



## **VILLAGE OF RIVER FOREST, ILLINOIS**

### **Annual Budget Fiscal Year 2017**

400 Park Avenue, River Forest, Illinois 60305

[www.vrf.us](http://www.vrf.us)

**VILLAGE OF RIVER FOREST, ILLINOIS  
ANNUAL OPERATING BUDGET  
FISCAL YEAR 2017**

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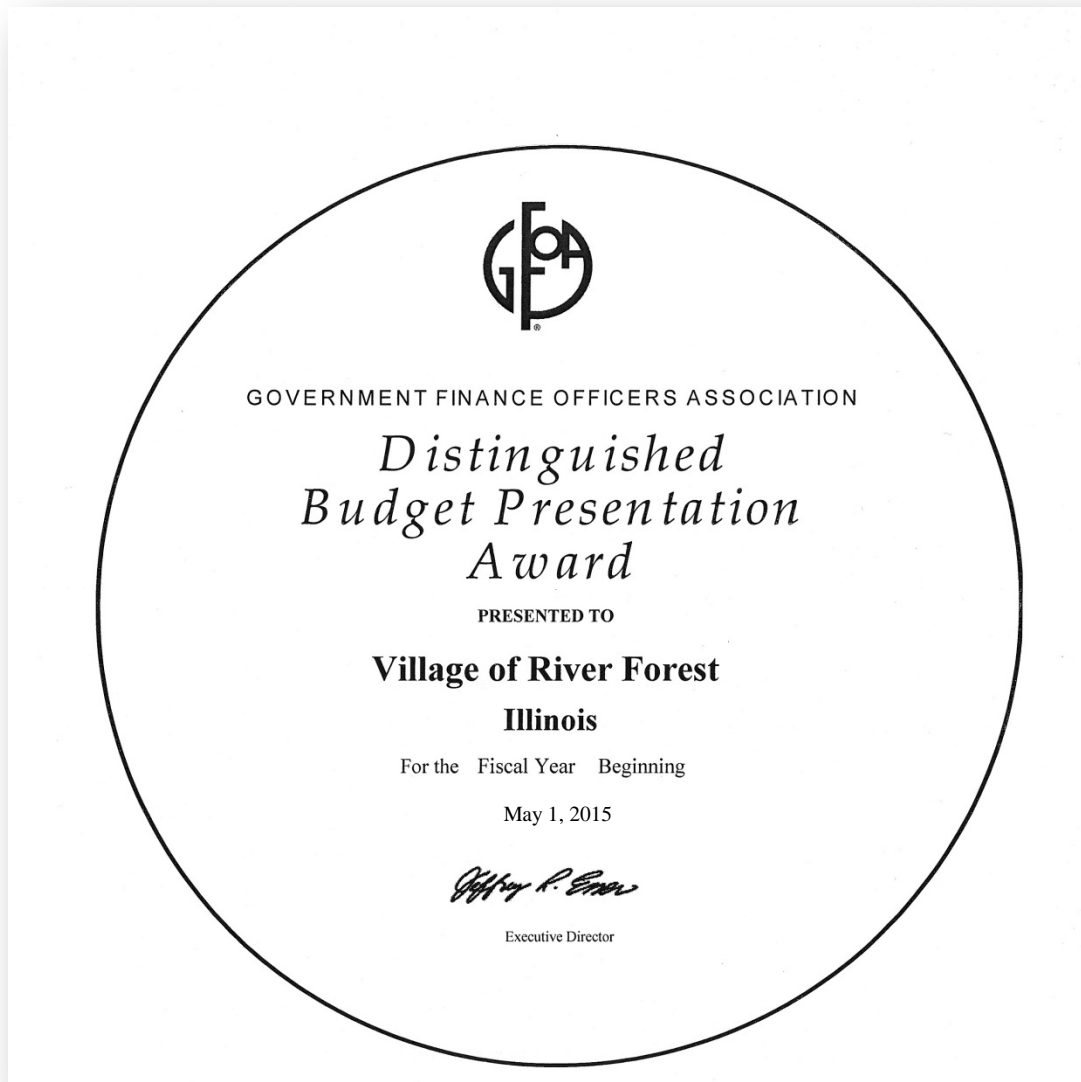
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## Distinguished Budget Award

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, 2015. 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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400 Park Avenue  
River Forest, IL 60305  
Ph (708) 366-8500  
F (708) 366-3702  
[www.river-forest.us](http://www.river-forest.us)



March 25, 2016

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 2017 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.

As we embark on FY 2017 we conclude one of the most productive fiscal years as it relates to Village infrastructure. This past year the Village completed Phase 1 of the Northside Stormwater Management Project (NSMP) – the largest capital project in the Village's history. The project provides much needed stormwater relief to the north side of River Forest. The Village also completed a street reconstruction and initiated streetscape improvements with the Village of Forest Park on Madison Street that are expected to be completed in early May. These improvements will enhance the overall look and character of the Madison Street corridor as the Village embarks on a Tax Increment Financing District (TIF) in the area later this year. Finally, the Village replaced all of its interior street lights with a new LED retrofit device.



These devices allow the Village to improve the lighting in its residential areas at a much lower upfront cost in addition to achieving significant savings in the long term by using less electricity. Each of the accomplishments is not made independently, but rather strategically in an effort to advance the quality of life of the community in both the near and long term. The Village is able to make these improvements due to its financial resources, its ability to adopt balanced budgets and its financial results which provide greater resources for future projects. Even with these accomplishments the Village will not rest on its laurels; rather it will continue its strategic budgeting and decision making in order to provide the highest level of service to our residents and business community.

One of the single most important things the Village does each year is adopt a budget. Besides providing for the obvious appropriation authority, the annual budget identifies the Village's goals, accomplishments, long-term financial outlook, and five-year capital plan to name a few. Much time, energy and commitment is spent by both the elected officials and the staff to provide a comprehensive budget document. The budget is our metaphorical organizational foundation from which everything we do is built upon.

While the State of Illinois' inability to adopt a budget provides a certain level of instability across the state, the Village continues to control its own destiny despite the uncertainty and unanswered questions. This past December the State did release funds previously held in abeyance by the lack of a budget. Motor Fuel Tax, Use Tax, and E-911 revenue were the major revenue sources that began to flow once again to municipalities after both the Governor and General Assembly agreed to separate those funds from the budget stalemate. To date,



the only State revenue the Village is still waiting for is an Illinois Green Infrastructure (IGIG) grant reimbursement approved for a green alley project which was completed in FY 2016.

Overall, the Village's General Fund continues to demonstrate signs of stability and modest growth despite the fact the Consumer Price Index (CPI) for property tax increases have been low and we have increased our public safety pension contributions 73% since FY 2014. We continue to show signs of modest growth in our General Fund revenue. At the same time, the Village Board continues to outline an aggressive series of goals and objectives, many of which require funding. One of the many benefits of having sound financial practices is that it allows the organization flexibility as needs arise. In FY 2017, two major non-recurring expenditures, the comprehensive plan and communications enhancements, as well as loans to the future TIF districts are being funded with reserves. General Fund reserves are above our minimum required threshold of 25% of subsequent year expenditures and it is prudent to utilize reserves for these non-recurring expenditures. The alternative would be to enhance other revenues, but because the deficit created is not a structural one, it is appropriate to use reserves in this instance. As a result of this strategic use of Village reserves, the Staff is pleased to provide a balanced General Fund operational budget, as presented, for FY 2017.



### **Process for Development of the FY 2017 Budget**

The FY 2017 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 2015, 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 2017 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 2017 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 2017 budget also includes a comprehensive five-year capital improvement program (which is updated annually) 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 2017 goals, performance measures and the corresponding expenditure line items.

### **Budgetary Trends**

Although the Village's revenues and expenditures exhibit signs of stability, it is important to examine trends throughout the budget in order to best plan for any future issues.

- Sales tax has flattened this year as we are only expecting a slight increase in growth. While we are hopeful that Fresh Thyme Farmers Market will open for business in FY 2017, we have not included any revenue (sales nor restaurant) from the opening of the store. Any revenue generated would be in excess of what we are projecting.
- Certain state shared revenues have shown some signs of progress. Budgeted Income tax revenues for FY 2017 have increased over the budgeted amount in FY 2016, but will be slightly less than what we expect to receive in FY 2016. Use tax continues to increase in large part because of the additional revenue generated through the taxing of Internet sales, including purchases made on Amazon.com. Telecommunication tax appears to have finally plateaued from its downward decline of 27% since FY 2012.



- 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 6.5% which is higher than the final rate increase expected to be closer to 3-4%. Many retirees eligible for Medicare have been moved to the fully insured Benistar supplement plan as opposed to our self-insured plan improving our loss ratios.

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

	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget
Revenues	\$ 25,769,273	\$ 41,033,822	\$ 38,521,528	\$ 27,458,984
Expenditures	22,383,919	43,048,017	40,150,568	30,989,546
Excess (Deficiency) of Revenues over (under) Expenditures	\$ 3,385,354	\$ (2,014,195)	\$ (1,629,040)	\$ (3,530,562)

The Village's statements of revenue over expenditures is listed in Table 1. Although a deficiency is shown, it is attributable to one-time expenditures in the General Fund intended to be financed with fund reserves and capital expenditures in the Motor Fuel Tax, Capital Equipment Replacement, Capital Improvement, Economic Development Funds and Water and Sewer Funds, also to be funded with reserves.

#### 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 2017. Non-recurring expenditures are to be funded with reserves.

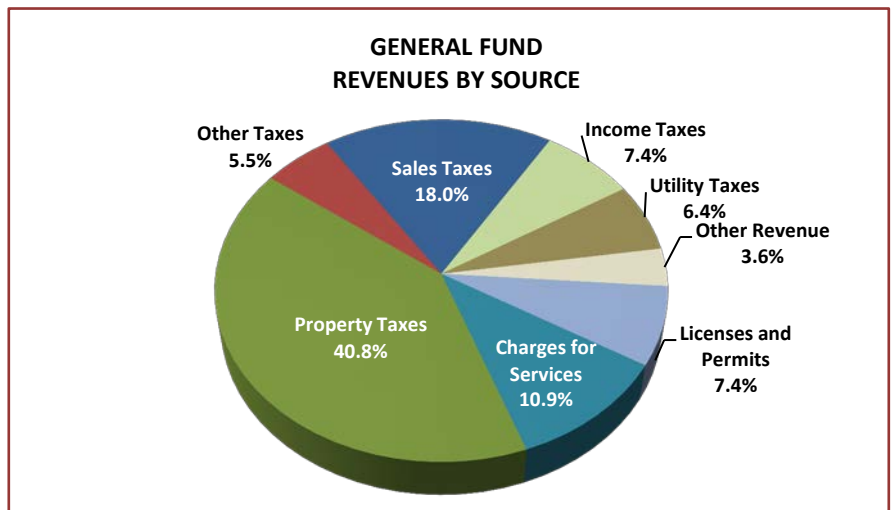
**Table 2. General Fund  
Statement of Revenues over Expenditures**

	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget
Operating Revenues				
Property Taxes	\$ 6,067,286	\$ 6,183,942	\$ 6,101,999	\$ 6,244,379
State Sales Tax	1,855,258	1,862,913	1,847,837	1,852,877
Non-Home Rule Sales Tax	871,224	862,209	892,971	901,657
Income Tax (LGDF)	1,094,125	1,106,028	1,173,060	1,139,544
Other Revenues	5,202,644	4,894,272	5,453,201	5,178,620
Total Revenues	15,090,537	14,909,364	15,469,068	15,317,077
Recurring Expenditures				
Salaries and Benefits	9,987,748	10,524,132	10,508,022	11,043,244
Contractual Services	3,517,058	3,388,647	3,414,868	3,422,649
Commodities	384,188	482,398	425,107	427,918
Transfers	515,423	511,547	893,847	421,250
Total Expenditures	14,404,417	14,906,724	15,241,844	15,315,061
Total Operating Revenues over Recurring Expenditures	\$ 686,120	\$ 2,640	\$ 227,224	\$ 2,016
Nonrecurring Expenditures and Transfers	-	-	-	(150,000)
Total Revenues over Expenditures	\$ 686,120	\$ 2,640	\$ 227,224	\$ (147,984)

## **General Fund Revenues**

General Fund revenues are up \$407,713 or 2.7%, from the previous year budget. The major General Fund revenue sources are property, sales, and income taxes. These revenues make up approximately 66.2% of the overall revenue in the General Fund.

The primary reason for this overall increase is due to higher property, sales, use and income tax revenues, building permit fee revenues due to planned residential and commercial development, and an expected 18% increase in ambulance fees due to anticipated higher net collections. Use tax revenues are up due to Amazon.com tax collections which began in February of 2015. Telecommunication tax revenues are finally starting to increase after several years of decreasing due to service bundling, data packages that are not subject to the tax and a movement away from landlines. Revenues from the electric and natural gas taxes are very weather dependent; therefore, budgeted numbers are based on five-year averages.



## **Property Taxes**

FY 2017 total property tax revenues of \$6,244,379 are \$60,437 or 0.98% higher than the prior year budget primarily due to the Consumer Price Index (CPI) increase of 0.8%. The actual increase is greater because of an additional amount anticipated due to new property in the Village.

