimum of thirty days and are routinely used as evidence in criminal cases. The PTZ cameras have moving parts and are out in the elements; therefore they are prone to a shorter life expectancy than fixed cameras. The estimated life of the equipment is approximately four years and the fixed cameras nearly 20.

The entire system is covered under a maintenance agreement until May 2016. The replacement of the current software in FY 2016 to an upgraded version will allow integration with District 90's camera system. The timing of the upgrade in the second half of FY 2016 will also coincide with the FY 2017 anticipated upgrades to the street PTZ cameras.

Repair/Improvement	Estimated Cost	Fiscal Year
Camera System Software	\$15,800	FY 2016
Wireless Point to Point Antenna/Backhaul	\$52,500	FY 2017
Camera System Servers	\$36,800	FY 2017
Street Camera System	\$35,000	FY 2017
Total	\$140,100	

### Project Alternative

This program has been very successful to date. Numerous crimes have been captured via video surveillance. As with any technology the hardware and software becomes outdated and should be replaced with newer technology. The continuation of this program is highly recommended.

### Project Impact

The cameras are currently maintained under the original maintenance agreement which extends the warranty until May 2016.

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
\$ Nothing Substantial	Periodic maintenance-

## Equipment-Fire

### SCBA Breathing Air Compressor

FY 2016

\$25,000

CERF

☐

Critical

☒

Recommended

☐

Contingent on Funding

Original Purchase Date

FY 1999

Cost

\$17,200



### Project Description & Justification

Upgrade and replace the Air Compressor that fills the self-contained breathing apparatus (SCBA's). This piece of equipment is a specialized compressor with a specific filtering system necessary to fill the breathing air required for firefighters to enter an IDHL (immediately dangerous to life and health) atmosphere. Staff has delayed the scheduled purchase of a new SCBA air compressor because the current equipment is lasting longer than anticipated. However this piece of equipment is critical during times of fire suppression and training when SCBA's are in use.

### Project Alternative

The alternative to this purchase is to continue maintenance of the piece of equipment and keep it usable for as long as possible; however, if the equipment fails and is not repairable immediate purchase would be required.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
\$1,000	Annual maintenance & flow testing after third year. We intend to send two maintenance personnel to the SCBA workshops to training on maintenance of air pack in an attempt to further reduce our costs.

## Equipment-Fire

### ALS Defibrillator #2

FY 2021

\$24,200 CERF

☐

Critical

☒

Recommended

☐

Contingent on Funding

Original Purchase Date

FY 2013

Cost

\$23,200



### Project Description & Justification

Upgrade and replace the Advance Life Support (ALS) Defibrillator on the frontline ambulance. This piece of equipment is vital for the paramedics to provide life support care to cardiac and trauma patients. The new 12-lead cardiac monitor provides critical information to the paramedic in the field and emergency doctor in the hospital. Besides monitoring cardiac rhythms, the Life Pac 15 monitors carbon monoxide levels, pulse, blood pressures and delivers defibrillation (electric shock) to convert dangerous dysrhythmias.

Defibrillation is a common treatment for life-threatening, cardiac dysrhythmias. Defibrillation consists of delivering electrical energy to the affected heart through a set of affixed chest pads. Defibrillators are the only proven way to resuscitate a person who has had cardiac arrest who is still in ventricular fibrillation (V-fib) or ventricular tachycardia (V-tach). The success rate for V-fib patients receiving a first shock treatment is greater than 90%.

### Project Alternative

The alternative to this purchase is to continue maintenance of the current piece of equipment and keep it usable for as long as possible. However, if the equipment fails and is not repairable, immediate purchase would be required. Lead time for defibrillators is approximately two months from purchase to receipt of units

The Village's intent is to purchase and place the new ALS defibrillator on the front line ambulance and move current frontline equipment to ALS Engine 222.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
\$200 – 1 year after warranty period.	Continue annual maintenance after warranty period.

## Equipment-Fire

### ALS Defibrillator #1

FY 2016

\$24,200 CERF

☐

Critical

☒

Recommended

☐

Contingent on Funding

**Original Purchase Date**  
**Cost**

FY 2011  
\$20,000



### Project Description & Justification

Upgrade and replace the Advance Life Support (ALS) Defibrillator on the frontline ambulance. This piece of equipment is vital for the paramedics to provide life support care to cardiac and trauma patients. The new 12-lead cardiac monitor provides critical information to the paramedic in the field and emergency doctor in the hospital. Besides monitoring cardiac rhythms, the Life Pac 15 monitors carbon monoxide levels, pulse, blood pressures and delivers defibrillation (electric shock) to convert dangerous dysrhythmias.

Defibrillation is a common treatment for life-threatening, cardiac dysrhythmias. Defibrillation consists of delivering electrical energy to the affected heart through a set of affixed chest pads. Defibrillators are the only proven way to resuscitate a person who has had cardiac arrest who is still in ventricular fibrillation (V-fib) or ventricular tachycardia (V-tach). The success rate for V-fib patients receiving a first shock treatment is greater than 90%.

### Project Alternative

The alternative to this purchase is to continue maintenance of the current piece of equipment and keep it usable for as long as possible. However, if the equipment fails and is not repairable, immediate purchase would be required. Lead time for defibrillators is approximately two months from purchase to receipt of units

The Village's intent is to purchase and place the new ALS defibrillator on the front line ambulance and move current frontline equipment to ALS Engine 222.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
\$200 – 1 year after warranty period.	Continue annual maintenance after warranty period.

## Equipment-Public Works / Water and Sewer

### Sewer Televising System

FY 2016

\$71,200

CERF/WS



Critical



Recommended



Contingent on Funding

*Purchase Cost* \$49,250  
*Purchased* FY 2005  
*Useful Life* 10 years  
*Current Life* 11 years



#### Equipment Description

This equipment is used by Public Works personnel to televise and visually inspect the interior of the Village's sewer mains for the purpose of identifying cracks, breaks, and failing sections. This maintenance program is performed during routine and emergency televising situations. The process of sewer televising involves first cleaning the sewer pipe (sewer jetting) and then lowering a motorized camera into a manhole. Using the controls handset, the motorized and lighted camera system then travels through the cleaned pipe, documenting the condition of the interior of the sewer pipe and where visible, private lateral connections.

This equipment is also used in emergency situations where a sewer problem can be quickly televised, analyzed, and documented.

The Village's existing equipment contains several key features that the previous system did not:

- Unit is self-propelled
- Includes a "pan and tilt" camera head which can be used to inspect lateral connections.
- All equipment is contained within a cabinet that can be lifted into the back of a cargo van. The cabinet includes drawers for accessory parts, video tapes, sewer maps etc.

Due to the age of the equipment, recent electrical issues, antiquated recording system and scarcity of repair parts, staff recommends replacing this unit with a new unit that utilizes digital recording and wireless control system.

The pricing received from Standard Equipment Company came directly from the National Joint Powers Alliance or NJPA. NJPA creates national cooperative contract purchasing opportunities and solutions on behalf of its members which include all government, education and non-profit agencies nationwide. These cooperative contract purchasing opportunities present both time and money savings for their users by



consolidating numerous individually prepared solicitations to one cooperatively shared process and by the aggregation of demand from members nationwide.

#### **Recent Maintenance Costs**

<b>Date</b>	<b>Maintenance</b>	<b>Cost</b>
7/2012	Short circuit in power cable for remote camera unit	\$1,200
7/2014	Repair camera, seals and short in power cord	\$2,000
Total		\$3,200

#### **Project Alternative**

During the mid-1990's, the Village outsourced production televising of nearly all sewer mains in the Village. Those videos (VHS tape recordings that were later converted to CD) were used to identify and prioritize sewer point repairs (remove/replace sewer sections in poor condition) and candidates for sewer relining.

In 2011, after addressing nearly all of the sewer problems via point repairs and relining, Public Works initiated an in-house sewer televising program to identify problems with the Village's sewer system that have developed since the 1990's. 2012 was the first year Public Works tracked how many lineal feet of sewer has been televised in-house.

Considering that the Village's combined sewer system is critically important infrastructure, visually inspecting the sewer system (during emergency and non-emergency situations) on a routine schedule is critical to maintaining the pipes in a good condition so that the pipes can effectively convey storm and sanitary flow.

Alternatives to replacing the sewer televising equipment are as follows:

1. Defer replacing the system until it breaks down completely.
2. Purchase a new televising system.
3. Lease a televising system.
4. Outsource all sewer televising services.

#### **Operational Impact**

Although there are alternatives for performing/providing this infrastructure maintenance program, not performing or providing this service would compromise the Village's efforts to proactively eliminate cracks, breaks, and failing sections of Village sewers that could result in sewer backups into homes and businesses.

#### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None

## Equipment-Public Works

### Leak Correlation Equipment



Critical



Recommended

FY 2016

\$15,000

CERF/WS



Contingent on Funding

Purchase Cost \$15,000

Purchased N/A

Useful Life 12 years

Current Life N/A



### Equipment Description

A leak noise correlator is an electronic device used for leak detection and as a leak locator to find leaks in pressurized water or gas lines. Microphones or acoustic sound sensors are placed in contact with the pipe at two or more points to record the sound emitted by a leak somewhere between the points. The sound data is processed through a mathematical algorithm which compares or correlates the two recordings to determine the difference in the times it takes noise to travel from the site of the leak to each of the sensors. If the distance between the sensors is known in advance, this timing information can be used to determine the location of the leak.

Purchasing this equipment directly from Fluid Conservation Systems would give staff the ability to reduce water loss by locating leaks quickly and save money by not using a locating service. Staff is currently using an outside contractor to locate water main leaks and the minimum charge per four hour call-out is \$750. In FY 2014 the Village spent \$11,227.25 to locate emergency leaks contractually.

### Project alternative

The alternative is to continue using an outside service to locate water main leaks.

### Operational Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None

## Information Technology– Five Year Capital Improvement Program

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The Village's Information Technology (IT) function is responsible for purchasing and maintaining all computer systems and personal computers, providing technical support to all systems and supervision of village hired consultants and vendors. The Village has contracted with the Village of Oak Park for day-to-day IT support.

In FY 2012, the Village retained the services of ClientFirst to prepare a strategic information technology business plan. This plan evaluated the Village's hardware and software capabilities to determine any possible improvements that could be made in order to fully meet the Village's business needs, including:

- A comprehensive evaluation of the Village's hardware and software systems to determine the extent of the Village's capabilities.
- An inventory on the current hardware and software systems in the Village to determine what additional functions the Village should have as measured by industry best practices.
- A 5 year replacement schedule to provide the Village with realistic recommendations for its IT system needs.
- Evaluation of the Village's bandwidth capacity.
- Redundancy recommendations to ensure continuity of service.
- Disaster recovery capabilities.

The Village issued an RFP for IT support services and anticipates a January 2015 transition to a new IT consultant. More extensive Capital Planning for FY 2018 and beyond will be undertaken by Village staff and its new service provider.

The following improvements, as recommended by ClientFirst, are proposed for FY 2016:

Equipment	Cost of Equipment	Funding Source	This Project is:
Network Improvements	\$10,000	GF	Recommended
Miscellaneous Improvements	\$2,000	GF	Recommended
Server Replacement	\$12,500	GF	Critical
<b>Total</b>	<b>\$24,500</b>		

**Each project in the CIP is categorized by the requesting department as follows:**

**Critical-** The project must be completed in the year recommended due to safety or operational needs or as mandated by law. Critical projects are highlighted in yellow.

**Recommended-** The project will significantly improve operations or safety. The project is strongly recommended for funding in the year recommended or the year after.

**Contingent on Funding-** The project would be a benefit to the Village and improve service levels but is only recommended if funds are available.

Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Information Technology  
Fiscal Year 2016 Budget

This Project is:		Fiscal Year				Five Year		Funding Source
		2016	2017	2018	2019	2020	Total	
Network Improvements	Recommended	10,000	-	38,500	4,500	4,500	57,500	GF
Miscellaneous Improvements	Recommended	2,000	2,500	7,500	7,500	7,500	27,000	GF
Server Replacement	Critical	12,500	12,500	20,000	12,500	12,500	70,000	GF
PC Replacements	Recommended	-	14,000	-	-	-	14,000	GF
<b>Total</b>		<b>24,500</b>	<b>29,000</b>	<b>66,000</b>	<b>24,500</b>	<b>24,500</b>	<b>168,500</b>	

Proposed Funding Source		Fiscal Year				Five Year	
		2016	2017	2018	2019	2020	Total
General Fund (GF)		24,500	29,000	66,000	24,500	24,500	168,500
<b>Totals</b>		<b>24,500</b>	<b>29,000</b>	<b>66,000</b>	<b>24,500</b>	<b>24,500</b>	<b>168,500</b>

## ***Information Technology-Administration***

### **Network Improvements**

FY 2016	\$10,000	GF
FY 2018	\$38,500	GF
FY 2019	\$4,500	GF
FY 2020	\$4,500	GF



Critical



Recommended



Contingent on Funding

### **Funding History**

N/A

### **Project Description & Justification**

The Village's IT Assessment conducted by ClientFirst recommended a number of network improvements including:

FY 2015	New Core Switch	\$5,000
FY 2016	New Edge Swtiches (2)	\$10,000
FY 2018	Public Works Wireless	\$38,500*

\*Currently, VPN over internet is used to connect the Public Works Garage and Water Pumping Station to Village Hall (there had previously been a wireless connection which was disabled during a storm and never re-installed). The connection to Public Works is extremely slow, making it difficult for Public Works employees to access information on the Village network. To address this issue in the interim, a Terminal Server has been installed and Staff is monitoring whether this is an effective solution.