## **Sales Taxes**

State sales tax revenues are estimated to decrease slightly from the FY 2016 budgeted amount; however, they are expected to increase \$5,040 over the FY 2016 projected amount. Sales tax revenues have remained strong; however, a new vegan restaurant located in the River Forest Town Center closed during FY 2016. The Village's main sales tax generator is the River Forest Town Center. With the exception of the recently vacated space, the center is completely leased out. State sales tax revenues were also affected by the loss of a Dominick's grocery store in FY 2015. Non-home rule sales tax revenues are expected to increase 4.58%. The 1% Non-Home Rule Tax is not applied on food and drug purchases so it is not as affected by the loss of the grocery store. Fresh Thyme Farmers Market has signed a lease for the old Dominick's store and has begun renovating the space. We are hopeful that the store will open sometime in FY 2017.

## **Income Tax**

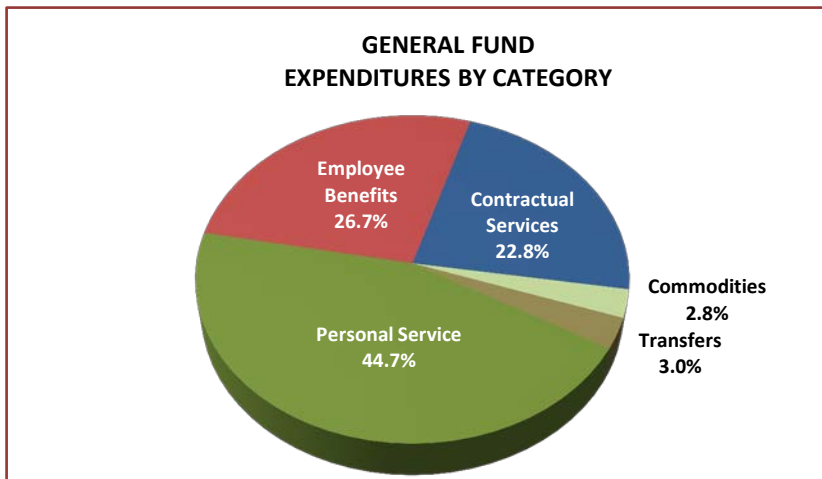
Income tax revenue from the Local Government Distributive Fund (LGDF) is distributed based on population. Estimates are derived from data provided by the Illinois Municipal League. FY 2017 income tax receipts are estimated at \$1,139,544 which represents a 3.0% increase over FY 2016. While the municipal share of income tax has been a recurring item of discussion to help close the State's budget deficit, the Governor has not proposed a reduction in the LGDF share for the upcoming fiscal year.

## **Other Revenues**

Other revenues encompass all remaining General Fund revenues including license and permit fees, charges for services, fines, interest, and miscellaneous revenues. Residential and commercial construction activity in the Village is expected to drive building, plumbing and electrical permit revenues higher. Garbage fees include a 4% increase. The Village approved a seven-year refuse collection contract with Roy Strom Co. at the end of FY 2015.

## General Fund Expenditures

General Fund expenditures have increased \$558,337 or 3.75%, from last year's budget. As the table below illustrates, 71.4% of the General Fund budget is attributed to Salaries and Benefits.



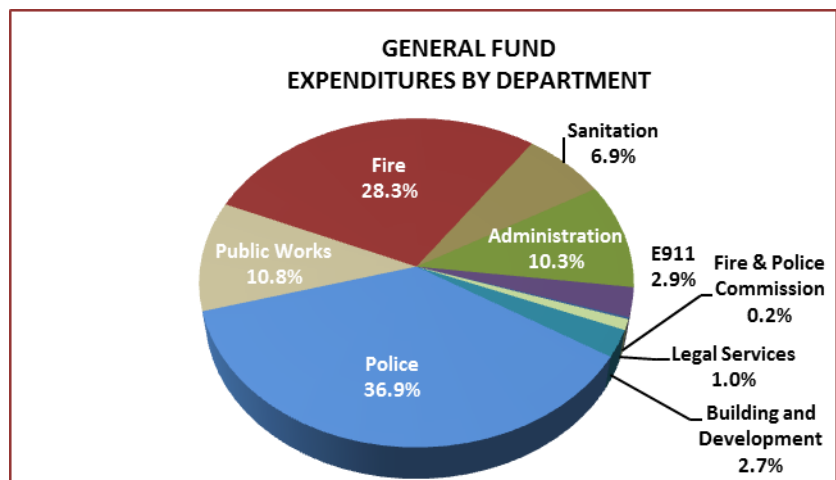
Employee salary and benefit costs are up 4.93%. This is due to contractual salary increases and also rising costs for public safety pension contributions. Because employee benefits account for a large portion of General Fund expenditures, the Village is a member of the Intergovernmental Personnel Benefit 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.

This year's budget does not make any remarkable changes to our staffing. We added a part-time clerk position last year as well as increased a part-time clerk position to full time to provide additional support to the public works department. In this fiscal year, we plan on increasing the code enforcement officer's time by six hours each week to account for an increase in work demands. One of the Village Board goals this year is to enhance our communications efforts. In order to do so, \$50,000 has been budgeted to engage a consultant to establish and accomplish our communication related goals. A cost of living wage adjustment of 2.25% is proposed for non-union employees while union negotiations for successful contracts are underway.

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 graph to the right demonstrates, core Police, Fire and Public Works services account for 76% of the Village's General Fund expenditures.

### Administration

- The Village will continue to make a significant investment in its information technology infrastructure budgeting nearly \$250,000 for various upgrades and improvements to servers and other back-end platforms, based on recommendations from the Village's information technology consultant.
- The Administration budget contains funding for several consulting projects:
  - Communication and Website Upgrades – A total of \$50,000 is budgeted for a communications consultant and for technical upgrades.
  - Comprehensive Plan Update – A total of \$50,000 is budgeted to commence a new comprehensive plan for the Village. It is anticipated that the consultant work would start this fiscal year and carry over into next fiscal year where another budget appropriation would be made.
  - Planning & Traffic Consulting – A total of \$30,000 is budgeted for general consulting for planning, traffic and other miscellaneous 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.

### Police and Fire

The Police and Fire Department’s budgets are relatively status quo, with the exception of increases to the pension contributions and salaries and benefits. The police pension contribution will increase 10%, or \$124,822 while the fire pension contribution has increased 10%, or \$98,150. These increases are important to reverse a trend and grow each fund’s assets.

### Public Works

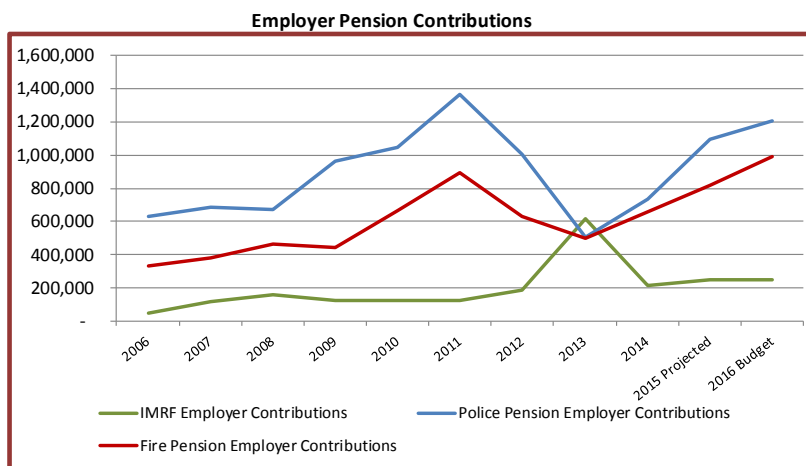
The Public Works budget will decrease in FY 2017 by 4% due to a decrease in consulting services and the reduction in the purchase of trees due to the Village catching up with the Emerald Ash Borer related tree removals and replacements.

### 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), and 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 2007, 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.



during FY 2014 to develop written Pension Funding Policies for the funds. After a number of meetings and in-depth 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 2019 to bring the Village up to the contribution levels required per the funding policies. Employer contributions are increased over 10.2% in the FY 2017 Budget. The increases in FY 2018 and 2019 are expected to be 9.2 and 2.8%, respectively. The Village contributions reach the Pension Funding Policy levels in FY 2019. Future increases are expected to be less than 3% annually.

The Village and Police and Firefighter Pension Boards met with an actuary

### Motor Fuel Tax Fund

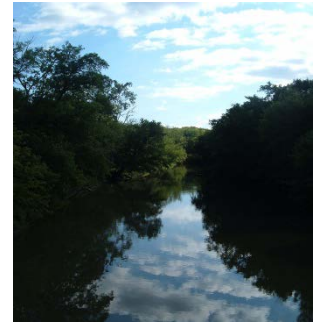
The Motor Fuel Tax (MFT) Fund is the primary source of revenue for the Village's Street Improvement Plan (SIP). The Motor Fuel Tax is distributed to municipalities by the State based on population.

### Capital Projects Funds

The **Capital Equipment Replacement Fund** accumulates monies for vehicle and equipment replacement and building improvements. In FY 2017, funds are appropriated for three police department vehicles, a fire engine, and a street sweeper and large dump truck for the Public Works Department. Details on each piece of equipment to be replaced in FY 2017 can be found in the capital improvement program. The **Capital Improvement Fund** was created in FY 2014 to account for alley, parking lot, building, information technology and other miscellaneous improvements. These are funded by automated traffic law enforcement 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 five-year plan that funded 50% of the consultants' recommended capital contribution. The plan provided a schedule of rate increases for 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. Additional sewer rate increases have been 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 and by \$0.90 on May 1, 2016 to cover costs associated with the project. An additional \$0.44 increase for the project is included in the FY 2017 budgeted sewer revenues. 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 was funded with an IEPA Loan. The project is substantially complete; however, final closeout items need to be completed in the spring of 2016.



Water consumption has been lower than anticipated in FY 2016 due to cooler and wetter weather and possibly water conservation measures. Projected revenues are also lower than the budgeted amounts because the Village did not incur a budgeted increase in the cost of water by the City of Chicago on January 1, 2016 as expected. The FY 2017 budget includes a 4.0% inflationary increase in water and sewer rates plus an additional 1.5% rise in the water rate to cover a potential increase in the cost of water charged by the City of Chicago. As previously mentioned, the sewer rate will also increase due to the debt service costs associated with the NSMP. The 2017 budget assumes no increase in water consumption.

This past year, the Village once again contracted for a leak detection survey and continued its regular 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 replace four valves at the Village's pump station.
- 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.

**Water and Sewer Fund**  
**Statement of Revenues over Expenditures**

	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget
Operating Revenues				
Water Sales	\$ 2,695,101	\$ 3,055,268	\$ 2,792,723	\$ 2,946,431
Sewer Sales	1,326,388	1,887,503	1,703,242	1,981,551
Other Revenue	38,859	52,468	150,860	55,468
Total Revenues	4,060,348	4,995,239	4,646,825	4,983,450
Expenses				
Operating Expenses	2,922,290	3,979,516	4,035,378	4,416,978
Depreciation	164,834	191,520	246,097	327,360
Total Expenses	3,087,124	4,171,036	4,281,475	4,744,338
Operating Revenues over Operating Expenditures including Depreciation	973,224	824,203	365,350	239,112
Transfers In			382,300	
Loan Proceeds	-	13,789,000	13,777,704	-
Capital Expenses	(253,219)	(14,487,500)	(14,339,575)	(816,000)
Total Revenues over Total Expenditures excluding Depreciation	\$ 884,839	\$ 317,223	\$ 431,876	\$ (249,528)

**Police and Firefighter's Pension Funds**

FY 2017 employer contributions to the pension funds are based on what is expected to be levied with the Village's 2016 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 2017 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 2016. The CIP includes several yearly routine items such as police, fire and public works vehicles, equipment, building improvements and street maintenance. The budget also includes the following major highlights:

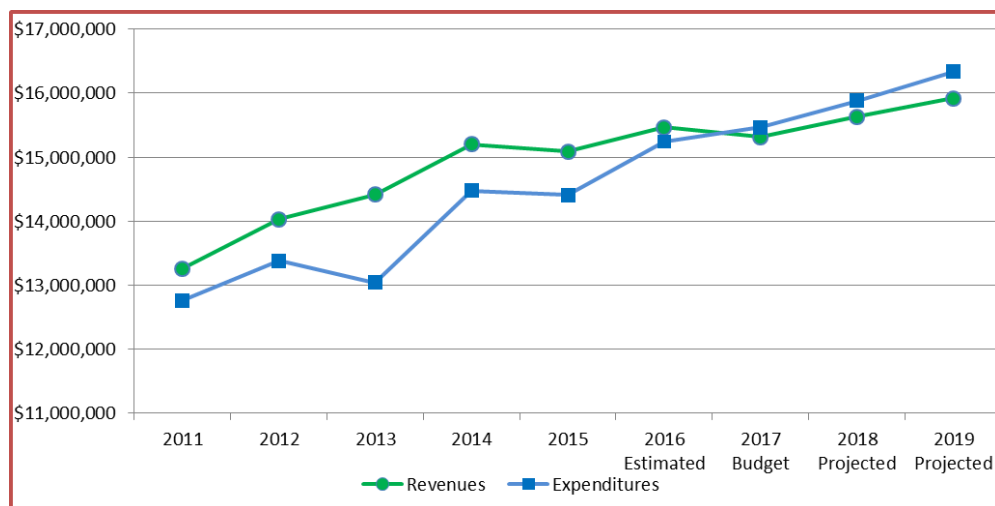


- Improvements to the Public Works Garage \$(465,000)
- Comprehensive upgrades to the Village's firing range (\$107,943)
- Village Hall partial roof replacement (\$160,000)
- Purchase of a new fire pumper (\$575,000)
- Purchase of a street sweeper (\$220,000) and a large dump truck (\$145,000)
- Continuation of the Madison Street Streetscape Project (ITEP Grant)
- Street and in-car camera system replacements
- Quick alley replacement with permeable pavers
- West commuter lot improvement
- Resurfacing of Division from Thatcher Ave to Harlem Ave (Federal STP Program)
- Street Improvement Program (SIP): Street Resurfacing (grind, patch & overlay with minor curb replacement) on Berkshire St from Lathrop to William, Keystone Ave from Lake to Central, Holly Ct from William to Bonnie Brae, William St from Quick to Lake, Clinton Pl from Quick to Holly

### Long Term Financial Planning and Future Years

A Comprehensive Long-Term Financial Planning exhibit is included in this document. The exhibit includes narrative on the Village financial planning process and assumptions, and three-year financial projections for the General, Capital Improvement and Water and Sewer Funds. Currently, the General Fund shows a deficit of \$251,551 in FY 2018, while FY 2019 projects a deficit of \$412,432. 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 increases to existing revenues or additional revenue sources which are limited because the Village is a non-home rule government. Absent revenue increases, 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 2011-2015 Actual

FY 2011 revenues include \$355,085 from TIF Surplus Distributions. FY 2012 includes the first year of the 1% non-home rule sales tax revenue which was approved via referendum. Total revenues are expected to exceed expenditures in FY 2017, 2018 and 2019. Fiscal Year 2017 expenditures include \$150,000 of one-time expenditures that are intended to be funded with reserves.

### Conclusion

Going into last fiscal year, the Village's biggest challenge was one outside of its control – the State of Illinois. The gridlock in Springfield threatened a portion of our revenue stream. By December, although a budget deal was still out of reach, a bipartisan agreement allowed certain revenues previously held to begin flowing back into



municipal coffers. The Village is once again receiving its share of use tax, motor fuel tax and E-911 revenue. Although the State nears the end of its own fiscal year without a budget, the direct impact to the Village has been neutralized by the December agreement among legislators and the Governor. Time will tell on what, if any, long-term effects the State budget stalemate will have on municipalities.

This past year has been a mixed bag of sorts in terms of the economy. The stock market has experienced some volatility, causing experts to suggest a bear market is on the horizon. Oil prices have dropped significantly based on a weaker demand, which has been a positive for our budget, but causes concern in the global market. The Fed has started to move interest rates ever so slightly with some economists sounding the alarm bells with inflationary concerns. While last year our biggest concern was the issues in Springfield, this year we pivot and see our national economy as our biggest challenge. Despite the uncertainty, the Village continues to be good stewards of its finances, balancing its General Fund and using reserves in a strategic, yet modest way to avoid other revenue enhancements.

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.

The Village continues to be strategic, diligent, and thoughtful 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.

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. I extend my sincerest and deepest thanks to Finance Director Joan Rock and Assistant Village 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 professionals who display the commitment like Joan and Lisa. I am grateful for their hard work and patience during the many rounds of Staff deliberations and changes we make during the budget process. Special thanks to Assistant Finance Director Cheryl Scott, who has quickly gotten up to speed in her first year with the organization, for her assistance, as well as Management Intern Jonathan Pape who is always willing to assist in researching items as needed. Thanks also to Administrative Assistant Dawn Haney who assists with ensuring the document is completed.

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 stylized "P".

Eric Palm  
Village Administrator

# Introduction

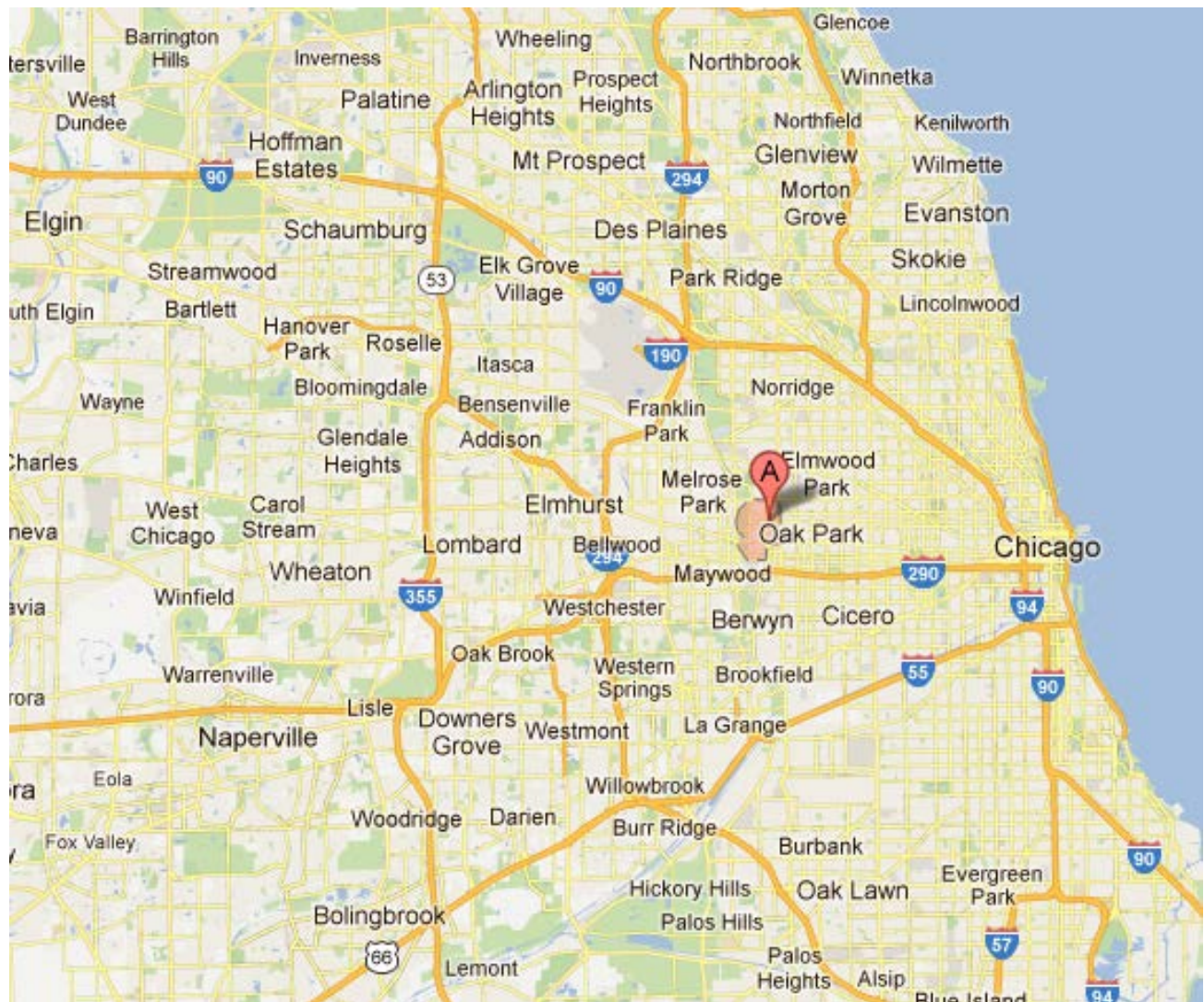
This section contains the Village Board's strategic goals which set the vision for the Budget document as well as a description of the Village, the budget process, fund structure, and detailed financial policies.

## Location of River Forest

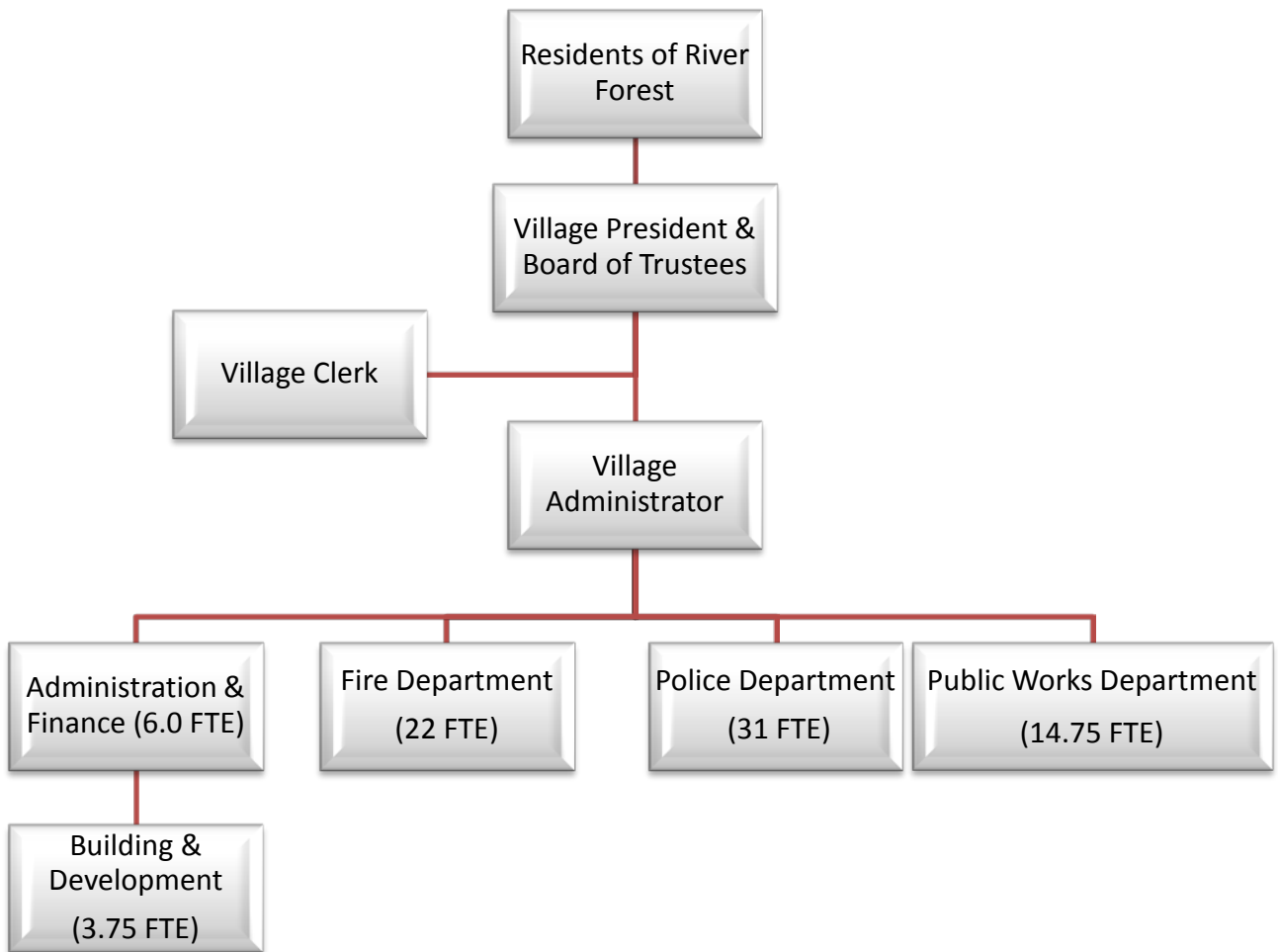
River Forest is located in Cook County, Illinois, approximately 10 miles west of downtown Chicago.

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 Goals

The primary long-term objective of the Village Board is to improve property values and stabilize or lower property taxes in the Village of River Forest. The following long-term strategic goals or themes were developed to enhance property values, stabilize property taxes and improve the community.