In the alternative, ClientFirst recommended that the Village consider the installation of a wireless connection between Village Hall and Public Works (\$38,500) or the installation of high speed fiber (\$24,000 annual cost). Staff will continue to explore solutions in the hopes of eliminating a large expenditure in FY 2018.

The Village issued an RFP for IT Support Services in November 2014 and anticipates an agreement with a new service provider in January 2015. Recommendations regarding network and equipment maintenance and upgrades will be provided by the new service provider. The funds budgeted in FY 2018-2020 may be modified as the new service provider refines costs further.

### **Project Alternative**

If this project is not funded in FY 2016, switches will have to be replaced as they fail, resulting in lost productivity (in FY 2011 an internet switch failed and Staff was without internet access for two days). As noted above, alternatives will continue to be explored for the Public Works internet connections.

### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
\$24,000 beginning in FY 2018	Cost of high speed fiber for public works connectivity (if this alternative is chosen)
\$4,500 beginning in 2018	Cost of wireless maintenance

## ***Information Technology-Administration***

<b>Miscellaneous Improvements</b>	FY 2016	\$2,000	GF
	FY 2017	\$2,500	GF
	FY 2018	\$7,500	GF
	FY 2019	\$7,500	GF
	FY 2020	\$7,500	GF

☐ Critical      ☒ Recommended      ☐ Contingent on Funding

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### **Funding History**

FY 2015	Inventory Alerts and Alarms	\$5,000
	Wireless Expansion – Pumping Station	\$1,000
	Remote Access Improvements	\$3,000
	Document Management Upgrades	\$2,500

### **Project Description & Justification**

The Village's IT Assessment conducted by ClientFirst recommended a number of miscellaneous improvements over the next several years:

FY 2016	Wireless Expansion- Public Works	\$2,000
FY 2017	Document Management Upgrades	\$2,500
FY 2018-20	To Be Determined	\$7,500

The Village issued an RFP for IT Support Services in November 2014 and anticipates an agreement with a new service provider in January 2015. Recommendations regarding network and equipment maintenance and upgrades will be provided by the new service provider. The funds budgeted in FY 2018-2020 may be modified as the new service provider refines costs further.

### **Project Alternative**

While none of the above projects are mission critical, they will ensure that the Village continues to implement best management practices and properly maintains its IT infrastructure. Should projects not be funded, they will be rescheduled for future years.

### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	

## Information Technology-Administration

### Server Replacement

FY 2016	\$12,500	GF
FY 2017	\$12,500	GF
FY 2018	\$20,000	GF
FY 2019	\$12,500	GF
FY 2020	\$12,500	GF



Critical



Recommended



Contingent on Funding

### Funding History

FY 2013	\$12,000
FY 2014	\$16,000

### Project Description & Justification

This program is designed to upgrade the Village's server inventory:

Server	Type	Applications	Purchased	Warranty	Replacement
Sisko	Physical	Print Server	9/2006		N/A- Reuse existing servers
Pine	Physical	File, Application, SQL, 2 <sup>nd</sup> DC	12/2008	12/2015	FY 2016
Crusher	Physical	Intranet, GIS	5/2008		FY 2014
Leo	Virtual	Domain Controller, Anti-Virus	5/2011	5/2014	FY 2017
Pegasus	Virtual	Exchange	5/2011	5/2014	FY 2017
Phoenix	Virtual	Web Server	5/2011	5/2014	FY 2017
Orion	Virtual	IT, Springbrook	8/2012	8/2015	FY 2018

The Orion server was purchased in FY 2012 per the recommendation of ClientFirst as existing servers were at capacity. Per the ClientFirst recommendations, the Village website was moved offsite in 2012 to ensure non-interrupted communications in the event of a disaster.

### Project Alternative

If this project is not funded, servers will need to be replaced as they fail.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None



## Streets Improvements – Five Year Capital Improvement Program

The Village of River Forest recognizes the importance of consistently maintaining its streets, sidewalks and alleys to ensure the safety of drivers and pedestrians.

### Street System Overview

The Village has 31.6 miles of centerline streets. The recommended funding level for the next five years will maintain the average street rating in a good or excellent condition. The Village conducts an annual pavement inventory study and has implemented a microsurfacing and crack sealing program to prevent degradation of the streets. The Village rates streets as follows:

Streets		
Surface Condition	Pavement Ranking	Estimated Remaining Life
Excellent	7.6 – 9.0	15 to 20 years
Good	6.1 – 7.5	10 to 15 years
Fair	4.6 – 6.0	6 to 10 years
Poor	1.0 – 4.5	2 to 5 years

### Sidewalk & Curb System Overview

The Village of River Forest recognizes the need to have a network of safe pedestrian accesses throughout the community. The primary emphasis of the sidewalk program is to ensure the safety of the Village's sidewalks. To that end, the Village funds 100% of the replacement cost of sidewalk in immediate need of replacement.

The following improvements are proposed for FY 2016:

Improvement	Cost	Funding Source	Nature of Project
Street Patching	\$85,000	GF - \$75,000 WS - \$10,000	Critical
50/50 Sidewalk, Curb & Gutter	\$65,000	GF - \$55,000 WS - \$10,000	Critical
Alley Improvement Program	\$180,000	CIF	Recommended
Parking Lot Improvements	\$100,000	CIF/Parking Reserve	Recommended
Madison Street ITEP Grant	\$510,000	CIF	Recommended
Street Improvement Program (SIP)	\$400,000	MFT - \$350,000 WS - \$50,000	Critical
Street Maintenance Program	\$100,000	GF	Critical
Surface Transportation Program (STP)	\$55,000	MFT	Critical
Municipal Lighting Systems	\$286,637	GF	Recommended
Roosevelt Traffic Safety Improvements	\$40,000	CIF	Critical
<b>Total:</b>	<b>\$1,821,637</b>		

Each project in the CIP is categorized by the requesting department as follows:

**Critical-** The project must be completed in the year recommended due to safety or operational needs or as mandated by law. **These projects highlighted in yellow.**

**Recommended-** The project will significantly improve operations or safety. The project is strongly recommended for funding in the year recommended or the year after.

**Contingent on Funding-** The project would be a benefit to the Village and improve service levels but is only recommended if funds are available.

Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Streets, Sidewalks, Alleys  
Fiscal Year 2016 Budget

This Project is:		Fiscal Year			Five Year		Funding Source
		2016	2017	2018	2019	2020	
Street Patching Program	Critical	85,000	90,000	95,000	100,000	85,000	GF/WS
50/50 Sidewalk, Curb & Gutter	Critical	65,000	65,000	65,000	65,000	65,000	GF/WS
Alley Improvement Program	Recommended	180,000	50,000	50,000	50,000	50,000	CIF
Parking Lot Improvements	Recommended	100,000	-	-	-	-	CIF/Parking Reserve
Madison Street ITEP Project	Recommended	510,000	-	-	-	-	CIF
Street Improvement Program (SIP)	Critical	400,000	300,000	300,000	300,000	300,000	MFT /WS
Street Maintenance Program	Critical	100,000	100,000	110,000	110,000	110,000	GF
Surface Transportation Program (STP)	Critical	55,000	932,800	-	-	-	MFT
Municipal Lighting Systems	Recommended	286,637	89,280	37,920	-	-	CIF
Roosevelt Traffic Safety Improvements	Critical	40,000	-	-	-	-	CIF
<b>Total</b>		<b>1,821,637</b>	<b>1,627,080</b>	<b>657,920</b>	<b>625,000</b>	<b>610,000</b>	<b>5,341,637</b>

Proposed Funding Source	Fiscal Year			Five Year	
	2016	2017	2018	2019	2020
General Fund (GF)	230,000	235,000	250,000	250,000	240,000
Motor Fuel Tax (MFT)	405,000	1,182,800	250,000	250,000	250,000
Water and Sewer Fund (WS)	70,000	70,000	70,000	70,000	70,000
Capital Improvement Fund (CIF)	976,637	139,280	87,920	50,000	50,000
CIF/Parking Reserve	140,000	-	-	-	-
<b>Totals</b>	<b>1,821,637</b>	<b>1,627,080</b>	<b>657,920</b>	<b>620,000</b>	<b>610,000</b>
					<b>5,336,637</b>

## Streets, Sidewalks, Alleys-Public Works

<b>Street Patching Program</b>	FY 2016	\$75,000	GF	\$10,000	WS
Streets and Alleys	FY 2017	\$80,000	GF	\$10,000	WS
	FY 2018	\$85,000	GF	\$10,000	WS
	FY 2019	\$90,000	GF	\$10,000	WS
	FY 2020	\$75,000	GF	\$10,000	WS



Critical



Recommended



Contingent on Funding

Spending History	GF	WS	Total
FY 2015	\$36,906	\$10,000	\$46,906
FY 2014	\$83,970	\$10,000	\$93,970
FY 2013	\$51,732	\$7,342	\$59,074
FY 2012	\$42,799	\$2,330	\$45,129
FY 2011	\$63,776	\$7,901	\$71,677

### Program Description & Justification

The purpose of this program is to maintain and improve surface conditions of Village streets and alleys by patching defective areas. This program is intended for streets and alleys of all condition ratings to prolong their useful lives. To accomplish this goal, an annual funding level of \$85,000-\$100,000 over the next five years is recommended. These funding levels are estimates and reflect inflationary increases for construction.

Historically, Village Staff inspected all streets annually and the areas of pavement failure were placed on a patching list which was provided to the Village's contractor. Village Staff inspects alleys and schedules patching as needed in alley locations. Pavement Street patching utilizes hot mix asphalt (HMA), the standard material approved by the Illinois Department of Transportation for surface repairs. Two inches (thickness) of the failing surface pavement is milled and replaced with new HMA. This patching process is more permanent and resilient than the use of asphalt "cold" patch. The ideal timing for this maintenance project is when streets are evaluated with a good condition rating, but showing signs of early deterioration (potholes, etc.)

Included in this street patching program are Water and Sewer funds (\$10,000 annually) to install HMA patches on street openings created for the repair of the Village's water and sewer systems.

### 2016 Recommended Project

Due to the amount of streets that will be resurfaced as part of the Northside Stormwater Management Project and funding received for the resurfacing of Division Street, Staff recommends a slight reduction in this maintenance project for FY 2016. Various locations to be patched are identified on a continual basis.

### Program Alternative

The primary alternative is to resurface the street. Resurfacing, which is a more costly process, involves not only the replacement of defective surface but also additional surface areas that have not begun to deteriorate.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None

## Streets, Sidewalks, Alleys-Public Works

<b>50/50 Sidewalk, Curb &amp; Gutter</b>	FY 2016	\$55,000	GF	\$10,000	WS
Sidewalks, Aprons, and Curb	FY 2017	\$55,000	GF	\$10,000	WS
	FY 2018	\$55,000	GF	\$10,000	WS
	FY 2019	\$55,000	GF	\$10,000	WS
	FY 2020	\$55,000	GF	\$10,000	WS



Critical



Recommended



Contingent on Funding

Spending History	GF	W & S	Total
	(sidewalk & aprons)	(curb & gutter)	
FY 2015	\$60,735	\$4,503	\$65,238
FY 2014	\$47,507	\$1,829	\$49,336
FY 2013	\$43,648	\$15,360	\$59,008
FY 2012	\$44,001	\$4,615	\$48,616
FY 2011	\$34,831	\$5,712	\$40,543

### Program Description & Justification

The purpose of this program is to improve the overall condition of public sidewalks and curb/gutters throughout the Village. The objective is to eliminate all trip hazards for pedestrians. To accomplish this objective, an annual funding level of \$50,000-\$74,000 is recommended. Failure to implement a sidewalk improvement program to repair deteriorated/damaged sidewalk can expose the Village to liability resulting from trips and falls.

For the purposes of this program, the Village is divided into three geographical areas. Village Staff conducts annual inspections of all public sidewalk in each of these three areas over three-year periods. Sidewalks are rated according to the displacement of adjoining sidewalk squares that pose a potential for trip hazard. The following table identifies the sidewalk condition ratings, description of condition, and the recommended action:

Sidewalk Condition	Joint Displacement	Recommended Action
A	> 1/2" but < or = 1"	Consider Replacement
B	>1" but < 1 1/2"	Recommend Replacement
C	>1 1/2" with loose/missing pieces	Replace immediately

During annual inspections, the Village solicits participation in the 50/50 sidewalk replacement cost share program for sidewalk with a "B" rating. A copy of the inspection form is delivered to property owners describing the sidewalk's condition and requests their participation. The Village replaces all sidewalk with a condition "C" rating. The Village also installs detectable warning pads, located at street crossings and intersections, that are designed for the visually impaired to feel the raised, truncated domes with their feet. The following is a summary of proposed expenditures for FY 2016:

General Fund:

Sidewalk – Condition C (100% Village):	\$40,000
Sidewalk – Condition A or B (50/50):	\$20,000 (revenue - \$10,000)
Driveway Aprons (100% Resident):	\$5,000 (revenue - \$5,000)
Detectable Warning Pads (100% Village)	\$2,500

Water and Sewer Fund:

Curb/gutter (100% Village):	\$10,000
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**Sidewalk and Curb Annual Inspection Areas:**

<u>Area No.</u>	<u>Area Limits</u>	<u>Inspection Years</u>
1	Des Plaines River to Harlem /Hawthorne to Chicago	2015, 2018, 2021
2	Thatcher to Harlem / Chicago to Greenfield	2016, 2019, 2022
3	Thatcher to Harlem / Greenfield to North Thatcher to Lathrop / Madison to Hawthorne	2017, 2020, 2023

In addition to the annual inspection of the aforementioned designated areas, Village Staff inspects all sidewalk in close proximity to schools, parks, and commercial/retail areas on an annual base.

The Village also allows property owners to replace their driveway aprons through this program at 100% cost to the property owner (full payment due to the Village prior to commencement of work). The primary benefit to the property owner is that they receive competitively bid pricing for their improvement.

**Program Alternatives**

Although the preferred option is sidewalk replacement, alternatives to this program involve the installation of asphalt cold patch in the displaced joints and/or grinding off the edge of the raised sidewalk. Not only is the patching option aesthetically unattractive, the asphalt can break loose and re-expose the displaced sidewalk that re-establishes liability to the Village and increases maintenance costs.

Another option is mud-jacking which is a process of filling cavities or voids beneath concrete. The Village does not currently own equipment to perform this mud-jacking operation.

**Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None

## ***Streets, Sidewalks, Alleys-Public Works***

### **Alley Improvement Program**

FY 2016	\$ 180,000	CIF
FY 2017	\$ 50,000	CIF
FY 2018	\$ 50,000	CIF
FY 2019	\$ 50,000	CIF
FY 2020	\$ 50,000	CIF



Critical



Recommended



Contingent on Funding

### **Spending History**

FY 2015	\$508,901 (Green Alleys - projected)
FY 2014	\$0
FY 2013	\$14,745 (Lake/Edgewood Alley-SSA)

### **Program Description & Justification**

The purpose of this program is to improve the condition of Village alleys. To accomplish this objective, a minimum annual funding level of \$50,000 over the next five years is recommended. These funding levels are estimates based on the resurfacing of one or two alleys per year. They also reflect inflationary increases for construction as the actual projects have yet to be identified. In past years, the Village's Alley Improvement Projects utilized a Special Service Area process, which requires a 50/50 cost share with the adjoining property owners. These projects typically involved removal of the top of the asphalt surface (typically 1 ½ inches) and replacement with new asphalt.

Given the Village's recent success with the permeable paver alleys installed with additional funding from the Illinois Green Infrastructure Grant (IGIG), Staff will be conducting further analysis on various permeable surfaces. Many homeowners adjacent to existing alleys experience stormwater drainage problems on a regular basis. To simply replace the impermeable surface with another impermeable surface will not alleviate these issues. Due to the inadequacy of the Village's existing sewer system, the addition of sewers to convey runoff away from the alleys is also not a feasible option. The most economical way to mitigate these issues and provide a new alley surface is through the use of permeable materials.

While Staff was conducting the annual Street Rating Survey, the alleys were also rated. This was completed utilizing the same rating system as the streets. And will be used annually to determine the alley(s) that require resurfacing/reconstruction in a given year.

### **2016 Recommended Projects**

1. 7200 Block of Quick Alley: This east-west alley, which connects the 600 blocks of Harlem Avenue and Bonnie Brae, consists of a concrete surface that has severely deteriorated. Replacing this concrete with asphalt (which most alleys consist of) or any other surface will necessitate a full reconstruction of the alley. Because of this increased scope of work, the reconstruction will cost significantly more than a typical "grind and overlay" treatment which is more commonly used in alleys. This project was identified in FY 2015 but was not completed and has subsequently been moved to FY 2016.
2. Local Alley Project – Due to the added cost required to fully reconstruct the Quick Avenue Alley, an additional alley will not be resurfaced during FY 2016.

**FY 2016 Cost Summary for Alley Improvement Program**

Full reconstruction of the alley at 7200 Quick Ave with asphalt will cost approximately \$180,000. Prior to design and bidding of this project, Staff will research additional materials that may be used in construction instead of asphalt, namely permeable materials that will help offset any existing or new drainage issues.

**Program Alternative**

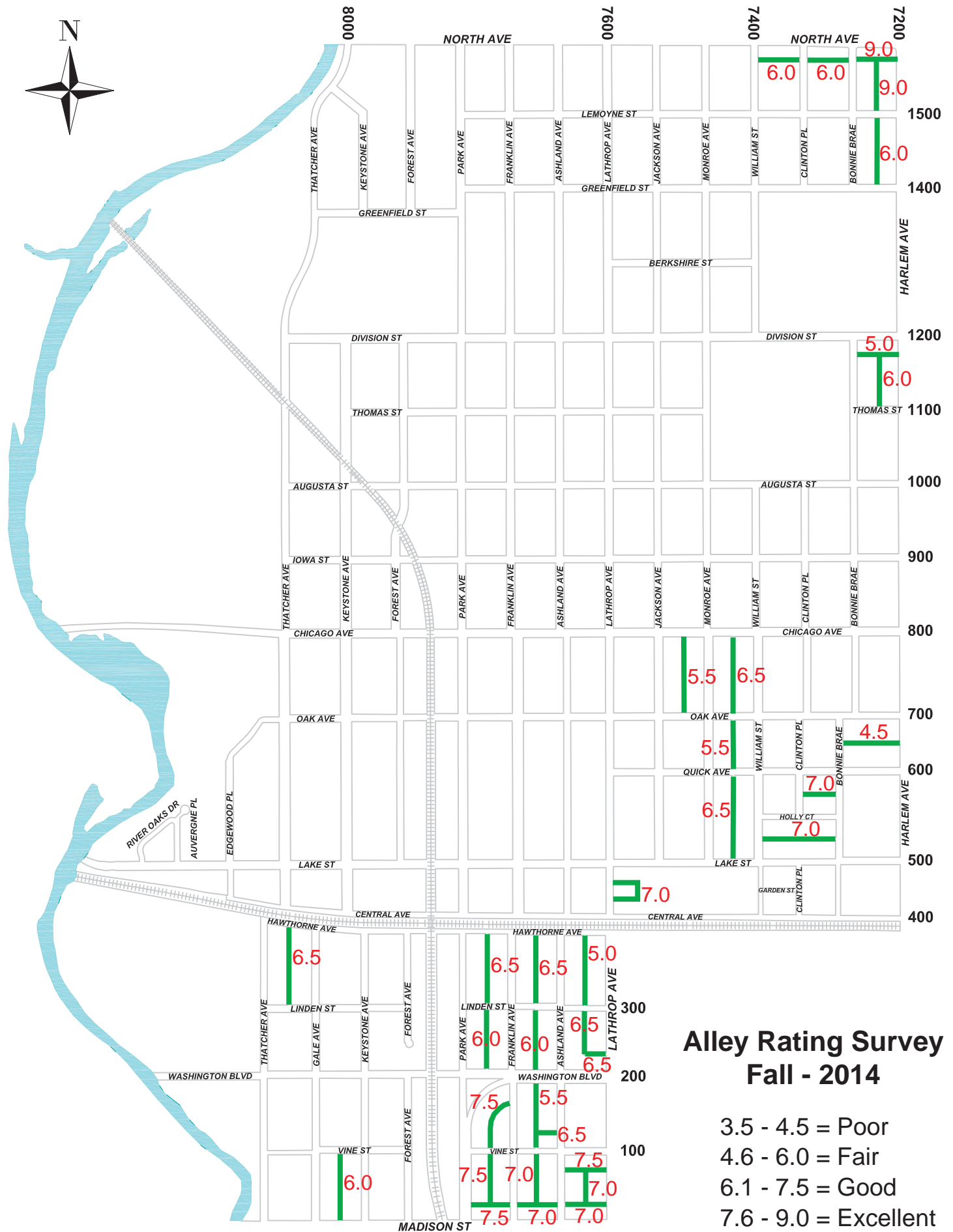
Not performing any surface maintenance, particularly for alleys in deteriorating conditions, will result in total pavement failure and require reconstruction (of base and surface) which is significantly higher in cost compared to resurfacing.

Extensive pavement patching may be somewhat cost effective initially for alleys with better condition ratings, and may slow down the progression of potholes, but the pavement patching needs will be ongoing and likely promote the continued deterioration of the pavement's base that will significantly increase eventual resurfacing costs.

**Project Impact**

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None





# Alley Rating Survey Fall - 2014

3.5 - 4.5 = Poor

4.6 - 6.0 = Fair

6.1 - 7.5 = Good

7.6 - 9.0 = Excellent

## ***Streets, Sidewalks, Alleys-Public Works***

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<b>Parking Lot Improvements</b>	<b>FY 2016</b>	<b>\$100,000</b>	<b>CIF/ Parking Reserve</b>
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<input type="checkbox"/>	Critical	<input checked="" type="checkbox"/>	Recommended	<input type="checkbox"/>	Contingent on Funding
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### **Original Purchase Date & Cost**

N/A

### **Spending History**

FY 2014-15	\$0
FY 2013-14	\$0
FY 2012-13	\$3,920 (Lot A, sealcoating)
FY 2011-12	\$2,998 (Lot E, sealcoating)

### **Program Description & Justification**

The purpose of this program is to improve the condition of the parking/driving surfaces of Village-owned parking lots. The Village owns and/or maintains six parking lots:

- A. Village Hall – 400 Park Avenue
- B. Public Works Garage – 45 Forest Avenue
- C. Southeast corner of Lake Street and Park Avenue
- D. West Commuter Lot – 400 block of Thatcher Avenue – **Reconstruction Scheduled for FY 2016**
- E. East Commuter Lot – 400 block of Thatcher Avenue
- F. Lot on south side of 7915-7919 North Avenue – contiguous to CVS parking lot

Several options for improving parking lots include full reconstruction, resurfacing, asphalt patching, seal-coating, and crack sealing. In FY 2012 and 2013, the conditions of the asphalt surfaces on the two parking lots that were improved (Lots A and E) were considered to be in good condition which allowed seal-coating as an improvement option.

### **FY 2016 Recommended Project**

The West Commuter Lot was previously scheduled for resurfacing during FY 2014. Staff delayed this improvement as this area was identified to be an ideal location for the incorporation of “green” infrastructure in the form of permeable pavers, possibly in conjunction with a rain garden or bio-swale. Staff developed an estimated project cost of \$100,000. This will provide the benefits of pollutant reduction as well as stormwater storage. During rain events, a substantial volume of the stormwater runoff will be stored within a stone base that will ultimately be allowed to percolate into the surrounding subsoil. This will help alleviate the currently over-taxed combined sewer system and help reduce the amount of sewer back-ups and combined sewer overflows.

### **Program Alternative**

An alternative to reconstruction with permeable pavers would be to resurface this area using traditional asphalt. The cost of this type of improvement would be approximately \$40,000. While this represents a significant reduction in initial project costs, a permeable paver installation would reduce costs over the life of the project by significantly reducing the ongoing maintenance (patching, crack sealing, and sealcoating) required and extending the life-span of the pavement.