- **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 Strategies Related to Long-Term Goals

### **Maintain Financial Stability & Organizational Excellence**

**Customer Service, Performance**

- Complete negotiations for collective bargaining contracts that expire on April 30, 2016
- Improve and enhance information technology infrastructure & systems to ensure employees have the resources to carry out their jobs efficiently to ensure high levels of customer service

### **Improve Quality of Life**

**Quality of Life**

- Undertake a new Village Comprehensive Plan including a selection of a consultant and the commencement of the plan creation process

### **Enhance Communication Efforts**

**Customer Service, Performance**

- Continue community-wide communication efforts with River Forest Taxing Bodies
- 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**

**Economic Development**

- Continue to move forward in economic development efforts including
  - Tax Increment Financing (TIF) Districts for Madison Street and North Avenue Corridors
  - Implement Redevelopment Agreement for Lake and Lathrop
  - Create and Approve Redevelopment Agreement for Lake and Park
  - Ensure timely opening of Fresh Thyme Farmer’s Market Grocery store

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

**Performance, Customer Service**

- Continue to evaluate other shared services with taxing bodies
- Support efforts to grow consolidated dispatch center and consider relocation to a larger facility

### **Infrastructure & Flood Mitigation**

**Quality of Life**

- Evaluate outcome of implementation of Traffic & Safety Commission recommendations to the Roosevelt PRI

*The individual fund sections of this document include each department’s short-term objectives that are directly tied to the Village Board’s long-term goals and strategies.*

# 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 1902, 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 performed 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>
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
2015	252	14,897,333

### Water and Sewer

Population Served	11,172
100 Cubic Feet of Water Pumped FY 2015	574,525
100 Cubic Feet of Water Billed FY 2015	481,690
Average Daily Pumpage (mgd)	1.18
Miles of Water Mains	40
Miles of Combined Sewers	30.34
Miles of Storm Sewers	3.96
Miles of Sanitary Sewers	3.03
Number of Metered Customers	3,151
Number of Fire Hydrants	440

## Water, Sewer and Refuse Rates

Water	\$ 6.23	Per 100 cubic feet
Sewer	\$ 4.13	Per 100 cubic feet of water used
Refuse- Base Service	\$53.28	Bi-Monthly
Refuse- Special Service	\$79.02	Bi-Monthly



# 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

# 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 at which the budget schedule and applicable time deadlines are also relayed. After this meeting, department staff begins preparation of their budget requests.

## Budget Calendar

### Village Board Goal Setting Session

**November 16, 2015:** 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 and developed short-term goals related to these themes: Customer Service, Performance, Economic Development and Quality of Life.

### Five-Year Capital Improvement Plan

**October through December 2015:** 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 2016.

### Budget Kickoff Meeting

**December 15, 2015:** 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 19, 2016:** 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

**February 1 - 3, 2016:** 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.

# Budget Process

## Budget Presentation and Public Hearing

**April 11, 2016:** A preliminary budget document is prepared and the recommended budget is presented to the Village Board. The document includes the recommended budget along with 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. A Public Hearing is required by State Statutes to allow the public a final opportunity to provide input regarding the budget. The public hearing was held following the presentation.

## Adoption of the Budget Ordinance

**April 25, 2016:** 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 results in increasing the total budget unless funds are available to effectuate the purpose of the revision.

# Fund Structure and Description of Funds

The financial transactions of the Village are reported in individual funds. A Fund is a fiscal and accounting entity with a self-balancing set of accounts that records transactions that are segregated for the purpose of carrying on specific activities or attaining certain objectives. 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 Fund
- Economic Development Fund
- Capital Equipment Replacement Fund
- Capital Improvement Fund

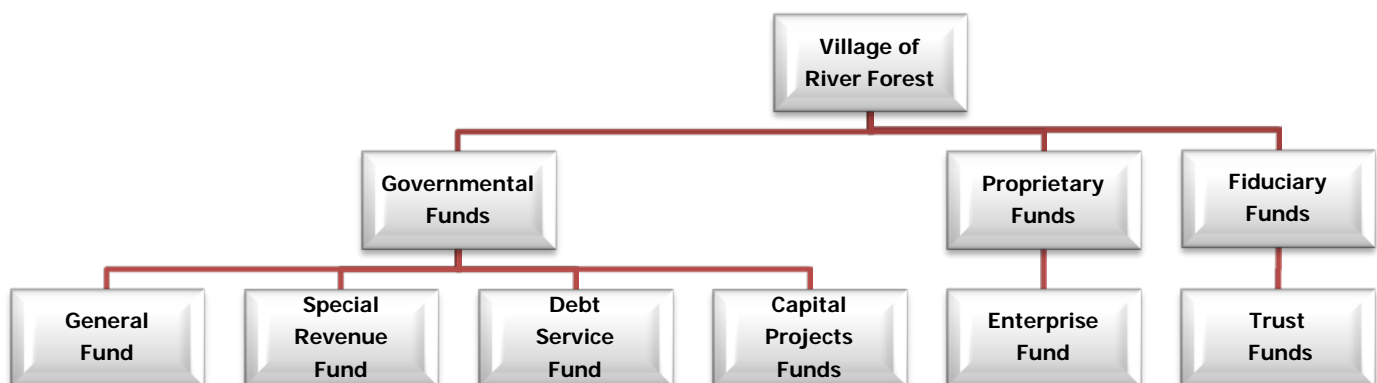
## **Proprietary Fund**

- 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.*



# Fund Structure and Description of Funds

## **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.

### **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 2016. The 2005 bonds were used to finance library building improvements. The 2016 Bonds were used to pay down a bank loan used for sewer improvements. The 2008A Bonds were paid off in FY 2016 and were used for street improvements. 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:

# Fund Structure and Description of 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.

## **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 (09)** 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. The two TIF Funds were budgeted as separate funds but were reported in the General Fund in Fiscal Year 2015 because they had not yet been legally established.

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 in the financial statements, 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 expenses in the budget.



# Long-Term 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.

# Long-Term 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

# Long-Term 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.

# Long-Term 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

# Long-Term 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.

# Long-Term Financial Policies

2. 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.
3. The Village will make every attempt to keep the average maturity of general obligation bonds at or below ten years.
4. Where feasible, the Village will use special assessment, revenue or other self-supporting bonds instead of general obligation bonds.
5. The Village will not use long-term debt to fund current operations.
6. 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.
7. 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.

## **Exhibits**

This section contains detailed information on fees, property taxes, revenue and expenditure trends, long-term financial planning, fund balance and personnel.



# Fee Schedule

	2016 Budget	2017 Budget	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

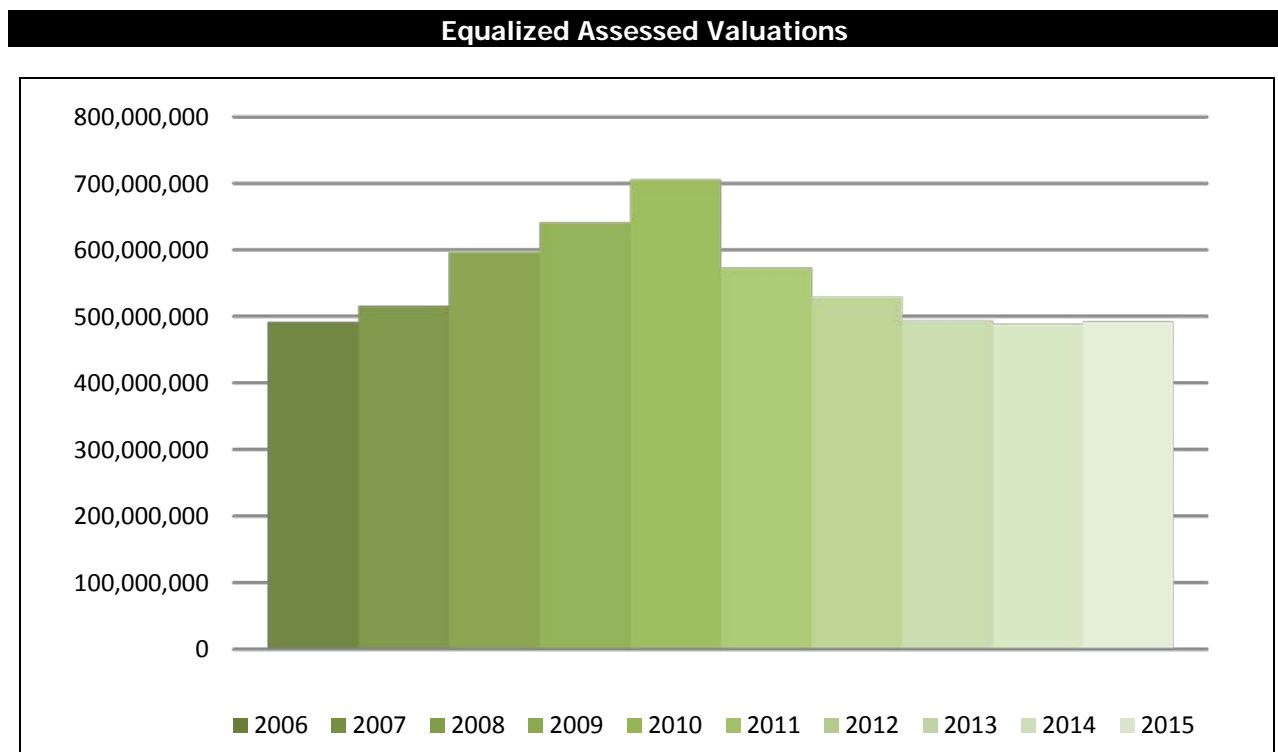
	2016 Budget	2017 Budget	Change
<b>Service Charges:</b>			
Solid Waste Bi-Monthly Collection- Base Service	\$51.24	\$53.28	4.0%
Solid Waste Bi-Monthly Collection- Unlimited	\$75.98	\$79.02	4.0%
Composting	\$18.00	\$18.72	4.0%
Solid Waste Tags	\$2.65	\$2.75	\$0.10
Ambulance Transport Fee- Resident	BLS \$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

	2016 Budget	2017 Budget	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 plus \$250/day	+\$250/day
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	\$5.90/100 cubic feet	\$6.23/100 cubic feet	5.6%
Sewer Rate	\$3.55/100 cubic feet	\$4.13/100 cubic feet	16.3%
<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

# Property Tax Exhibit

Tax Levy Year	2012 Extended	2013 Extended	2014 Extended	2015 Estimated
General Fund	\$ 4,639,350	\$ 4,383,930	\$ 4,246,560	\$ 4,123,447
Police Pension	\$ 724,288	\$ 971,083	\$ 1,083,251	\$ 1,204,822
Fire Pension	\$ 626,196	\$ 757,141	\$ 884,314	\$ 989,244
Total Corporate Levy	\$ 5,989,834	\$ 6,112,154	\$ 6,214,125	\$ 6,317,513
Bond and Interest Levy	\$ 231,215	\$ 229,780	\$ 227,752	\$ 259,674
River Forest Library	\$ 1,154,203	\$ 1,176,742	\$ 1,201,442	\$ 1,221,130
Total Levy	\$ 7,375,252	\$ 7,518,676	\$ 7,643,319	\$ 7,798,317
Property Tax Rate	\$1.393	\$1.525	\$1.565	\$1.584



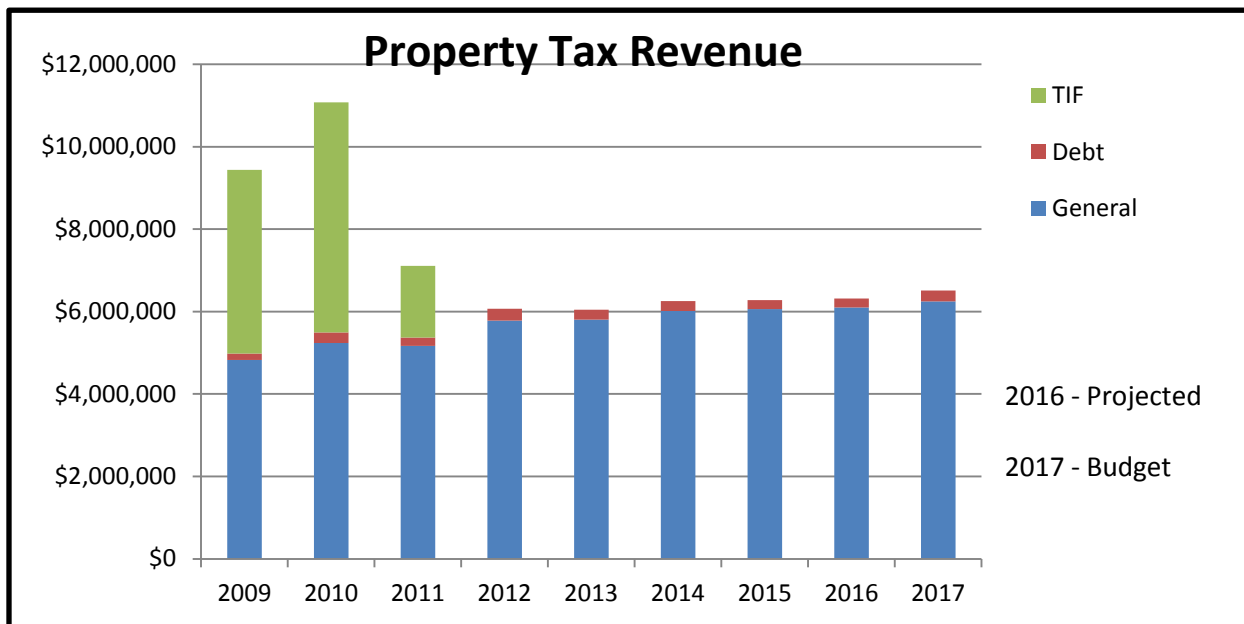
2006-2014: Actual

2015: Estimated

The Village's 2015 Equalized Assessed Value is expected to increase slightly due to new property. The Village's property was reassessed in 2014 and the overall EAV declined slightly, 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.