Not performing any surface maintenance, particularly for lots in deteriorating conditions, will result in total pavement failure and require reconstruction (of base and surface) which is significantly higher in cost compared to resurfacing. Extensive pavement patching, crack sealing, and seal-coating is a cost effective

option and may slow down the progression of potholes, but the pavement patching needs will be ongoing and could allow for the continued deterioration of the pavement's base that will significantly increase eventual resurfacing costs.

Staff plans to design the project during the upcoming winter in the event that grant funding becomes available for this improvement.

**Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None

## ***Streets, Sidewalks, Alleys-Public Works***

### **Madison Street ITEP Project**

FY 2016

\$ 510,000 CIF



Critical



Recommended



Contingent on Funding

#### **Program Description & Justification**

The purpose of this program is to improve the streetscape in the Madison Street commercial corridor from Des Plaines Avenue to Van Buren Street (railroad tracks). This is a joint grant application between the Villages of Forest Park and River Forest made to the Illinois Department of Transportation's Illinois Transportation Enhancement Program (ITEP). The project will consist of the replacement of sidewalk, installation of brick pavers, pedestrian scale lighting, intersection bump outs to protect parking areas and better accommodate pedestrian travel, planter boxes and benches.

The previously constructed Madison Streetscape has been instrumental in the redevelopment of a significant portion of the downtown area within Forest Park. This redevelopment has revitalized business and provided economic benefit to the community. Similar economic benefits from the proposed improvements are anticipated. Additionally, the proposed project will enhance the pedestrian activity and safety, and provide a more attractive gateway into the Villages of River Forest and Forest Park.

The total cost of the project is \$3,281,980 (including previously completed design work). This reflects an increase in previously estimated costs based on an increased scope of work. During the design process, it was determined that the project will require full-reconstruction rather than a simple grind and overlay. Due to the increase in the total project cost, additional funding will be pursued after the letting. The remaining local share of the project is estimated to be \$1,248,620 which will be split between the Village of River Forest and the Village of Forest Park. The remaining cost to Village of River Forest is approximately \$510,000. If additional funding is procured, the Village of River Forest portion will be reduced.

#### **Program Alternative**

Because the project is grant funded, there are no other reasonable project alternatives at this time.

#### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None

## Streets, Sidewalks, Alleys-Public Works

<b>Street Improvement Program</b>	FY 2016	\$350,000	MFT	\$50,000	WS
	FY 2017	\$250,000	MFT	\$50,000	WS
	FY 2018	\$250,000	MFT	\$50,000	WS
	FY 2019	\$250,000	MFT	\$50,000	WS
	FY 2020	\$250,000	MFT	\$50,000	WS



Critical



Recommended



Contingent on Funding

<b>Spending History</b>	<b>MFT/GF</b>	<b>WS</b>	<b>Total</b>
FY 2015	\$169,558	\$20,460	\$190,018
FY 2014	\$233,610	\$108,000	\$341,610
FY 2013	\$283,860	\$115,369	\$399,229
FY 2012	\$438,531	\$205,899	\$644,430
FY 2011	\$254,325	\$80,275	\$334,600

### Program Description & Justification

The purpose of this program is to improve the condition of local streets. The objective is to improve all streets with condition ratings of “Fair” or “Poor” to condition ratings of “Good” to “Excellent.” This program does not include capital improvements on state routes.

Each year, Village Staff visually inspects all local streets and rates them according to the condition of the pavement, curb and gutters, and drainage. Streets rated “Poor” or “Fair” are prioritized for one of the construction options (rehabilitation, resurfacing, or reconstruction) or the microsurfacing maintenance option depending on their condition, location, and estimated traffic volumes. The timing in improving streets is critical. Waiting too long to address some streets in the poor to fair condition will result in the condition deteriorating to a point where a more expensive reconstruction will be necessary versus a resurfacing.

The following tables summarize the street rating systems:

<b>Streets</b>		
<b>Surface Condition</b>	<b>Pavement Ranking</b>	<b>Estimated Remaining Life<sup>1</sup></b>
Excellent	7.6 – 9.0	15 to 20 years
Good	6.1 – 7.5	10 to 15 years
Fair	4.6 – 6.0	6 to 10 years
Poor	1.0 – 4.5	2 to 5 years

<sup>1</sup> Life estimate is based upon time frame needed for resurfacing assuming a regular maintenance program.

### FY 2016 Recommended Projects

#### Street

1. Central Ave from Lathrop to Harlem
2. William St from Central to Lake
3. Garden St from William to Clinton
4. Jackson Ave from Greenfield to North
5. Monroe Ave from Greenfield to North

#### Pavement Rating

Fair  
Fair  
Good  
Poor  
Poor

The projected cost to resurface these streets is \$300,000.

Several streets within the Northside Stormwater Management Project (NSMP) have been given a condition rating of “Fair” and have been identified as being in need of resurfacing. As it is currently designed, the NSMP will include the resurfacing of these streets from curb-to-curb. For this reason, Staff has decided not to include resurfacing within the NSMP area as part of the Street Improvement Project.

While the Capital Improvement Plan proposes funding for street improvements through FY 2020, these locations have not yet been determined. Staff recommends a funding level of \$300,000 for each of those years with the specific locations selected based on annual street ratings surveys.

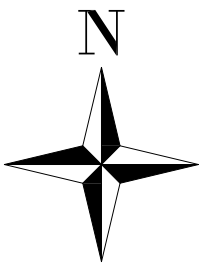
#### **Program Alternative**

Not performing any roadway maintenance, particularly for streets in “Poor” condition, will result in total pavement failure and require reconstruction (of base and surface) which is significantly higher in cost compared to resurfacing.

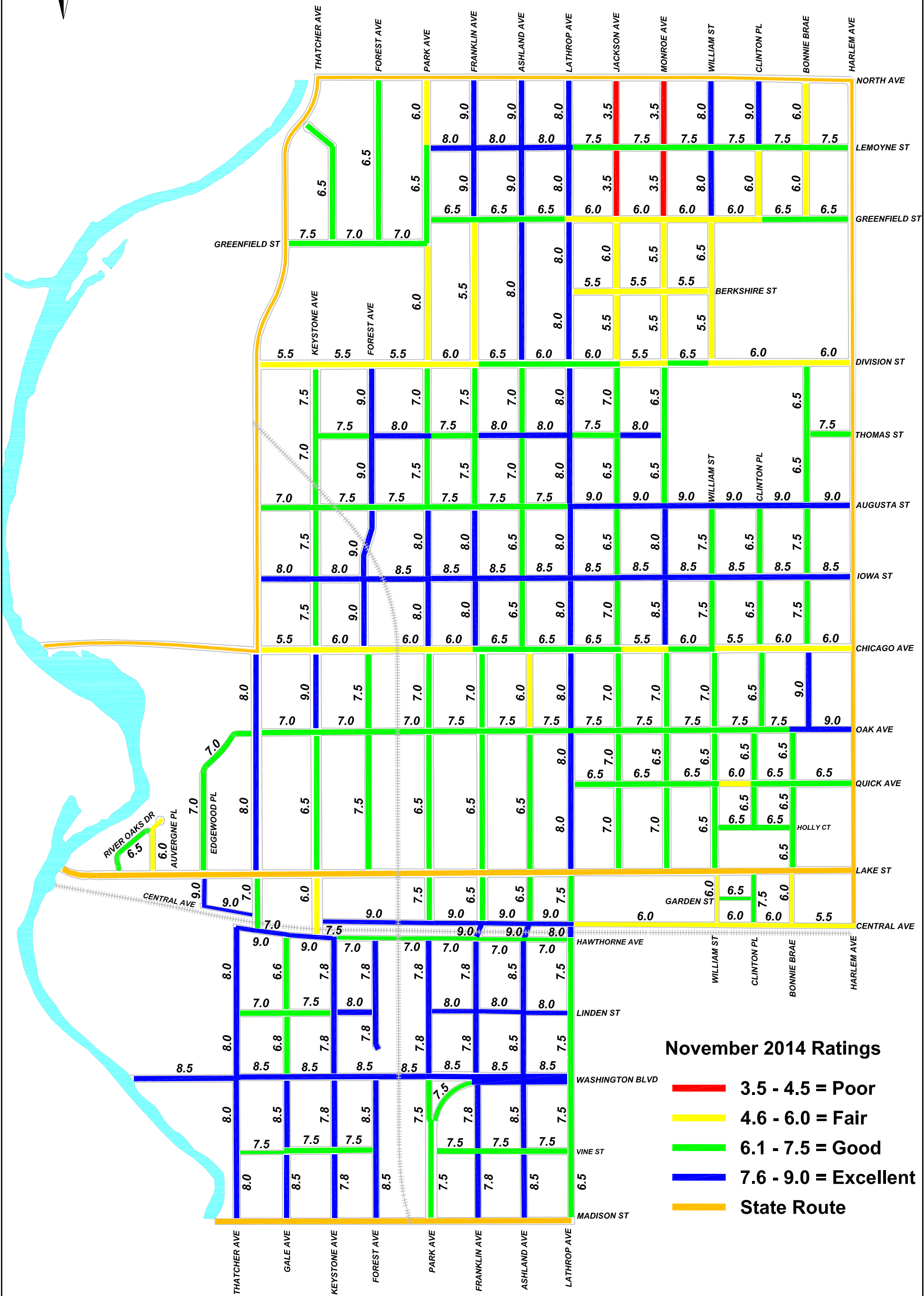
Extensive pavement patching may be somewhat cost effective initially for streets with a “Fair” condition rating, and may slow down the progression of potholes, but the pavement patching needs will be ongoing and likely promote the continued deterioration of the street’s base that will significantly increase eventual resurfacing costs.

#### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None



# Village of River Forest Street Rating Map



## November 2014 Ratings

- 3.5 - 4.5 = Poor
- 4.6 - 6.0 = Fair
- 6.1 - 7.5 = Good
- 7.6 - 9.0 = Excellent
- State Route

## ***Streets, Sidewalks, Alleys-Public Works***

<b>Street Maintenance Program</b>	FY 2016	\$100,000	GF
Streets	FY 2017	\$100,000	GF
	FY 2018	\$110,000	GF
	FY 2019	\$110,000	GF
	FY 2020	\$110,000	GF



Critical



Recommended



Contingent on Funding

<b>Spending History</b>	<b>Crack Sealing</b>	<b>Microsurfacing</b>	<b>Total</b>
FY 2015	\$32,473	\$56,642	\$89,115
FY 2014	\$22,900	\$51,724	\$74,624
FY 2013	\$22,933	\$58,282	\$81,215
FY 2012	\$14,268	\$18,003	\$32,271
FY 2011	\$20,377	\$69,848	\$90,225

### **Program Description & Justification**

The purpose of this preventative maintenance program, which has previously included joint crack sealing and microsurfacing, is to extend the useful lives of Village streets and to provide an economic alternative to conventional street resurfacing. The objective is to maintain all streets at a “Good” condition rating or better and extend the life of each crack sealed and microsurfaced street by five to seven years. To accomplish this objective, a minimum annual funding level of \$65,000 has, in the past, been recommended for microsurfacing and \$25,000 for crack sealing. These funding levels are estimates, and reflect inflationary increases for construction, as actual project quantities are identified prior to construction.

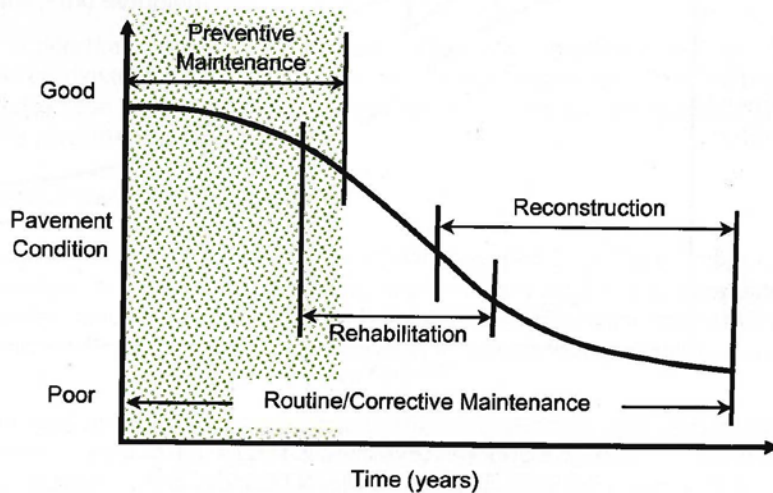
In recent years, the practice of microsurfacing has been analyzed to determine its effectiveness. While creating an aesthetically pleasing surface, this type of treatment does nothing to rejuvenate/rehabilitate the existing pavement course. The microsurfacing layer can also create an uneven driving surface at manholes and other locations and can be dislodged due to cracking or during winter plowing activities. For these reasons, Staff will be researching pavement rejuvenation materials during the winter which will be constructed during FY 2016. This type of treatment helps revive the existing pavement to prolong its life as compared to adding a thin layer of material on top of a structurally failing pavement.

Conversely, Village Staff believes the practice of Crack Sealing to be invaluable. Ideally, this work is completed when the pavement is still in good condition with minimal cracking. Village Staff will continue to bid this work jointly with the Village of Oak Park in an effort to optimize unit pricing.

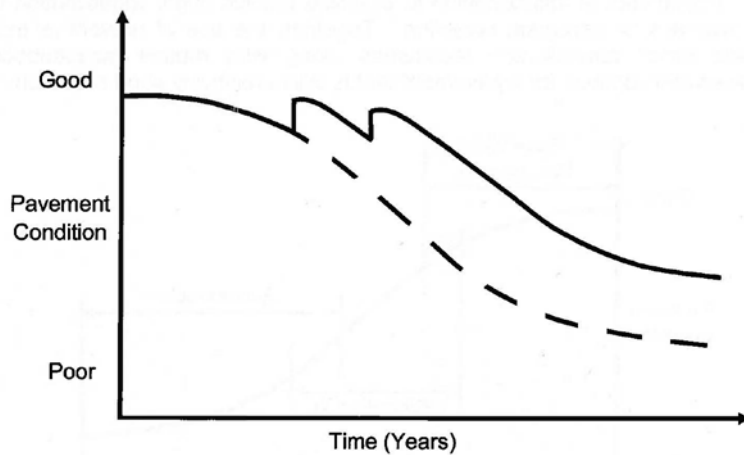
Village Staff has identified the streets that are ideal candidates for rejuvenation and crack sealing during the annual Street Rating Survey. These streets are typically in good condition, with the idea being to maintain this condition for an extended period of time. Streets of all ratings that have cracks are eligible for crack sealing.

The following figure demonstrates the relationship between pavement condition and typical types of pavement preservation and /or street improvements:





The following figure demonstrates how preventative maintenance can extend pavement performance:



### FY 2016 Recommended Projects

Due to the amount of streets being resurfaced as part of the Northside Stormwater Management Project and funding received for the resurfacing of Division Street, Village Staff recommends changing the past budget amounts (identified above) to \$70,000 for crack sealing and \$30,000 for a pavement rejuvenation method.

#### Pavement Rejuvenation

The following streets have been identified for rejuvenation:

<u>Street</u>	<u>Condition Rating</u>	<u>Proposed Cost</u>
Franklin Ave (Central to Oak)	Good	\$6,300
Ashland Ave (Central to Oak)	Good	\$6,900
Park Ave (Lake to Oak)	Good	\$8,100
Keystone Ave (Lake to Oak)	Good	\$8,700

#### Crack sealing

In addition to the streets to be rejuvenated, additional streets will be identified for crack sealing during late winter/early spring of 2015.

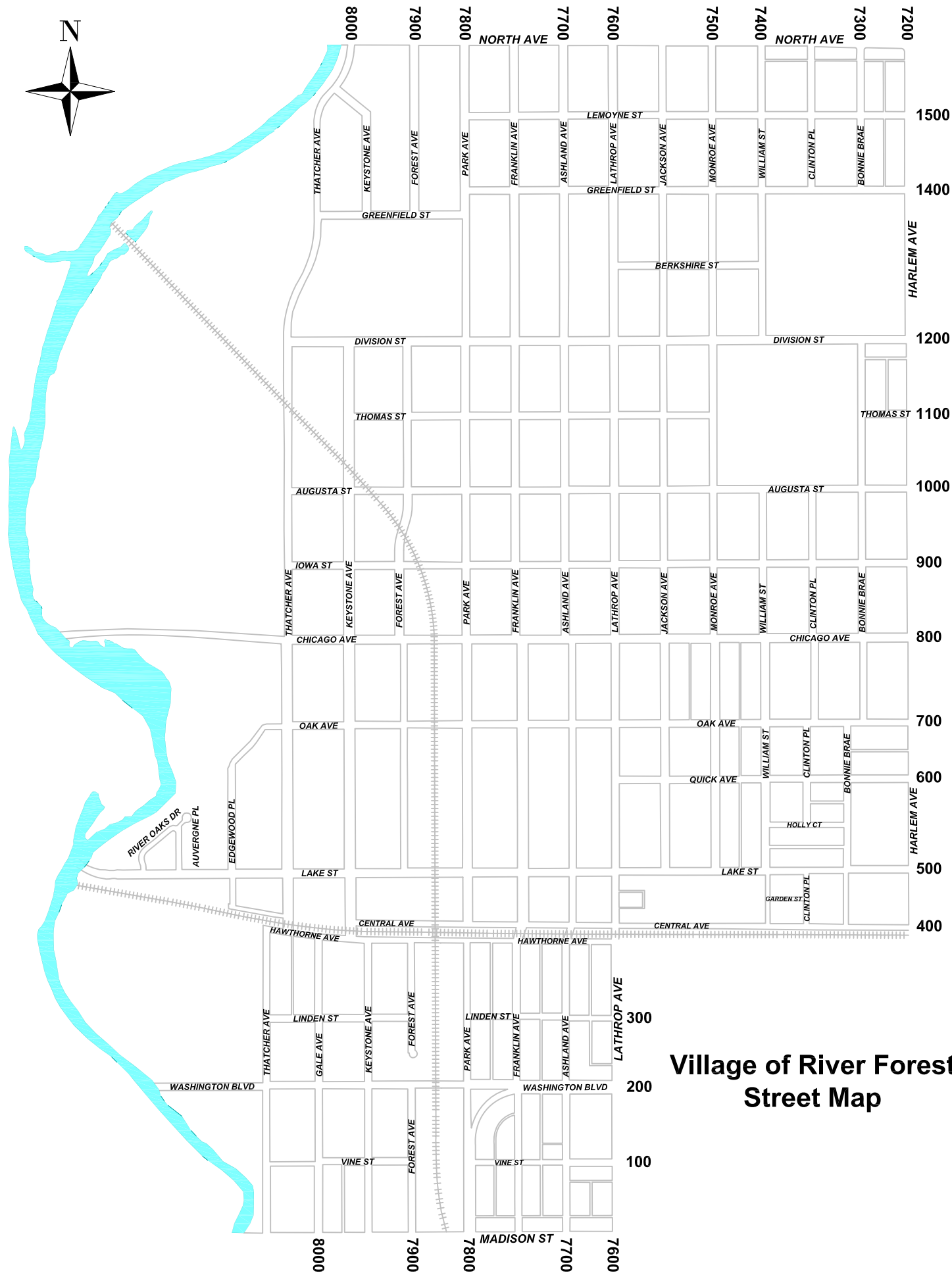
**Program Alternative**

The alternative is a reactive maintenance program that will accelerate deterioration of Village streets. These maintenance programs, along with pavement patching, will prolong the useful life of Village streets. By not pursuing these maintenance programs, the following infrastructure improvements will be necessary at more frequent intervals:

- Resurfacing: This is a more costly improvement that requires the removal and replacement of the existing worn pavement and minimal base improvement. This type of construction is normally completed over a several week period while microsurfacing can be completed in a single day.
- Reconstruction: This is a significantly more costly improvement that is necessary in situations of surface pavement failure along with extensive base failure.

**Project Impact**

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None



# Village of River Forest Street Map

## ***Streets, Sidewalks, Alleys-Public Works***

### **Surface Transportation Program (STP)**

FY 2016	\$55,000	MFT
FY 2017	\$932,800	MFT

<input checked="" type="checkbox"/> Critical	<input type="checkbox"/> Recommended	<input type="checkbox"/> Contingent on Funding
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#### **Spending History**

N/A

#### **Program Description & Justification**

The Federal Highway Administration (FHWA) administers the **Surface Transportation Program (STP)** program, which is funded through Congress from Federal Gas Tax Revenue. The money is allocated to each state which is then split between the State and local agencies. The funding for suburban Cook County is divided into smaller groups of communities based on geography. The Village of River Forest is part of the North Central Council of Mayors, which establishes policy and programs for the annual funding allocations.

In order for a street to be eligible for STP funding it must serve as a collector or arterial (those with higher traffic volumes and typically connect to other high-volume roads). Per North Central Council of Mayors policy, this does not include roadways under the jurisdiction of IDOT or Cook County. The streets within River Forest that are eligible for this type of funding are Division Street, Chicago Avenue, Washington Avenue, Thatcher Avenue, and Lathrop Avenue.

The purpose of the Village's STP program is to improve the condition of collector and arterial roads and staff most often utilizes the scope of work involving simple resurfacing along with minor curb and gutter replacement. We will apply for the option which involves 80% federal funding for the construction and construction engineering costs (remaining 20% to the Village).

#### **FY 2016 Recommended Project**

<u>Street</u>	<u>Pavement Rating</u>
1. Division Street from Thatcher Ave to Harlem Ave	Fair

The preliminary estimate to resurface this street is \$932,800, with the Village's share being approximately \$186,560.

Currently, Division Street has a street rating of "Fair" with some sections experiencing a greater rate of deterioration than others. If existing road conditions are not improved, further damage to the street's base may occur, which will create a structural deficiency.

#### **Program Alternative**

Not performing any roadway maintenance, particularly for streets in "Poor" condition, will result in total pavement failure and require reconstruction (of base and surface) which is significantly higher in cost compared to resurfacing.

#### **Project Impact**

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None

## Public Works

### Municipal Lighting Systems

FY 2016	\$286,637	CIF
FY 2017	\$89,280	CIF
FY 2018	\$37,920	CIF



Critical



Recommended



Contingent on Funding

### Project Description & Justification

- I. Street lighting: This system is comprised of approximately 1,100 street poles, 22 street light control cabinets, and 16 parking lot poles with light fixtures. The following is a summary of the types and styles of poles, fixtures, and bulbs that the Village owns and maintains:  
*Pole Type:* Concrete (streets) and Aluminum (parking lots)  
*Pole Height:* 12 and 30 foot (streets), various (parking lots)  
*Fixture Style:* Post-top, overhead (davit arm, mast arm) and wall pack  
*Bulb/Lamp:* Light emitting diode (LED), mercury vapor, metal halide, induction
- II. Parking lot lighting: The Village own and maintains a total of 16 fixtures. Six light fixtures are located at the Village Hall that illuminate the front and south parking lots and ten light fixtures located at the east and west Thatcher Ave commuter parking lots.
- III. Viaduct lighting: The Village owns and maintains 55 wall pack fixtures (10/viaduct) located beneath six Union Pacific Railroad viaducts - Thatcher Ave, Keystone Ave, Franklin Ave, Ashland Ave, Lathrop Ave, and the west side of Harlem Ave (five beneath viaduct).

The Village is responsible for energy consumption costs associated with these lighting systems. In 2012, the Village's energy broker solicited bids for the purchase of electricity for the street light system. The Village entered into a two-year agreement with Constellation (formerly known as Exelon) that expires in December 2014.

### Past Projects

*Street Lighting*: In 2010/2011, the Village initiated a project involving the replacement of 126 street lights and 16 parking lot lights with **more energy-efficient** LED street light luminaires. A portion of this project was funded by the Tax Increment Financing District and the balance using grant funds from the American Recovery and Reinvestment Act. The Village received an Energy Efficiency and Conservation Block Grant of \$100,000 (through Cook County) for this project. The total cost of this project was \$140,584 (excludes disposal of old lamps).

*Viaduct Lighting*: All 55 of these fixtures were replaced and upgraded (utilizing Village Staff) to the LED lamp type in FY 2013. Through an energy rebate program with the State of Illinois' Department of Commerce and Economic Opportunity (DCEO), the Village was reimbursed for approximately 58% of the costs to purchase these fixtures. The total cost of this project was \$27,589 and we received \$15,988 in grant reimbursements from the Illinois Department of Commerce and Economic Opportunity.

*Accidents*: On the average, five street lights are struck by cars each year – many of which require replacement which is coordinated contractually as soon as possible following the accident. The approximate contractual cost to replace a knockdown is \$4,500.

Staff proposes the following projects to upgrade the remainder of the Village's street light system:

## 2016 Recommended Project

Phase I (FY 2016): Mercury vapor style bulbs are used on post-top fixtures typically found on side streets and lower volume streets throughout the Village, and will be addressed in this Phase. Staff has identified a retrofit for side street (100 watt) fixtures that will reduce to overall cost of the project and maintain the current fixture. Pricing for a new fixture came in at \$1,600 per unit verses \$325.00 for a retrofit unit.