# Trends & Projections

## Property Tax



YEAR	GENERAL	DEBT	TIF
2009 Actual	\$4,826,010	\$159,986	\$4,453,956
2010 Actual	\$5,236,676	\$256,479	\$5,583,789
2011 Actual	\$5,166,565	\$200,522	\$1,746,313
2012 Actual	\$5,785,313	\$281,030	-
2013 Actual	\$5,802,422	\$241,127	-
2014 Actual	\$6,017,575	\$234,713	-
2015 Actual	\$6,067,286	\$221,687	-
2016 Projected	\$6,101,999	\$218,101	-
2017 Budget	\$6,244,379	\$265,481	-

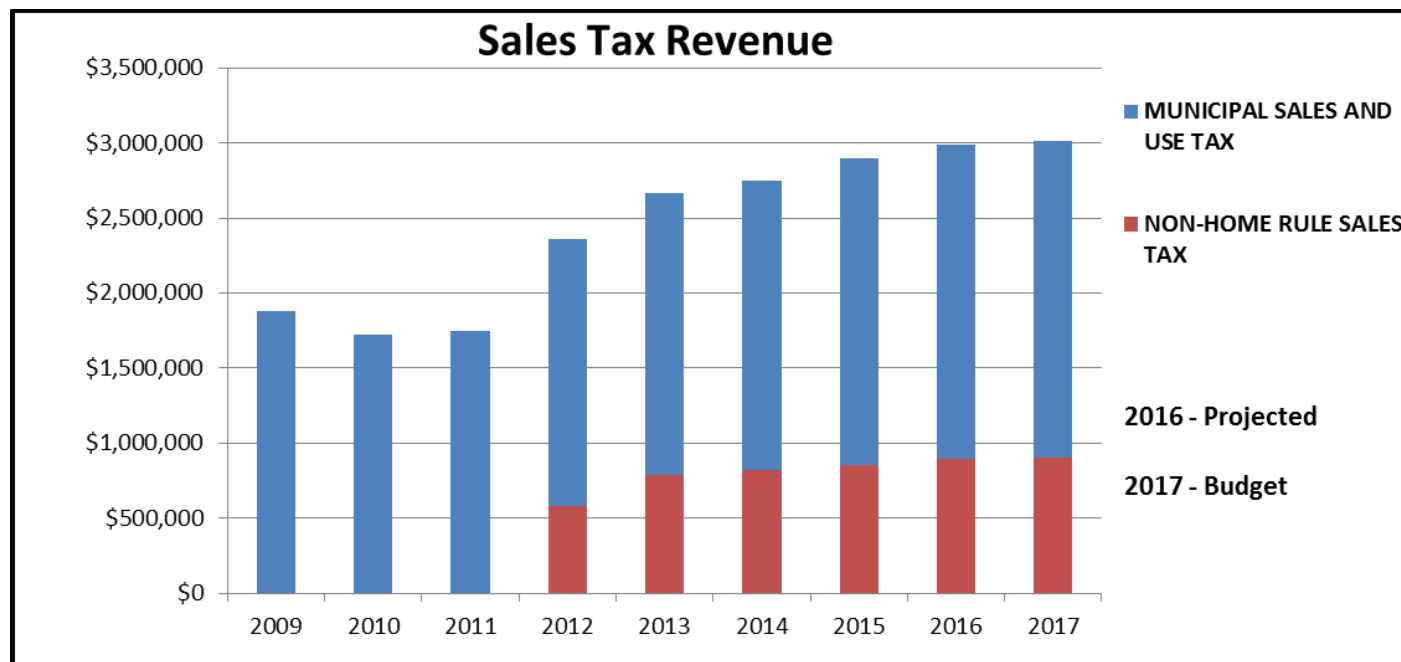
This category includes Property taxes in the General and Debt Service Funds and Incremental Property Taxes from the Village's Tax Increment Financing (TIF) District (the TIF was closed in FY 2011). Property taxes are the Village's single largest source of revenue. Property taxes account for 15% - 27%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

The amount of the Village's General Property Tax Levy is substantially restricted by the Property Tax Extension 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 2017, General Fund property tax revenues are expected to increase 0.98%. This increase is due to the 0.8% increase in the December 2013 to December 2014 CPI. The budgeted increase is higher than the increase in the CPI because of the estimated value of new property. The Debt Service Levy increases because the 2015 levy includes principal and interest payments on the 2016 General Obligation Limited Tax Bonds issued during FY 2016. The increase in the CPI from December 2014 to December 2015 to be used in the 2016 Property Tax Levy is 0.7%. In future years the increase will be based on the PTELL limitation.

# Trends & Projections

## Sales and Use Tax



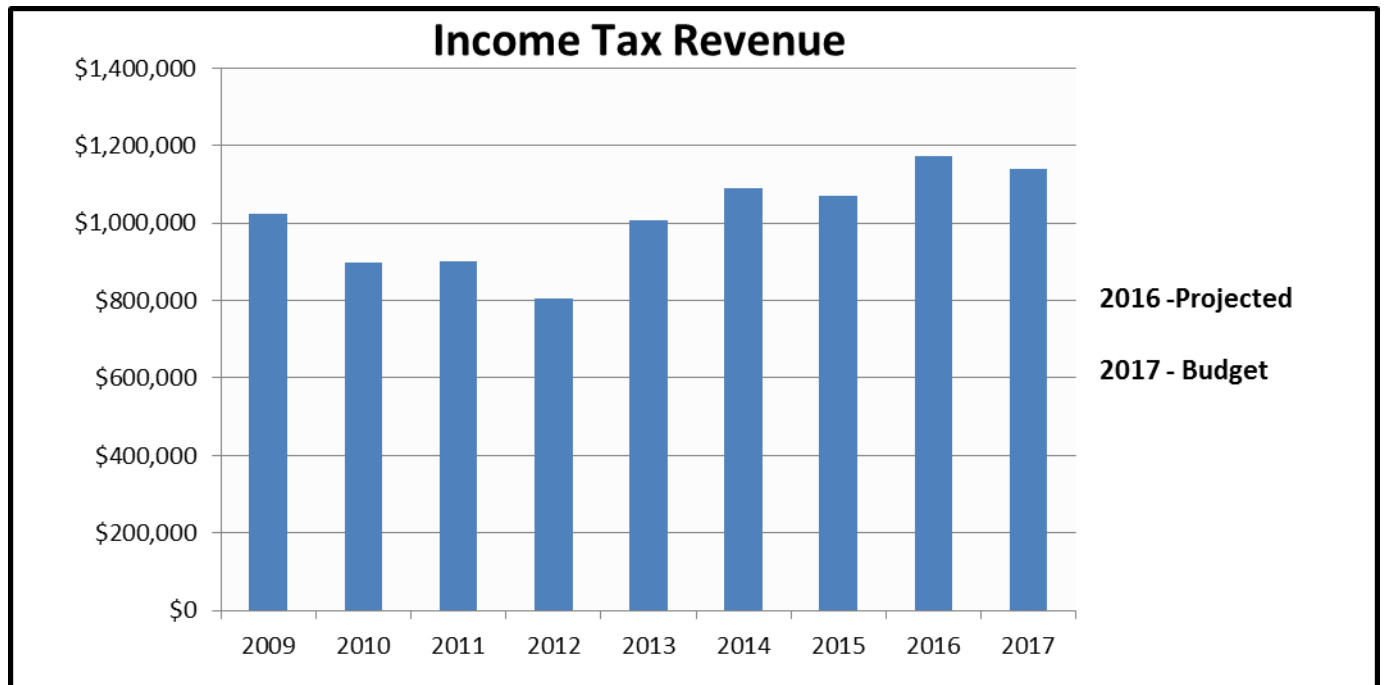
YEAR	NON-HOME RULE SALES TAX	MUNICIPAL SALES AND USE TAX
2009 Actual		\$1,880,445
2010 Actual		\$1,724,885
2011 Actual		\$1,744,366
2012 Actual	\$582,803	\$1,780,054
2013 Actual	\$784,724	\$1,886,016
2014 Actual	\$819,156	\$1,927,861
2015 Actual	\$871,224	\$2,083,983
2016 Projected	\$892,971	\$2,095,855
2017 Budget	\$901,657	\$2,115,490

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. Use tax is distributed based on population and is from a portion of the State's use tax rate of 6.25%. In FY 2016 sales tax revenue was higher due to sales from new retail stores in the Village's Town Center and a new restaurant. FY 2017 budgeted revenues include an inflationary increase. In the future a new grocery store is expected to occupy a vacant grocery store. The Village will continue to explore economic development opportunities to increase this revenue source.

# Trends & Projections

## State Income Tax



YEAR	INCOME TAX
2009 Actual	\$1,024,643
2010 Actual	\$897,371
2011 Actual	\$900,398
2012 Actual	\$806,181
2013 Actual	\$1,006,827
2014 Actual	\$1,088,668
2015 Actual	\$1,094,125
2016 Projected	\$1,173,060
2017 Budget	\$1,139,544

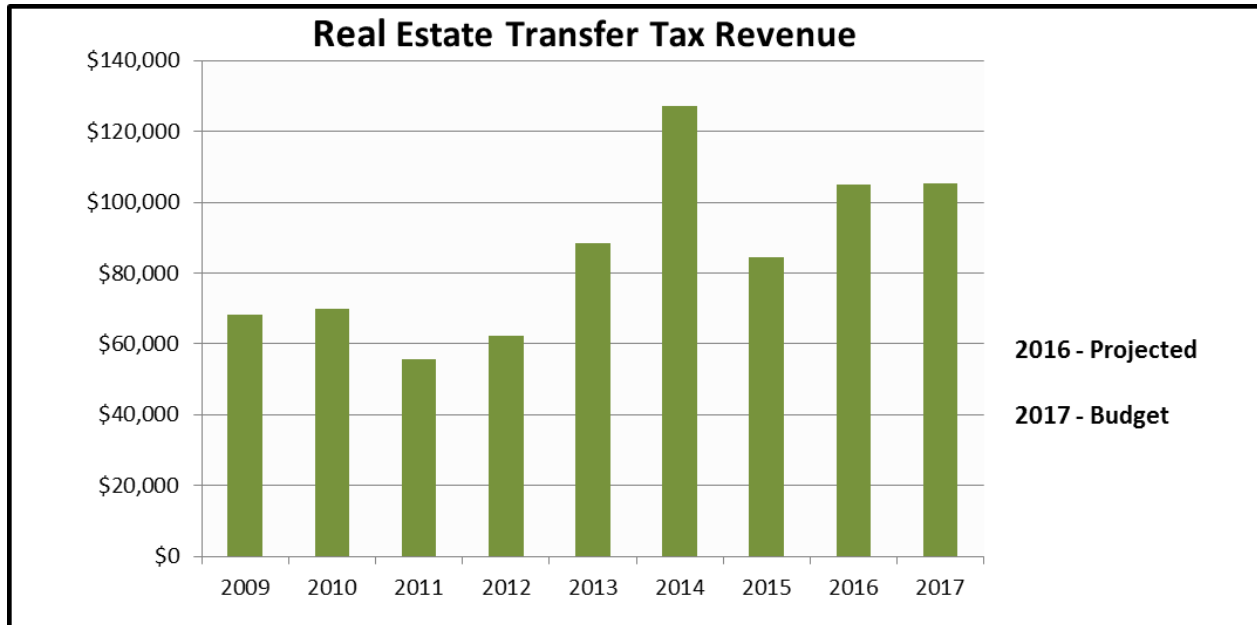
Income tax is State-shared revenue that is distributed based on population. Through January 2011 the income tax rates were 3% for individuals and 4.8% for corporations. Effective January 2011, the State increased the rates to 5% and 7.0%, respectively. Rates dropped to 3.75% for individuals and 5.25% for corporations in 2015.

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. In 2015 the percentage of individual income tax revenues allocated to municipalities increased to 8% due to the decline in the rate. Net collections are the total collections less deposits into the refund fund.

In Fiscal Years 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 and also because of worsening economic conditions. An improvement in economic conditions and the labor market resulted in an increase in the revenue beginning in Fiscal Year 2013. The FY 2017 budgeted amount anticipates a decline in this revenue source due to weakening economic conditions in the state. In future years this revenue is expected to increase slightly.