The retrofit of 675 post-top fixtures (with LED lamps) at \$325 per fixture and an estimated \$100 per fixture for labor is projected to cost \$286,637 (\$219,137 material and \$67,500 labor) before energy rebates and DCEO grant funds are received. Rebates from DCEO are expected to cover 45% of the cost of material and an additional 15% in grant funds is expected to be received after staff attends a DCEO trade show in December 2014. Attendees are given a coupon for an additional 15% rebate on qualifying energy reduction projects. The combined incentives should reduce the cost of this project to \$155,155.

Staff proposes that this project be completed in FY 2016 to maintain uniformity in equipment and take advantage of the current DCEO rebate rates. It is rumored the current rebate of \$1.30 per kwh reduced will be decreased to .87 per kwh in 2016, so pre approval of this project may be necessary to complete the project before the rate is reduced.

Phase II (FY 2017): Staff proposes to replace 128 mercury vapor fixtures (175 watt) on Thatcher Avenue (north of Chicago Ave), Chicago Avenue, and Division Street. Staff also proposes to replace 86 metal halide fixtures (250 watt) on Lake Street between Harlem Ave and the Des Plaines River. All of these fixtures (including the lamp) will be upgraded to fixtures that accommodate LED lamps. In summary, the recommended project for this year involves the replacement of 214 overhead fixtures/lamps with LED fixtures at an estimated cost of \$89,280.

Fixtures 214 X \$400 = \$85,600

Labor 214 X \$100 = \$21,400

Total \$107,000 without DCEO rebates

Total \$89,280 with DCEO rebates\*

(\*total figured at a 45% DCEO rebate)

Phase IV (FY 2018): The final phase will entail replacing approximately 96 higher wattage (250 and 400 watt) metal halide and mercury vapor overhead fixtures currently found along state (IDOT) routes such as Madison Street, North Ave, and Harlem Ave. IDOT is evaluating the use of LED fixtures on state routes but does not currently allow the use of such fixtures. Staff is hopeful that by 2018, IDOT's research will be complete and they will encourage the changeover to LED technology. It is estimated that the cost of that project will be approximately \$37,920. Fixtures 96 X \$450 = \$43,200

Labor 96 X \$125 = \$12,000

Total \$55,000 without DCEO rebates

Total \$37,920 with DCEO rebates\*

(\*total figured at a 40% DCEO rebate)

## Project Alternative

The alternatives to these improvement and maintenance projects to the Village's municipal lighting systems, which is a critically important system for the general safety of the community, are limited due to

the obsolescence of the equipment. Deferring this multi-phased project will result in a lack of available repair parts and bulbs for current fixtures. As a result, we should expect repair costs to the existing fixtures to escalate as parts become scarce.

**Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None

## ***Streets, Sidewalks, Alleys-Public Works***

### **Roosevelt Middle School Traffic Safety Improvements**

FY 2016

\$40,000

CIF



Critical



Recommended



Contingent on Funding

**Spending History**

**N/A**

#### **Program Description & Justification**

In response to proposed changes at Roosevelt Middle School, Village Staff has proposed to refresh or replace much of the thermoplastic pavement markings on the streets immediately adjacent to the school. The existing parking and crosswalk striping has severely deteriorated over time and needs to be replaced. As the aforementioned changes to traffic patterns within the school property are scheduled to take place within the near future, corresponding changes to the pavement markings also need to be made during FY16.

In addition to this work, the Jackson Ave sidewalk (between Chicago Avenue and Quick Avenue) is scheduled to be replaced with a wider (seven to eight feet) walk. These actions are necessary to improve the safety of the numerous pedestrians and drivers as they move through this heavily congested area on a daily basis.

#### **FY 2016 Recommended Project**

The recommended Project for FY16 involves the replacement of all thermoplastic pavement markings on the following streets:

- Chicago Avenue, Oak Avenue, and Quick Avenue between Lathrop Avenue and Jackson Avenue
- Lathrop Avenue and Jackson Avenue between Chicago Avenue and Quick Avenue

The thermoplastic pavement markings currently include striping to define parking areas and no-parking zones as well as crosswalks at all intersections. This work is estimated to cost approximately \$5,000.

The Jackson Avenue sidewalk will be replaced with a seven to eight feet wide sidewalk that is capable of conveying an increased amount of pedestrians without forcing some to walk along the adjacent grass as these areas are often muddy and become difficult to maintain. This work is estimated to cost \$35,000.

#### **Program Alternative**

Not performing this work will result in further deterioration of the existing pavement markings and green space adjacent to the Jackson Avenue sidewalk. Driver and pedestrian safety will continue to decrease over time until this work is completed.

#### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None



## **Water and Sewer Improvements – Five Year Capital Improvement Program**

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This section of the Capital Improvement Plan identifies funding for sewer and water improvements, which are scheduled to continue through FY 2018. The Village's sewer and water system is comprised of the following:

<b>Type of Sewer</b>	<b>Number of Miles</b>
Combined Sanitary Sewer	33.13
Storm Sewer	0.19
Water Main	40

The following improvements are proposed for FY 2016:

<b>Improvement</b>	<b>Cost</b>	<b>Funding Source</b>	<b>Nature of Project</b>
Sewer Relining	\$140,000	WS	Critical
Sewer Point Repairs	\$35,000	WS	Critical
Northside Stormwater Management Project	\$13,789,000	WS	Critical
Water Distribution System – Pumping Station	\$25,000	WS	Critical
Water Meter Replacement Program	\$24,000	WS	Critical
Water Main Replacement	\$350,000	WS	Critical
Hydrant Replacement	\$18,000	WS	Recommended
<b>Total</b>	<b>\$14,381,000</b>		

### **Each project in the CIP is categorized by the requesting department as follows:**

**Critical-** The project must be completed in the year recommended due to safety or operational needs or as mandated by law. **Critical projects are highlighted in yellow.**

**Recommended-** The project will significantly improve operations or safety. The project is strongly recommended for funding in the year recommended or the year after.

**Contingent on Funding-** The project would be a benefit to the Village and improve service levels but is only recommended if funds are available.

Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Water and Sewer Improvements  
Fiscal Year 2016 Budget

This Project is:		Fiscal Year				Five Year		Funding Source
		2016	2017	2018	2019	2020	Total	
Sewer System								
	Sewer Relining	Critical	140,000	140,000	140,000	140,000	700,000	WS
	Sewer Point Repairs	Critical	35,000	15,000	15,000	15,000	95,000	WS
	Northside Stormwater Management Project	Critical	13,789,000	-	-	-	13,789,000	WS
Pumping Station								
	Water Distribution System	Critical	25,000	36,000	15,000	22,500	113,500	WS
Water Distribution Improvements								
	Water Meter Replacements	Critical	24,000	16,000	19,000	17,000	2,974	WS
	Water Main Replacement	Critical	350,000	315,000	450,000	400,000	1,915,000	WS
	Water Valve Operator	Critical	-	35,000	-	-	35,000	CERF/WS
	Hydrant Replacement	Recommended	18,000	18,000	18,000	18,000	90,000	WS
	Total		14,381,000	575,000	657,000	612,500	590,974	16,816,474

Proposed Funding Source		Fiscal Year				Five Year	
		2016	2017	2018	2019	2020	Total
	Water and Sewer Fund (WS)	14,381,000	540,000	657,000	612,500	590,974	16,781,474
	Capital Equipment Replacement Fund/WS (CERF/WS)	-	35,000	-	-	-	35,000
<b>Totals</b>		<b>14,381,000</b>	<b>575,000</b>	<b>657,000</b>	<b>612,500</b>	<b>590,974</b>	<b>16,816,474</b>

## ***Water and Sewer Improvements-Public Works***

### **Sewer Relining Program**

Public Sewers

FY 2016	\$140,000	WS
FY 2017	\$140,000	WS
FY 2018	\$140,000	WS
FY 2019	\$140,000	WS
FY 2020	\$140,000	WS



Critical



Recommended



Contingent on Funding

### **Spending History**

FY 2015	\$92,100 (Projected)
FY 2014	\$57,992
FY 2013	\$79,466
FY 2012	\$50,779
FY 2011	\$23,598

### **Program Description & Justification**

The purpose of this program is to improve the Village's sewer system and prevent costly repairs associated with failing sewer mains (collapsed, cracked, etc.). The objective is to evaluate the conditions of sewer mains (via televising), identify those in the worst condition, and perform relining of as many sections as possible. In some situations, sewer mains may have failed beyond the ability to reline and a point repair (or replacement of a section) may be necessary. The Village's sewer system is a critically important infrastructure system.

The Water and Sewer Rate Study completed by Baxter & Woodman in FY 2012 recommends an annual funding level of \$140,000 for this program. This increase in budget will allow for both the relining of damaged sewer main as well as to start a systematic approach to relining *all* sewers throughout the village, regardless of their condition.

The process of relining consists of inserting a sleeve made of flexible material in the existing pipe. The sleeve is then filled with steam or water heated to a high temperature for curing and hardening. This process provides the existing failing pipes with the structural support needed to continue their service and avoid a costly complete replacement.

Since the Village's first sewer relining project, over 34,000 lineal feet of sewers have been relined. This represents approximately 20% of the total sewer mains owned / maintained by the Village (approximately 171,000 lineal feet). All sewers that were rated either poor or fair (condition ratings "D" and "C") during the sewer televising program from the late 1990's have been relined. Relining all unlined combined sewers that are less than 33 inches in diameter would cost approximately \$9 million.

In 2011, Public Works developed an in-house sewer televising program. Public Works Staff reviews the video recordings and the sections of failing sewer mains will be identified and prioritized. This in-house sewer televising program has identified sewer mains in poor condition that will be relined in the coming years. Extreme weather conditions and the on-going root growing of trees have accelerated the rate of deterioration of the Village's combined sewers.

The following table identifies the sewer condition ratings, description of condition, and the recommended action:

Condition Rating	Condition Description	Recommended Action
A	Random cracking / some roots	Continue monitoring
B	Medium cracking / Medium root problem	Reline in 1 to 3 years
C	Heavy cracking / Heavy root problem	Reline immediately
D	Structural damage / Fully blocked by roots	Requires replacement

#### 2016 Recommended Project

<u>Segment No.</u>	<u>Location/Address</u>	<u>Present Condition</u>
1	Gale Ave, 310 to 240	C
2	Gale Ave, 222 to 202	C
3	Thatcher Ave, 313 to 239	C
4	Forest Ave, between Ashland and Lathrop	C
5	Lathrop Ave, 316 to Linden St	C
6	Park Ave, 1201 to 1223	B

Public Works Staff projects a total project cost of \$140,000 for these recommended relining locations. While the Park Ave sewer is not a condition “C” sewer, Staff will be identifying sewers to line within the Northside Stormwater Management Project (NSMP) area on an ongoing basis. The purpose of this work is to line the existing combined sewers within the NSMP area as they will ultimately be converted to sanitary sewers upon completion of the NSMP.

#### Program Alternative

Once the structural integrity of the pipe is severely affected, beyond the ability to reline, the sole option is to perform an open-trench point repair that will require heavy street construction, temporary interruption of traffic flow, and costs associated with restoring the street’s driving surface. The preferred and more cost effective option to improving sewer mains is sewer relining.

#### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
None	None

## ***Water and Sewer Improvements-Public Works***

### **Sewer Point Repairs**

Public Sewers

FY 2016	\$35,000	WS
FY 2017	\$15,000	WS
FY 2018	\$15,000	WS
FY 2019	\$15,000	WS
FY 2020	\$15,000	WS



Critical



Recommended



Contingent on Funding

### **Spending History**

FY 2015	\$32,800
FY 2014	\$0
FY 2013	\$7,337
FY 2012	\$2,650
FY 2011	\$5,603

### **Program Description & Justification**

The purpose of this program is to improve the Village's sewer system by replacing failing (collapsed, cracked, etc.) sections of sewer main (also referred to as point repairs). Staff's objective is to evaluate the conditions of sewer mains (via televising), identify those in the worst condition, and perform relining of as many sections as possible. In some situations, sewer mains may have failed beyond the ability to reline and a point repair may be necessary. The majority of point repairs are made on an emergency basis and can be costly. The Water and Sewer Rate Study that was completed by Baxter & Woodman in FY 2012 recommends an annual funding level of \$15,000 for this program.

In 2011, Public Works began an ongoing in-house sewer televising program. Village Staff reviews the video recordings to identify sections of failing sewer mains for repair.

### **Program Alternative**

Once the structural integrity of the pipe is severely affected, beyond the ability to reline, the sole option is to perform an open-trench point repair.

### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None

## ***Water and Sewer Improvements-Public Works***

<b>Northside Stormwater Management Project</b>	FY 2016	\$13,789,000	WS
	TBD	\$6,600,000	WS



Critical



Recommended



Contingent on Funding

### **Project Description & Justification**

In September 2014, the Village Board approved a contract to proceed with the construction of the Northside Stormwater Management Project (NSMP). This is a phased project that will create a separation between a (new) stormwater sewer and the existing sanitary sewer in the area bound by Division Street, Harlem Avenue, North Avenue, and Thatcher Avenue. The project is intended to be financed with an Illinois Environmental Protection Agency (IEPA) low interest loan, which will be repaid via an increase in the sewer rate.

Upon realizing that the Illinois Department of Transportation planned to have Thatcher Ave closed to traffic between Greenfield Avenue and North Avenue, Staff worked with Christopher Burke Engineering to expedite the portion of the NSMP that would involve construction along Thatcher Ave. This work was identified as "Phase 0" and was completed in FY 2015. By moving this construction forward, no additional closures of Thatcher Avenue will be needed for the NSMP.

Phase 1 (FY 2016) includes the installation of a large-diameter storm sewer on Keystone Avenue and Greenfield Avenue (up to William Street). New storm sewers will also be installed on Forest Avenue and all streets between Greenfield Avenue and Division Street. Phase 2 (timeframe TBD) includes the continuation of the large-diameter storm sewer between William Street and Harlem Avenue as well as storm sewers on all remaining streets north of Greenfield Avenue.

The scope of work for both Phase 1 and Phase 2 also includes some water main installation and adjustments as well as small portions of new sanitary sewer installation. This work is necessary due to the numerous utility conflicts created by the installation of the new storm sewer.

### **Project Alternative**

The alternative is to continue to maintain the existing combined system which causes significant street flooding and sewer backup during large rain events.

### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
\$926,276	Principle and Interest on IEPA Loan

## ***Water and Sewer Improvements-Public Works***

<b>Water Distribution System - Pumping Station</b>	2016	\$25,000	WS
	2017	\$36,000	WS
	2018	\$15,000	WS
	2019	\$22,500	WS
	2020	\$15,000	WS



Critical



Recommended



Contingent on Funding

### **Project Description & Justification**

The Village purchases all of its potable water (for both general consumption and fire suppression) from the City of Chicago. The water received from Chicago is treated before arriving to the Village's water distribution system where it is stored and treated (once again) before entering the water distribution system for consumption. The Pumping Station is where the following components of the Village's water distribution system are located:

- SCADA (Supervisory Control and Data Acquisition) system: computer system that monitors and controls various components and equipment
- Three Pumps
  - Pump #1: 100 horsepower; 1,540 gallons per minute
  - Pump #2: 150 horsepower; 2,350 gallons per minute
  - Pump #3: 125 horsepower; 1,750 gallons per minute
- Forty valves
- Four meters: two for incoming water from the City of Chicago (located at an off-site location) and two for incoming/outgoing water at the Pumping Station
- Water treatment system (sodium hypochlorite)
- Two underground storage reservoirs
  - 2.0 million gallon storage capacity
  - 0.5 million gallon storage capacity
- Emergency generator: backup power source in the event of a power outage (see CERF)

The following facility improvements are considered critical and should be completed **in FY 2016**:

<u>Repair/Improvement</u>	<u>Estimated Cost</u>	<u>Year</u>
Replace vent house door (2.0 MG storage reservoir)	\$8,000	FY 2016
Replace four water valves in basement of Pumping Station	\$15,000	FY 2016
<u>Replace/Install village supplied check valve in ½ MG reservoir</u>	<u>\$2,000</u>	<u>FY 2016</u>
Total	\$25,000	

In FY 2014, the Village contracted the services of Dixon Engineering to perform preliminary maintenance inspections on both underground water storage reservoirs. The purpose was to evaluate the interior and exterior, and to establish maintenance programs and schedules. Dixon Engineering developed a report that included recommendations for re-inspecting each reservoir in five years.

The following facility improvements are will be necessary within the **next two to five years**:

<u>Repair/Improvement</u>	<u>Estimated Cost</u>	<u>Year</u>
Replace 6 roof access hatches (4-2.0 MG & 2-0.5 MG reservoirs)	\$21,000	FY 2017
Replace four water valves in basement of Pumping Station	\$15,000	FY 2017
Replace four water valves in basement of Pumping Station	\$15,000	FY 2018
2.0 MG Underground Reservoir: re-inspect exterior/interior	\$4,000	FY 2019
0.5 MG Underground Reservoir: re-inspect exterior/interior	\$3,500	FY 2019
Replace four water valves in basement of Pumping Station	\$15,000	FY 2019
Replace four water valves in basement of Pumping Station	\$15,000	FY 2020
<b>Total</b>	<b>\$88,500</b>	

Valve replacement: During the piping upgrade project (efficiency improvements) that were completed in FY 2014, it was determined that four water control valves in the basement of the Pumping Station were not operating properly. These valves are likely original to the facility. Staff recommends replacing four valves in FY 2016 and initiating a ten-year program to replace all 40 valves in the system (replace four valves annually). Proper function of these valves is critical since the valves give us the ability to change or re-route suction and discharge piping in case of emergencies or while maintenance is being performed on our pumps. The following four valves are recommended for replacement:

	<u>Description</u>	<u>Problem</u>
<b>Valve #9</b>	Main Dump Valve/ Size 10"	Leaking
<b>Valve #11</b>	Pump #1 Suction Line Valve / Size 8"	Leaking
<b>Valve #22</b>	Pump #3 Suction Line Valve / Size 8"	Leaking
<b>Valve #23</b>	Pump #3 Dump Valve / Size 8"	Leaking

### **Project Alternative**

There are no alternatives to maintaining the Village's water distribution system as it is the system that provides potable water to the entire community. Deferring these projects would result in emergency repairs that could increase project costs (compared to soliciting bids/proposals).

### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None



## ***Water and Sewer Improvements-Public Works***

<b>Water Meter Replacement Program</b>	FY 2016	\$24,000	WS
	FY 2017	\$16,000	WS
	FY 2018	\$19,000	WS
	FY 2019	\$17,000	WS
	FY 2020	\$2,974	WS



Critical



Recommended



Contingent on Funding

### **Spending History**

FY 2016	\$24,000	continuation of program to replace all meters over 20 years of age
FY 2015	\$24,092	continuation of program to replace all meters over 20 years of age
FY 2014	\$24,092	continuation of program to replace all meters over 20 years of age
FY 2013	\$23,917	replaced meters greater than 20 years of age
FY 2012	\$39,207	replaced larger meters (1.5" – 4") & 1000 c.f. meters w/100 c.f. meters
FY 2011	\$8,890	replaced 2-inch and 3-inch meters
FY 2010	\$46,450	replaced/upgraded meters compatible with radio read technology

### **Program Description & Justification**

The purpose of this program is to improve the metering accuracy of Village-owned commercial and residential water meters. Water Division employees tested meters in the 15 – 20 year age category and found that some did not meet AWWA (American Water Works Association) standards for meter accuracy. Although not a standard, studies recommend that residential water meters be replaced every 15-20 years. Water meters can be damaged and deteriorate with age, thus producing inaccurate readings. Inaccurate readings will give misleading information regarding water usage, make leak detection difficult, and result in lost revenue for the system.

### **FY 2016 Recommended Project**

The Village proposes to continue replacing all water meters over 20 years of age to maintain accurate metering of business and residential accounts. A summary of the meters proposed to be replaced is listed below. All of the 160 meters will be replaced in-house utilizing Water Division personnel.

### **Meters greater than 20 years old (> 6/1/94 and <5/1/95)**

Qty.	Size	Ea.	
126	0.625	\$115.00	\$14,490.00
29	0.75	\$134.00	\$3,886.00
19	1	\$168.00	\$3,192.00
2	1.5	\$465.00	\$930.00
1	2	\$653.00	\$653.00
160			\$23,151.00 Total

### **Program Alternative**

As the Village's water metering system is critically important as a source of revenue, it is important to plan/budget for the replacement of water meters that have reached or exceeded the end of their useful

service life. The primary alternative to this program is to not budget/plan for water meter replacements and respond to metering failures and inaccuracies as they occur.

An alternative to the Village incurring the costs of the new meters is requiring that the building/property owners incur a portion or all of the new meter costs.

**Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None

## ***Water and Sewer Improvements-Public Works***

<b>Water Main Replacement Program</b>	FY 2016	\$350,000	WS
	FY 2017	\$315,000	WS
	FY 2018	\$450,000	WS
	FY 2019	\$400,000	WS
	FY 2020	\$400,000	WS



Critical



Recommended



Contingent on Funding

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### **Spending History**

FY 2015	\$491,175 (Projected)
FY 2014	\$0
FY 2013	\$116,416
FY 2012	\$175,887
FY 2011	\$258,302

### **Program Description & Justification**

The purpose of this program is to improve the condition of the Village's water mains by replacing aging and deteriorating water system infrastructure. This is accomplished by replacing deteriorating segments of water mains before they break which will necessitate costly repairs and the experience of significant water loss with associated water consumption costs. The Village's water distribution system is a critically important infrastructure system.

The Village has approximately 40 miles of water main. The majority of the water mains are between 50 and 80 years old. On average, there are seven water main breaks per year. It has been proven that as water mains become old and reach the end of their useful lives, performance deteriorates resulting in high maintenance costs, loss of hydraulic capacity and water quality, and a significant increase in customer complaints. The AWWA recommends replacing one-percent of the distribution system every year.

Each year, Village Staff conducts an analysis of failing or problematic sections of water main for the purpose of determining the need to replace specific water mains based on history and number of breaks, outdated size, or any other defective condition. A typical water main project involves an open trench installation of the new water main pipe and the transfer of all fire hydrants and private water services to the new main before the old main is abandoned. Water main projects are typically followed by a resurfacing project of the street's surface.

### **FY 2016 Recommended Project**

<u>Location</u>	<u>Pipe Length (FT)</u>
Thatcher Avenue – From Chicago to Augusta	1,325

The proposed water main replacement project will include the lining of the existing eight-inch water main in Thatcher Avenue from Chicago Avenue to Augusta Street. Staff attempted to get a traditional water main replacement project permitted through the Illinois Environmental Protection Agency (IEPA) and the Illinois Department of Transportation (IDOT) for this area in 2013. Due to conflicting requirements by the IEPA and IDOT, Staff was unable to procure permits from both agencies for a project scope that also met the best interests of the Village.

In researching project alternatives, it was discovered that water main lining is an option that will dramatically extend the life of the water main infrastructure as well as reduce installation costs and disturbance (as compared to a traditional open-cut water main replacement project). Similar to the Village's annual Sewer Lining Improvements, water main lining involves the installation of a flexible sleeve into the existing water main which is then filled with the liner material (between the sleeve and the water main). Pressurized water or steam is then pumped into the sleeve to force the sleeve and liner material to expand and create a smooth liner just inside the existing water main. Once the liner material has cured, the sleeve is removed and the water main has received a smooth-walled structural liner with a lifespan of approximately 50 years which doesn't start until the existing water main structurally fails.

The cost estimate for this project is as follows:

- \$25,000 for design engineering
- \$25,000 for construction engineering
- \$300,000 for construction

There is an additional valve at Hawthorne, just west of Lathrop that has, at times, demonstrated faulty operations and Staff is concerned that it cannot be relied upon in emergency situations. Therefore, it is recommended that this valve also be replaced:

The cost to replace this valve is approximately \$7,500.

### **Future Water Main Projects**

Staff evaluates the Village's water distribution system and trends in water main breaks on an annual basis to identify and prioritize future projects. Staff has identified the following water system improvement projects for possible future fiscal years:

- Barring any major problems with the proposed water main lining project, Staff would recommend lining the eight-inch Thatcher Avenue water main between Augusta Street and Division Street. This four-block stretch of water main (between Chicago Avenue and Division Street) has experienced eight breaks since 1995; three of which have occurred in the last two years.

Estimated project cost:

\$300,000 construction

- Replace the existing four-inch water main beneath Keystone Avenue (which currently extends from Lake Street to Central Avenue) with an eight-inch water main (proposed to extend from Lake Street to Hawthorne Avenue). The purpose of this is to eliminate an existing dead-end water main (not connected to a loop) with a new main that loops the existing ten-inch on Lake Street with the six-inch main on Hawthorne Avenue. This will help to improve flow and pressure between the water distribution systems north and south of the railroad.

Estimated project cost:

\$225,000 construction (excludes surface restoration)

- Replace the eight-inch water main beneath River Oaks Drive and Auvergne Place. This water main loop has experienced five breaks since 2007.