# Trends & Projections

## Real Estate Transfer Tax



YEAR	REAL ESTATE TRANSFER TAX
2009 Actual	\$68,327
2010 Actual	\$69,967
2011 Actual	\$55,782
2012 Actual	\$62,334
2013 Actual	\$88,594
2014 Actual	\$127,103
2015 Actual	\$99,996
2016 Projected	\$105,171
2017 Budget	\$105,216

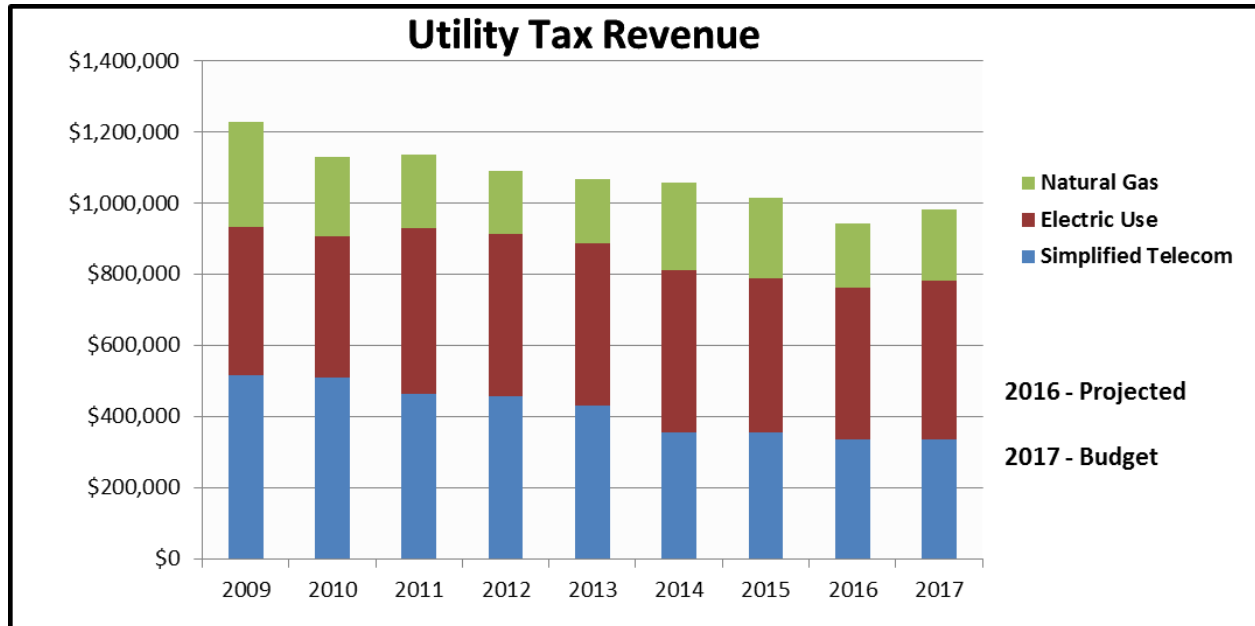
The Village's real estate transfer tax is \$1.00 per \$1,000 in property value on residential property and is paid by the seller of the property. Revenues are affected by the value of real estate and the volume of real estate transactions. In recent years the revenue has been severely impacted by the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

Transfer Tax revenue was lower through 2012 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 2017 and forward this revenue is expected to increase slightly as home values and sales rise.



# Trends & Projections

## Utility Taxes



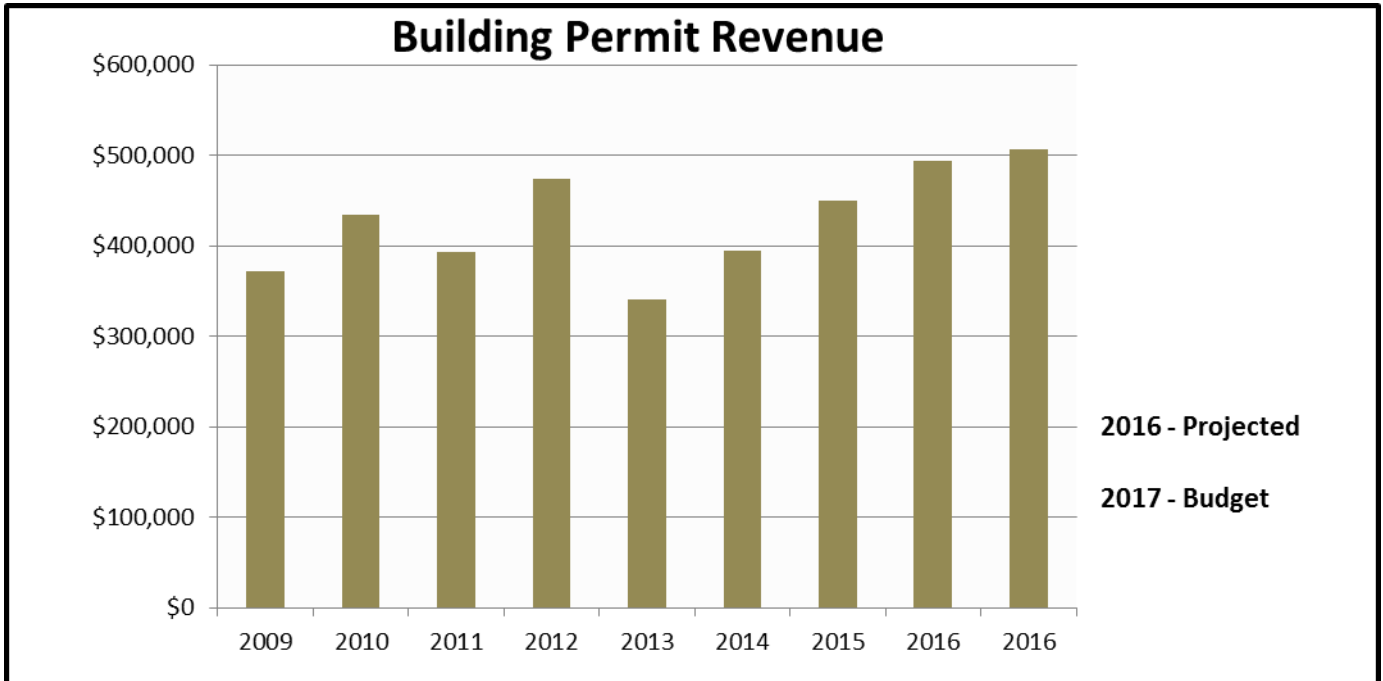
Year	Electric Use	Natural Gas	Telecom
<b>2009 Actual</b>	\$418,183	\$295,073	\$516,635
<b>2010 Actual</b>	\$396,422	\$224,906	\$510,374
<b>2011 Actual</b>	\$463,666	\$208,075	\$465,157
<b>2012 Actual</b>	\$454,716	\$178,709	\$458,241
<b>2013 Actual</b>	\$457,422	\$180,999	\$430,716
<b>2014 Actual</b>	\$458,072	\$245,036	\$354,715
<b>2015 Actual</b>	\$432,000	\$225,968	\$357,535
<b>2016 Projected</b>	\$428,265	\$180,629	\$335,070
<b>2017 Budget</b>	\$446,000	\$202,268	\$335,070

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 weather and consumption. In Fiscal Years 2012 and 2016 the Village experienced mild winter weather, with fewer than normal below zero days. Higher natural gas revenue was realized Fiscal Year 2014 because the area experienced extremely cold temperatures during the winter. The Fiscal Year 2017 budget anticipates average weather conditions. The Electric Utility Tax varies based on the amount of kilowatt hours (kwh) used and is 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. We are finally seeing some month over month increase in this revenue in Fiscal Year 2016 and are conservatively anticipating flat revenues in future years.

# Trends & Projections

## Building, Electric and Plumbing Permits



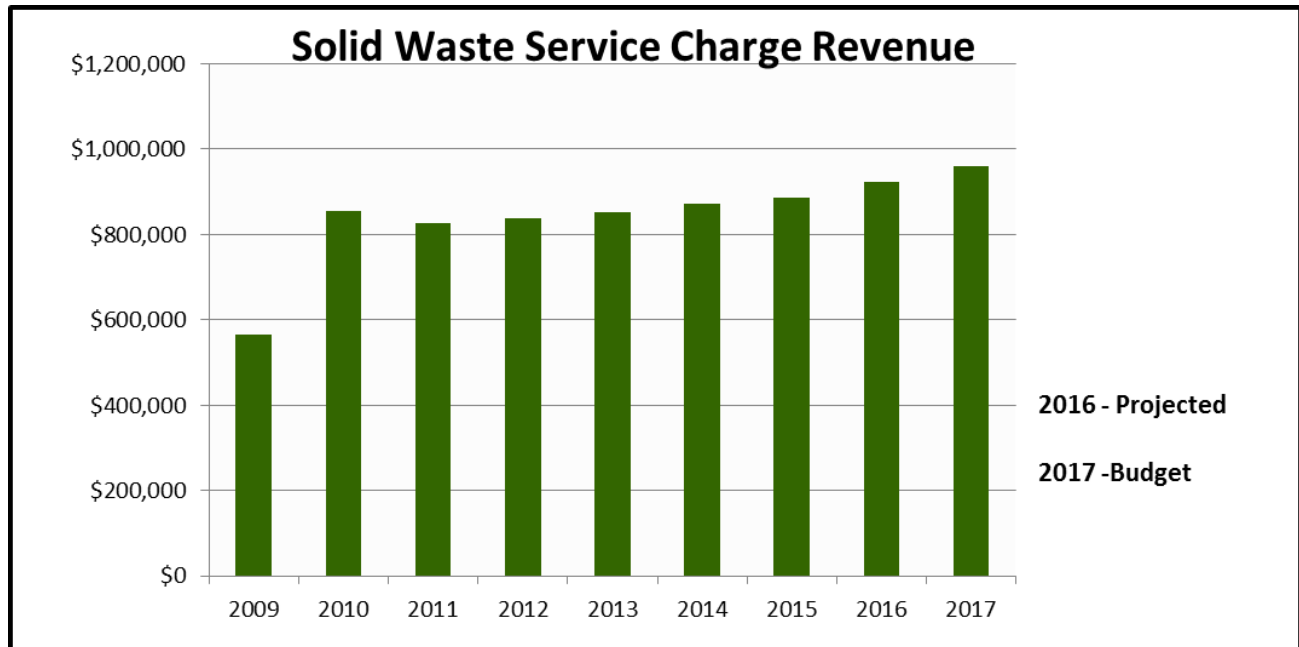
YEAR	PERMITS
2009 Actual	\$372,055
2010 Actual	\$434,367
2011 Actual	\$392,904
2012 Actual	\$474,792
2013 Actual	\$341,106
2014 Actual	\$405,421
2015 Actual	\$449,794
2016 Projected	\$494,280
2017 Budget	\$507,275

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 has increased since 2014. Revenues are expected to rise again Fiscal Year 2017 due to continued residential improvements and planned residential and commercial development.

# Trends & Projections

## Solid Waste Service Charge Revenue

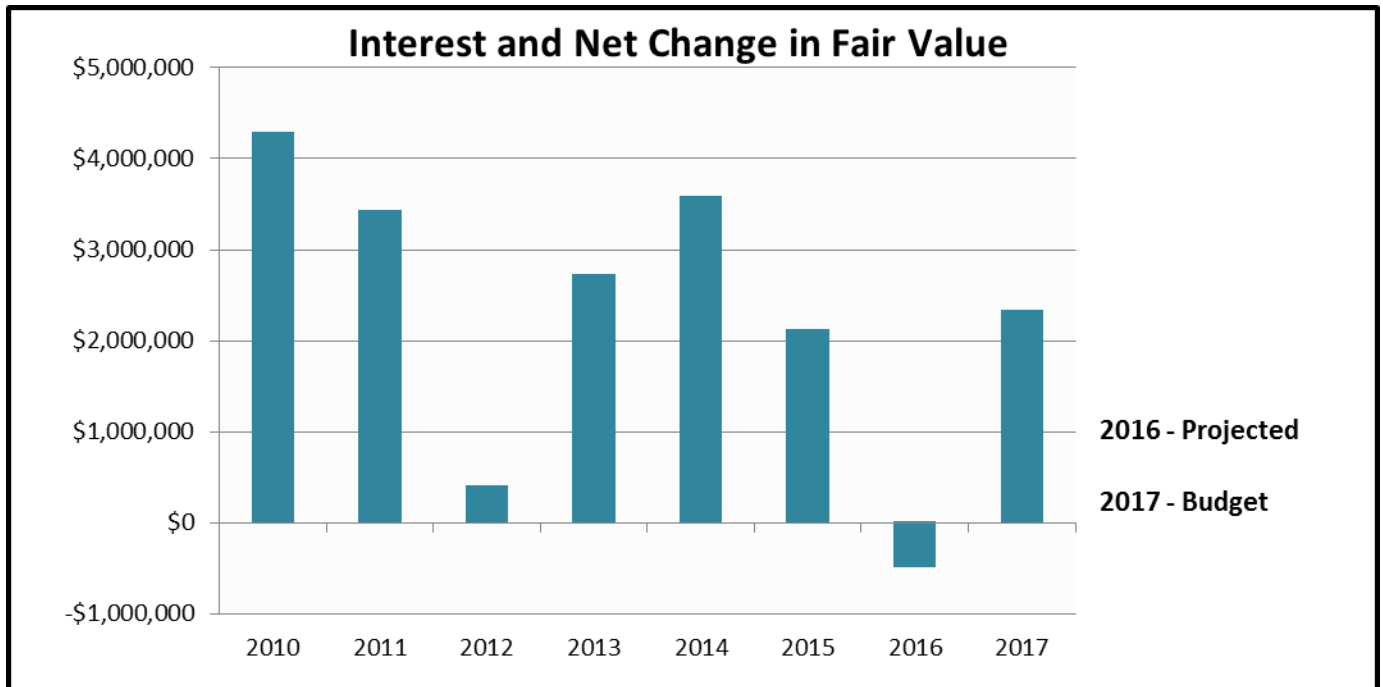


YEAR	SOLID WASTE SERVICE CHARGE
2009 Actual	\$565,450
2010 Actual	\$853,344
2011 Actual	\$827,164
2012 Actual	\$836,713
2013 Actual	\$853,230
2014 Actual	\$871,389
2015 Actual	\$886,057
2016 Projected	\$923,306
2017 Budget	\$960,238

Solid waste service charges are billed on a bi-monthly basis and are included with the resident's Water and Sewer bill. Beginning in 2010, 100% of the cost of refuse service is passed on the customer. 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 in May of 2015 and 2016 plus expanded service options. In May of 2017 the increase will be 3.25%. Future increases will be based on approved contract rates.