Estimated project cost:

\$425,000 construction (includes curb-to-curb pavement restoration)

### **Program Alternative**

As the Village’s water distribution system is a critically important infrastructure system, it is important to plan/budget for the replacement of water mains that have reached or exceeded the end of their useful service life. The primary alternative to this program is to not budget/plan for water main replacement projects and respond to water main breaks as they occur. These repairs, which are typically conducted on an emergency basis, involve an open-trench that will require heavy street construction, temporary interruption of traffic flow, and costs associated with restoring the street’s driving surface.

**Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None

## ***Water and Sewer Improvements-Public Works***

### **Hydrant Replacement Program**

FY 2016	\$18,000	WS
FY 2017	\$18,000	WS
FY 2018	\$18,000	WS
FY 2019	\$18,000	WS
FY 2020	\$18,000	WS

☐ Critical      ☒ Recommended      ☐ Contingent on Funding

### **Spending History**

FY 2015	\$7,400
FY 2014	\$0
FY 2013	\$14,590
FY 2012	\$28,708
FY 2011	\$29,325

### **Program Description & Justification**

The Village's fire hydrant system is a critically important infrastructure system. The Village owns and operates approximately 446 fire hydrants.

The purpose of this program is to maintain all of the Village's fire hydrants in excellent operating condition. The Village's Fire Department conducts two hydrant flushing programs each year. During the Village-wide hydrant flushing events, Fire Department personnel identify hydrants in need of repair and provide a list of those hydrants to Public Works to coordinate and/or make the necessary repairs. Hydrants that are not in operating condition are prioritized for immediate repair.

### **FY 2016 Recommended Project**

The Public Works and Fire Departments have identified the following hydrants as operational, but "too low" (which is defined as less than 18 inches from the ground to port), which prevents the hydrant wrench from rotating freely around the main/steamer port and slows the time required connect the fire hose to the hydrant:

1. 1246 Lathrop
2. 1322 Lathrop

Due to the type of hydrant (Eddy), repair parts to raise the hydrant are not available.

### **Program Alternative**

The Village's fire hydrant system is a critically important infrastructure and it is important to budget for the replacement of hydrants that have reached or exceeded the end of their useful service lives. The primary alternative to this program is to not budget/plan for hydrant replacement and make more costly emergency repairs.

### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
None	None

# Budget Glossary

This section describes various terms and acronyms utilized throughout the budget document.

# Glossary

Accrual:	A basis of accounting in which revenues are recognized in the accounting period they are earned and become measurable. Expenditures are recognized in the period that they are incurred, if measurable.
Advanced Life Support (ALS):	A level of emergency care provided by the River Forest Fire Department. Fire fighter/paramedics are trained to use intravenous therapy, drug therapy, intubation and defibrillation.
Appropriation:	A legislative authorization for expenditures for specific purposes within a specific time frame.
Assessed Value:	The value placed on real and other property as a basis for levying taxes.
Balanced Budget:	A balanced budget means that recurring revenues equal recurring operating expenses. One-time capital expenditures normally are funded from the Capital Equipment Replacement Fund or the General Fund Reserve and are not factored into whether or not the budget is balanced. Nor should one-time revenues, such as a TIF surplus distribution, be used to cover ongoing operating expenditures.
Budget:	A description of the spending and general financial plans that focus on the accomplishment of specific goals and objectives established by the Village Board over a specified time period.
Budget Reserve:	A portion of a fund that is restricted for a specific purpose and not available for appropriation.
Capital Assets:	Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture and other equipment.
Capital Equipment Replacement Fund (CERF):	A capital projects fund where departments set aside funds each year for the eventual replacement of existing equipment, and to avoid significant fluctuations in the operating budget from one year to the next.
Capital Improvements / Capital Outlay:	Projects or products that are long-term assets. These expenditures generally have estimated useful lives of two years or longer and typically are in excess of \$10,000.
Capital Improvement Fund (CIF):	A fund used to account for infrastructure improvements including alleys, commuter parking lots and streets.



# Glossary

Capital Improvement Program (CIP):	A five-year projection of the Village's capital improvement needs. The program also includes the source of funding for each particular project. The first year of the program represents the current fiscal year capital budget.
Cash-basis:	A type of accounting in which revenue and expenditure transactions are recognized only when cash is increased or decreased.
Charges for Services:	User charges for services provided by the Village to those specifically benefiting from those services.
Communications Device:	The use of the budget as a means to communicate the process for preparing, reviewing, and adopting the budget for the coming fiscal year including summary information, an overview of significant budgetary issues, trends, and resource choices.
Computer Aided Design (CAD):	A software program that assists in the design of infrastructure improvements.
Congestion Mitigation And Air Quality (CMAQ):	The CMAQ program is one source of funds for Transportation Control Measures (TCM) employed for the purposes of reducing congestion and improving air quality.
Contractual Services:	Items of expenditure from services the Village received primarily from an outside company. Utilities, rent, travel, and advertising are examples of contractual services.
Debt Service:	The payment of principal and interest on borrowed funds. The Village has debt service for general obligation bonds.
Department:	A major administrative division of the Village with overall management responsibility for an operation or a group of related operations within a functional area. A department may have more than one program and may be accounted for in more than one fund.
Depreciation:	The allocation of the cost of a fixed asset over the asset's useful life. Through this process the entire cost of the asset, less the salvage value, is ultimately charged off as an expense. This method of cost allocation can be used in propriety funds.
Division:	A component of the budget dedicated to a particular purpose in order to identify the costs related to that purpose.

# Glossary

Encumbrances:	Commitments related to unperformed contracts for goods or services. These are not legal liabilities of the Village but represent a reservation of funds.
Emerald Ash Borer (EAB):	The EAB is a destructive, small, metallic-green beetle native to Asia that only attacks ash trees.
Enterprise Fund:	A fund used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful for sound financial administration. The Water and Sewer Fund is an example of a Village enterprise funds.
Environmental Protection Agency (EPA):	Federal regulatory agency that provides for the protection of the environment.
Enterprise Resource Planning (ERP):	Computer software that integrates internal and external management information across the entire organization, including finance/accounting, building permits, customer contacts, utility billing, etc.
Financial Plan:	The use of the budget as a means to summarize the Village's finances including revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the estimated current year actual, and the proposed budget year.
Fiscal Year (FY):	A time period for which the Village's finances are recorded and maintained. The Village's fiscal year begins May 1 and ends April 30.
Fund:	Fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances that are segregated for the purpose of carrying on specific activities or attaining certain objectives.
Fund Balance:	Difference between assets and liabilities reported in a governmental fund.
Generally Accepted Accounting Principles (GAAP):	The standards used for financial report preparation, as determined by the Governmental Accounting Standards Board (GASB), so that the Village's financial statements may be fairly compared to prior reports and to the reports of other governmental entities.

# Glossary

General Fund:	The major fund in most governmental units, the general fund accounts for all activities not accounted for in other funds. Most tax funded functions are accounted for in the General Fund
Geographic Information System (GIS):	A software program that is a collection of people, data, procedures and systems that enable data to be stored and maintained geographically.
Government Finance Officers Associations (GFOA):	An associations that aims to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and practices.
Governmental Accounting Standards Board (GASB):	An independent board that establishes standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those entities.
Governmental Funds:	Fund generally used to account for tax-supported funds.
Illinois Environmental Protection Agency (IEPA):	State regulatory agency that provides for the protection of the environment.
Illinois Green Infrastructure Grant Program (IGIG):	State grant to implement green infrastructure best management practices to control stormwater runoff for water quality protection.
Illinois Municipal Retirement Fund (IMRF):	State mandated pension fund for all full-time and eligible part-time Village employees, except sworn fire and police employees.
Illinois Transportation Enhancement Program (ITEP):	ITEP provides funding for community based projects that expand travel choices and enhance the transportation experience. Project sponsors receive up to 80% for eligible projects, funded by the Federal Government and awarded through the State of Illinois.
Insurance Services Office (ISO):	A non-profit organization that assesses a Fire Department's ability to provide fire services to a community.
Information Technology:	A term used to broadly define computer operations and the processing of automated information in the Village organization.

# Glossary

Intergovernmental Personal Benefit Cooperative(IPBC):	An intergovernmental health insurance cooperative comprised of a number of local governments and agencies established to provide and administer employee health and dental insurance to eligible employees of the member agencies.
Intergovernmental Risk Management Agency (IRMA):	A public entity risk pool comprised of seventy-four public entities in northeastern Illinois that have joined together to manage and fund their property/casualty/workers' compensation claims through a comprehensive risk management program.
Joint Utility Locating Information for Excavators (JULIE):	The Village uses this service to make arrangements for the prompt locating of all Village utilities in areas scheduled for construction work.
Levy:	To impose taxes for the support of government activities.
Long-term Debt:	Financial obligation with maturity of more than one year after the date of issuance.
Metropolitan Water Reclamation District of Greater Chicago (MWRDGC):	The agency that stores and treats sanitary sewage waste for the City of Chicago and 124 suburban communities, including River Forest.
Modified Accrual:	A basis of accounting in which revenues are recognized in the period they become available and measurable. Expenditures are recorded when the related fund liability has been incurred or the invoice is received.
Motor Fuel Tax (MFT):	Revenue allocated by the state to municipalities for funding street improvements.
Mutual Aid Box Alarm System (MABAS):	The mutual aid box alarm system (MABAS ) was established to provide a swift, standardized and effective method of mutual aid assistance for extra alarm fires and mass casualty incidents. The MABAS system is divided into over 20 Divisions from the communities along I-53 and the Northwest Tollway corridor.
Net Assets:	The difference between assets and liabilities as reported in the Government-wide Financial Statement of the Certified Annual Financial Report.

# Glossary

Non-Home Rule:	A non-home rule unit of local government, pursuant to the <a href="#">Illinois State Constitution</a> , may exercise only those powers and perform those functions as identified by the State. Non-Home Rule communities are limited in the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax and to incur debt.
National Pollutant Discharge Elimination System (NPDES):	Permit program that controls water pollution by regulating point sources that discharge pollutants into waters of the United States.
Northern Illinois Police Alarm System (NIPAS):	A cooperative agreement among 90 area law enforcement agencies to address emergency law enforcement needs which exceed the capabilities of any single member agency.
Operations Guide:	The use of the budget as a means to describe the operations, activities, services and functions carried out by the Village's organizational units.
Operating Expenditures:	Expenditures that generally recur annually and are expected to continue in the future unless service levels are impacted.
Operating Revenues:	Revenues that recur annually with reasonable stability. By Village policy, operating revenues should exceed operating expenditures on an annual basis.
Policy Document:	The use of the budget as a means to translate policy into specific programs and activities. The budget reflects the Village's commitment to certain entity-wide non-financial goals, even though the ultimate achievement of those goals may be beyond the period covered by the budget.
Proprietary Fund:	Funds that focus on the determination of operating income, changes in net assets, financial position and cash flows. There are two different types of proprietary funds: enterprise and internal service activities.
Self-Contained Breathing Apparatus (SCBA):	Personal protective equipment worn to protect individuals from exposure to environments hazardous to the respiratory system.
Special Revenue Fund:	A fund used to accounts for revenues legally earmarked for a particular purpose.

# Glossary

Standard & Poor's Rating Service:	An independent agency that analyzes the financial credit ratings of organizations. The ratings are based on debt issuance that carry a three letter coding. The Village possesses an AA+ rating.
Strategic Planning:	The process of determining the Village's goals and then identifying the best approach for achieving those goals.
Street Improvement Program (SIP):	A program for the general maintenance of street in the Village.
Supervisory Control And Data Acquisition (SCADA):	Computer system that assists in the operation of the water purification and distribution process.
Tax Extension:	The total amount of taxes applied to properties within a taxing district as a result of a tax levy. Extensions in Illinois are increased by a loss factor to ensure that each taxing body receives the full amount of its levy after recognition that a small amount of taxes will not be paid.
Tax Increment Finance (TIF) District:	A legal entity created by local resolution to promote improvements, jobs, etc. The taxes generated from the assessed value "increment" above the base year are used to finance the costs of the improvements which generate the increased assessed valuation.
Tax Levy:	An ordinance that directs the County Clerk to assess a tax proportionally against all properties located within a taxing district for the purpose of raising a specific amount of tax for taxing district.
Telecommunications Tax:	A tax on the gross sale of telecommunications services by telecommunications providers.
Transfers:	Movements of resources between two Funds. For River Forest, transfers regularly occur from the General Fund and Water and Sewer Fund into the Capital Equipment Replacement Fund.
Unrestricted Net Assets:	Net assets not invested in capital assets, net of related debt, that are accessible for the general use of the fund.
West Central Conference (WCMC):	A council of government comprised of municipalities and townships in the northwest suburbs. The WCMC provides legislative lobbying and information services, joint purchasing programs and other programs of joint interest to its members.