# Trends & Projections

## Interest and Net Change in Fair Value

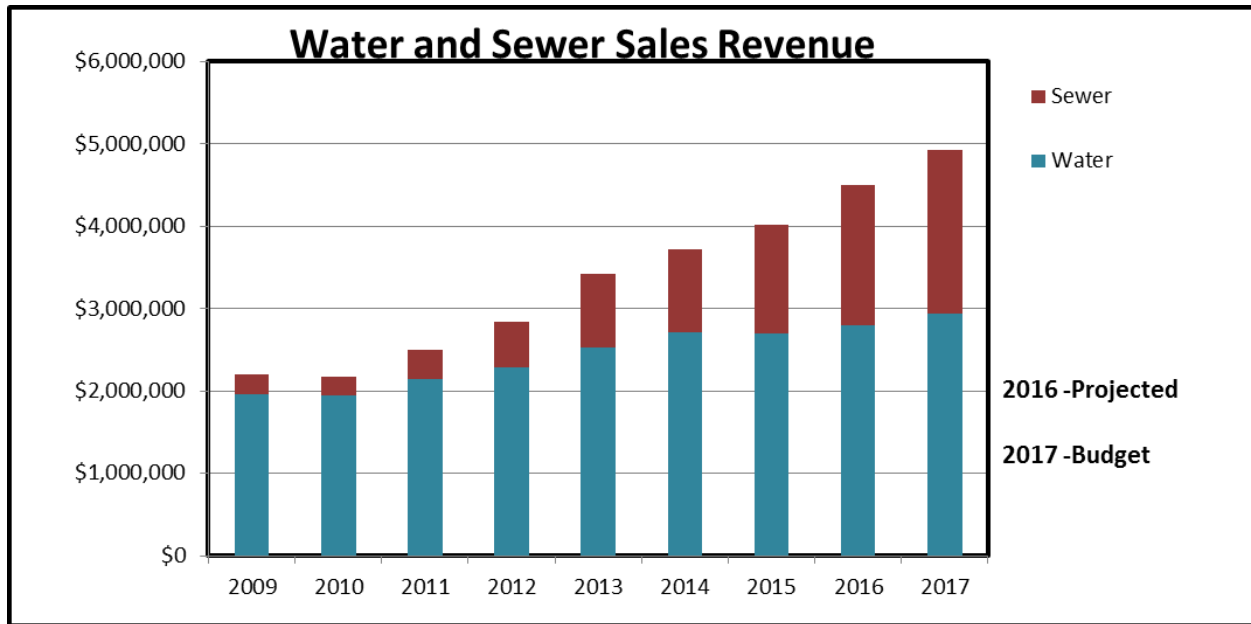


Year	Interest	Net Change in Fair Value	Total
2010 Actual	\$647,199	\$3,644,864	\$4,292,063
2011 Actual	\$641,221	\$2,787,202	\$3,428,423
2012 Actual	\$789,930	(\$381,779)	\$408,151
2013 Actual	\$775,937	\$1,950,649	\$2,726,586
2014 Actual	\$922,534	\$2,660,926	\$3,583,460
2015 Actual	\$1,239,714	\$872,830	\$2,112,544
2016 Projected	\$878,282	(\$1,370,344)	(\$492,062)
2017 Budget	\$917,965	\$1,419,532	\$2,337,497

Interest and the Net Change in Fair Value are revenues generated on Village investments. The source of revenue is primarily from the Police and Firefighters Pension Funds. Interest and dividend revenues have remained fairly stable and fluctuate based on the amount invested, current interest rates and dividends paid. Rates are expected to increase slightly in 2017. 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 experienced gains through FY 2015. The FY 2016 projections assume a negative return on equity investments resulting in a loss on investments for the year. Future revenues assume that the pension funds will earn their actuarial rate of return of 6.75% for the Police Pension Fund and 7.0% for the Fire Pension Fund. Overall, revenues are expected to increase in the future as investable balances and interest rates increase.

# Trends & Projections

## Water and Sewer



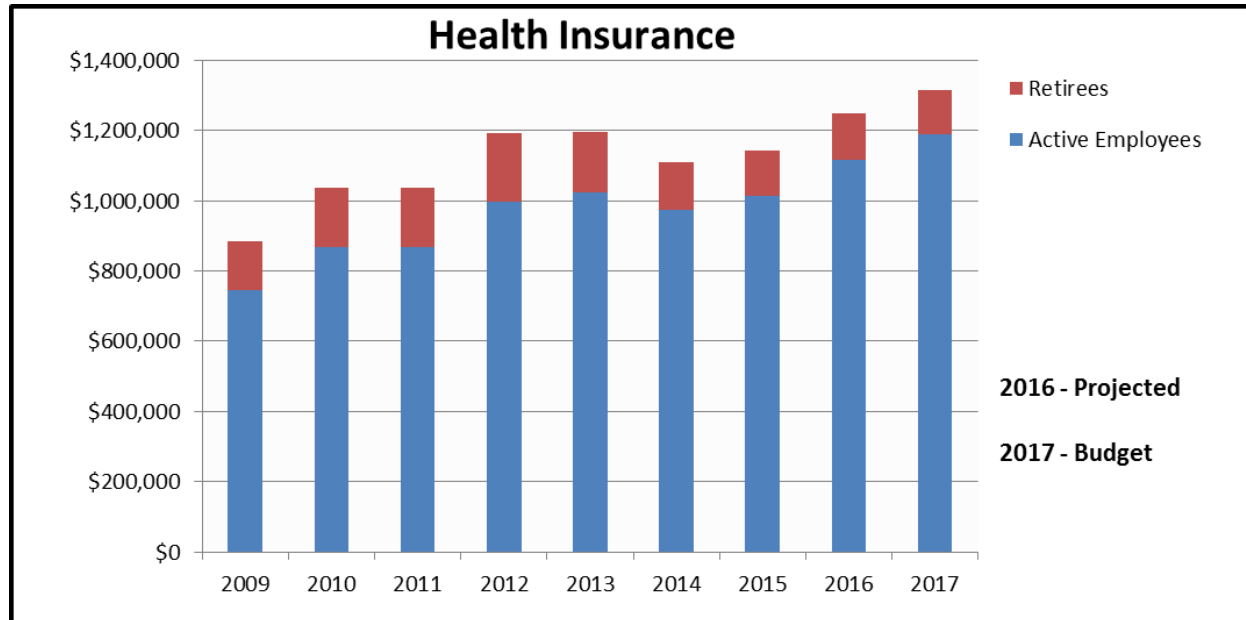
YEAR	WATER	SEWER
2009 Actual	\$1,966,274	\$228,952
2010 Actual	\$1,939,846	\$228,151
2011 Actual	\$2,149,931	\$348,789
2012 Actual	\$2,288,039	\$546,265
2013 Actual	\$2,524,965	\$896,905
2014 Actual	\$2,715,223	\$1,004,183
2015 Actual	\$2,695,101	\$1,326.388
2016 Projected	\$2,792,723	\$1,703,242
2017 Budget	\$2,946,431	\$1,981,551

Customers, including residents and businesses, 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 and FY 2016 due to weather conditions and possibly conservation measures. The Village experienced cooler temperatures and a greater amount of rainfall in the spring and early summer of FY 2016 compared to the prior year. Flat consumption has been anticipated in the FY 2017 Budget.

A Water and Sewer rate study was conducted in FY 2012 to determine water and sewer rates sufficient to cover operating costs plus required capital improvements. A five-year rate plan was developed to fund increases in operating costs and capital improvements. During Fiscal Year 2016 the Village has hired an engineering firm to update the previous study to include another five years. The City of Chicago approved a four-year water rate increase of 25% on January 1, 2012 and 15% on January 1 2013, 2014 and 2015. Future increases are supposed to take place on June 1 of each year and be for the increase in the CPI or 5%, whichever is lower. The budget contemplates a 3% increase effective June 1, 2016. In Fiscal Year 2015 and 2016, the sewer rate was increased to fund the Northside Stormwater Management Project (NSMP). This project created a new separate stormwater line on the north side of the Village. An additional \$0.44 increase for the project is included in FY 2017 budgeted sewer revenues. Additional information on this project is included in the Capital Improvement Program section of this document. FY 2017 operating rate increases are 4%. Future rates will be determined based on the results of the Water and Sewer Rate Study.

# Trends & Projections

## Health Insurance



YEAR	RETIREES	ACTIVE EMPLOYEES
2009 Actual	\$140,174	\$744,459
2010 Actual	\$168,165	\$868,710
2011 Actual	\$169,259	\$868,812
2012 Actual	\$193,038	\$997,923
2013 Actual	\$173,939	\$1,023,300
2014 Actual	\$136,909	\$972,909
2015 Actual	\$127,111	\$1,014,093
2016 Projected	\$133,862	\$1,116,091
2017 Budget	\$126,653	\$1,189,315

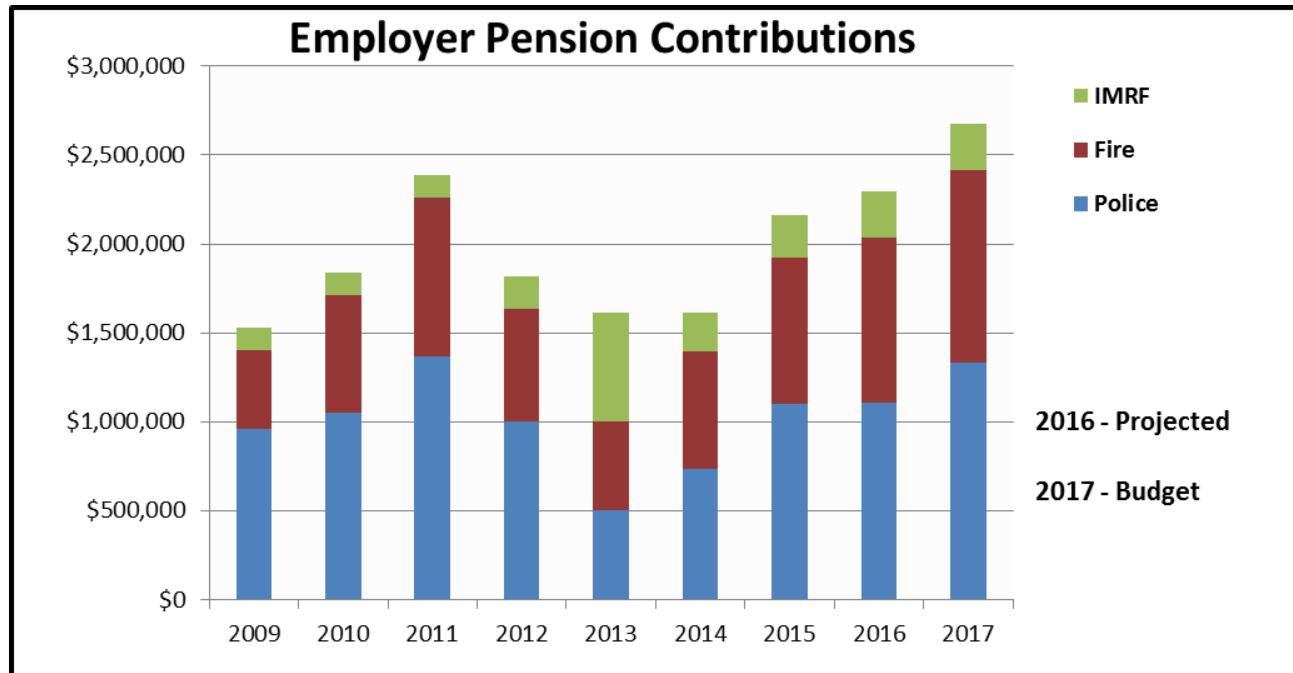
The Village provides health and dental insurance to employees through the Intergovernmental Personnel Benefit Cooperative (IPBC). The Village pays 85% for the HMO or 90% of the PPO HDHP premium as well as single dental coverage. Employees are responsible for paying for 15% of the HMO and 10% of the PPO 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 through age 65. Medicare-eligible retirees meeting length of service and hire date requirements may move to a fully-insured supplemental Medicare Plan F to continue 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 expects an average annual increase of 5% for both the HMO and PPO products over the next three years. The Fiscal Year 2017 Budget includes a 6.5% 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.

# Trends & Projections

## Employer Pensions Contributions



YEAR	IMRF	FIRE	POLICE
2009 Actual	\$125,584	\$441,683	\$960,202
2010 Actual	\$129,063	\$662,297	\$1,048,959
2011 Actual	\$126,379	\$892,897	\$1,366,808
2012 Actual	\$185,683	\$632,528	\$1,002,767
2013 Actual	\$615,711	\$496,178	\$504,437
2014 Actual	\$216,543	\$660,354	\$736,048
2015 Actual	\$240,586	\$822,631	\$1,098,682
2016 Projected	\$256,307	\$925,704	\$1,110,052
2017 Budget	\$257,775	\$1,086,300	\$1,329,644

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 for 27 employees in IMRF, 20 in the Firefighters Pension Plan and 28 in the Police Pension Plan.

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% by 2033 to 90% by 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 increased 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 resulting Pension Funding Policies were approved by the Village and both pension boards. The recommendation included a transition plan to bring the employer contributions up to the Pension Funding Policy level in five years ending in FY 2019. An increase of about 10% is included in the FY 2017 Budget. The FY 2018 Budget increase should be around 9% and future increases are expected to be less than 3%.

# Long-Term Financial Planning

The Village is committed to long-term financial planning to ensure a stable and sustainable operation. As part of the annual budget process the Village Board meets to set long-term goals for the Village. In addition, a five-year Capital Improvement Program is developed and the Capital Equipment Replacement Fund is reviewed. Based on the established goals, and capital and operating needs, three-year financial projections for the major operating funds are prepared. The purpose of these long-term financial plans is to provide a tool for long-term decision making and a basis for the review of service levels, fund balances and revenue sources. It allows the board to proactively address future financial challenges, identify areas of concern, and understand the long-term effects of current decisions.

## **Capital Improvement Plan**

The Village develops a five-year Capital Improvement Program annually. The program provides for building and infrastructure improvements, as well as the replacement of vehicles and equipment valued at over \$10,000. These projects are funded in the General Fund, Water and Sewer Fund, Capital Equipment Replacement Fund and the Capital Improvement Fund. Village infrastructure is evaluated and rated annually. A formal Street Improvement Plan is prepared based on the condition of pavement surfaces throughout the Village. These projects are budgeted when necessary and as funds are available. The Village seeks grant funding when available and also joint project funding with adjacent municipalities when appropriate.

The Village uses a Capital Equipment Replacement Fund to fund vehicle and equipment purchases. The General and Water and Sewer Funds contribute annually to the fund. The contribution is determined by taking the expected replacement cost of each piece of equipment or vehicle and dividing it by its useful life. The Capital Equipment Replacement Fund balance is evaluated annually to determine whether or not the funds on hand are sufficient to fund future planned purchases. The amount required in the current year to fund the future purchase of each piece of equipment and vehicle based on the expected replacement cost and planned replacement date is calculated and compared to the amount of available funds. Currently the General Fund items are funded at 113.5% and the Water and Sewer Fund items are funded at 21.6%. Overall, the Capital Equipment Replacement Fund is 98% funded.

The Village utilizes the Motor Fuel Tax Fund to finance improvements to Village roads. The State Motor Fuel Tax is the revenue source for this fund and is fairly consistent. Improvements are budgeted in this fund as monies are available. The General Fund provides for annual street maintenance costs including street patching, crack sealing, microsurfacing and sidewalk, curb and gutter replacement. The Capital Improvement Fund provides for improvements to buildings, parking lots, municipal lighting systems, street and alley improvements and information technology and is financed with Red Light Camera fines, parking lot fees and grant revenues when available.

## **Pension Funding**

The Village and Police and Firefighters Pension Funds approved Pension Funding Policies for each fund. The policies stipulate the actuarial assumptions to be used in determining the Village's annual employer contribution to each fund. The pension fund process included the development of a 20 year cash flow



# Long-Term Financial Planning

analysis and a five-year contribution plan to reach the ultimate funding policy contribution levels. An actuarial analysis is prepared annually for each fund and the Village is required to contribute the planned amount or the required state minimum, whichever is lower. The planned contributions to be included in the Property Tax Levy are as follows:

	Actual FY 2015	Actual FY 2016	Budgeted FY 2017	Estimated FY 2018	Estimated FY 2019
Levy Year	2014	2015	2016	2017	2018
<b>Police Pension Fund</b>	\$1,079,777	\$1,204,822	\$1,329,644	\$1,454,466	\$1,504,726
<b>Fire Pension Fund</b>	\$887,920	\$988,150	\$1,086,300	\$1,184,450	\$1,207,125

These contributions are included in the Village's three-year financial plan for the General Fund.

## Three-Year Financial Plans

As previously mentioned, the Village Board meets annually to discuss the long-term strategic plans for the Village. Based on their long-term vision and future revenue and expenditure assumptions the long-term financial plan is prepared for the General, Capital Improvement and Water and Sewer Funds. The Village has approved comprehensive Long-Term Financial Policies that address financial planning, revenues, expenditures, fund balance and reserves, capital improvements and accounting and financial reporting. The policies are listed in the Introduction Section of this document and are considered when preparing the plan.

The plan includes prior year actual results, current year budget and estimated amounts, and the budget and projected amounts for the following three years.

## Revenue Assumptions

Financial trends and currently known information are used in preparing the revenue projections. Actual results may vary based on revenue performance, future economic development or future changes in fees or rates. An analysis of significant revenue trends and projections is included in the Budget Summary section of this document. The following revenue assumptions are used:

### General Fund

**Property Taxes:** As a non-home rule community the Village is subject to the State of Illinois's Property Tax Extension Limitation Law. This law limits the increase in the Village property tax levy to the lesser of 5% or the increase in the December to December change in the Consumer Price Index (CPI). The change in the CPI from December 2014 to December 2015 was 0.7%. This increase is used to calculate the FY 2018 property tax revenue projections. The FY 2019 projection assumes a 2.0% increase.

**Garbage Collection Charges:** The Village has approved a seven-year agreement with Strom for garbage collection services. The increases for garbage service are based on this agreement and are 3.25% for FY 2018 and 2.75% for FY 2019.

# Long-Term Financial Planning

## Other Revenues:

Revenue Source	% Change
State Income Taxes	2.00%
Real Estate Transfer Fees	3.00%
PPRT/Use Tax	2.00%
General/NHR Sales Taxes	2.50%
Communications Tax	0.00%

Revenue Source	% Change
Restaurant Tax	2.00%
Utility Taxes	2.00%
Building Permits	2.00%
Other Revenues	0.00%

## Capital Improvement Fund

Revenues in the Capital Improvement Fund include parking lot fees and red light camera fines. Parking fees have been projected to remain flat as no fee increases are anticipated. Red light camera fines are projected to drop in FY 2017 and again in FY 2018 and then remain flat. The projection assumes that fines will decline as violators become aware of the cameras.

## Water and Sewer Fund

In FY 2012 the Village had a Water and Sewer Rate Study prepared by an engineering firm. The purpose of the study was to ensure that the fund had sufficient revenues to cover operating expenses and ongoing capital improvements. The Village Board approved a five-year rate plan that funded operating expenses plus 50% of the necessary capital improvements. The balance of capital improvements would be funded with debt or grants, if available. The final year for the rate plan is FY 2017.

After the study was completed, the Village approved a large sewer infrastructure improvement project, the Northside Stormwater Management Project (NSMP). This project, which was not anticipated in the study, involved installing a separate storm sewer system on the north side of town. The existing combined sewer is being used as the sanitary sewer. The Village financed the project with fund reserves, a local bank loan and an Illinois Environmental Protection Agency loan. Sewer rates were increased \$0.75 on 05/01/2014, \$0.90 per 100 cubic feet on 05/01/2015 to cover the debt service associated with the project. The project should be completed by the end of FY 2016. The projections assume an additional project related increase of \$0.44 on 05/01/2016.

In FY 2016, the Village again contracted with an engineering firm to prepare an updated Water and Sewer Rate Study. The study is in progress and will be completed by the end of the current fiscal year. Rates have been estimated for the purpose of preparing the projections; however, it is expected that the approved rates will be different as a result of the study. In addition to the increases for the NSMP, the projections assume an inflationary increase of 4.0% on 05/01/2016 – 2018.

The Village purchases water from the City of Chicago. Water rate increases are passed on to customers when an increase is approved by the City. The last increase was 15% in January of 2015. The next anticipated increase is expected to be in June of 2016. The City of Chicago code currently authorizes an annual increase on June 1. The projections assume a 1.47%, 1.54% and 1.46% water rate increase on June 1 of 2016, 2017 and 2018, respectively to cover an estimated annual 3% increase in the cost of water by the City of Chicago.

# Long-Term Financial Planning

Water and sewer revenues are also affected by water consumption. Water consumption has dropped in recent years primarily due to cooler wetter weather, but also due to conservation measures and newer appliances and fixtures that use less water. In Fiscal Year 2016 through December 2015 billed water consumption is down 4.5% from the same period in the prior fiscal year. The revenue projections assume water consumption will remain at the lower FY 2016 level.

## Expenditure Assumptions

### Salaries

Village employees are covered by four labor contracts:

Employee Group	Organization
Police Officers and Sergeants	Fraternal Order of Police
Firefighters	International Association of Firefighters
Public Works Employees	International Union of Operating Engineers, Local 150
Fire Lieutenants	Memo of Understanding with Fire Lieutenants

All other employees are not covered by a contract. All of the Village's labor contracts expire as of April 30, 2016 and have not yet been negotiated. Salary projections for all employees are estimated at 2.75%.

### Other Expenditures

Account	%/% Change
<b>Employee Benefits</b>	
FICA - % of Payroll	6.20%
Medicare - % of Payroll	1.45%
IMRF - % of Payroll	12.07%
Health Insurance	5.00%
Health Insurance Retirees	5.00%
Police and Fire Pension Contributions	Per Plan
Other Benefits	2.00%
<b>Contractual</b>	
IRMA Liability Insurance	5.00%
Other Contractual	2.00%
<b>Commodities</b>	2.00%
<b>Transfer to CERF</b>	2.00%

### Capital Improvements

The projected amounts for capital improvements are taken from the Capital Improvement Program. The complete Capital Improvement Program is included in this document.

# Long-Term Financial Planning

## Projected Results

### **General Fund**

The General Fund projections show a deficit in Fiscal Years 2017, 2018 and 2019. The Village will continue to monitor and adjust revenues and expenditures to ensure that a balanced budget is presented each year. The Fiscal Year 2017 deficit is due to \$150,000 in one-time expenditures intended to be funded via reserves. The General Fund fund balance exceeds the required 25% through FY 2019.

### **Capital Improvement Fund**

It is estimated that the Capital Improvement Fund will have fund reserves of \$1,595,743 at the end of Fiscal Year 2019. Of this amount, \$831,484 is reserved for municipal parking lot improvements. The balance may be used for other Capital Improvements.

### **Water and Sewer Fund**

The Water and Sewer Fund projections results show a decrease in cash reserves in Fiscal Years 2017 and 2018 and an increase in FY 2019. With the existing assumptions cash reserves are sufficient to cover projected expenses. The Water and Sewer Rate Study which is in progress will affect future rates and include a water and sewer rate schedule that ensures that adequate cash reserves are available to cover future operating and capital expenses. The prior rate study recommended the Village maintain an operating reserve of 25% of operating expenses in addition to the capital reserve. The capital reserve was depleted in FY 2016 due to NSMP expenses.

**Village of River Forest**  
**General Fund Three Year Projections**  
**Fiscal Years 2017 - 2019**

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Projected</b>	<b>Projected</b>
<b>REVENUES</b>						
Property Taxes	6,067,286	6,183,942	6,101,999	6,244,379	6,288,090	6,413,851
Personal Prop Replcmt Tax	149,767	140,416	153,553	155,692	158,806	161,982
Restaurant Tax	151,361	153,285	168,430	165,427	168,736	172,110
General Sales Taxes	1,855,258	1,862,913	1,847,837	1,852,877	2,011,986	2,062,286
Use Tax	228,725	216,737	248,018	262,613	267,865	273,223
Non-Home Rule Sales Tax	871,224	862,209	892,971	901,657	914,514	937,377
State Income Taxes	1,094,125	1,106,028	1,173,060	1,139,544	1,162,335	1,185,582
Real Estate Transfer Taxes	99,996	90,000	105,171	105,216	108,372	111,624
Communication Taxes	357,535	326,498	335,070	335,070	335,070	335,070
Utility Taxes	657,967	657,371	608,894	648,268	648,268	648,268
Other Taxes (911)	156,087	146,777	157,626	157,626	157,626	157,626
<b>Sub-Total</b>	<b>11,689,331</b>	<b>11,746,176</b>	<b>11,792,629</b>	<b>11,968,369</b>	<b>12,221,667</b>	<b>12,458,997</b>
Other Intergovernmental Revenues	36,588	33,637	28,222	51,761	55,950	55,950
Building Permits	353,509	335,000	392,730	400,000	408,000	416,160
Other License/ Permits	736,386	700,270	726,250	736,114	740,114	740,114
Garbage Collection Charges	886,057	947,535	923,306	960,238	989,045	1,018,716
Other Charges for Services	715,636	634,491	694,954	704,664	713,997	723,521
Fines/Forfeits	376,027	321,505	323,282	289,921	290,716	291,534
Interest	(17,456)	25,000	26,546	31,057	34,163	37,579
Miscellaneous	209,192	165,750	561,149	174,953	176,143	177,368
IRMA Surplus	105,267	-	-	-	-	-
<b>Sub-Total</b>	<b>3,401,206</b>	<b>3,163,188</b>	<b>3,676,439</b>	<b>3,348,708</b>	<b>3,408,127</b>	<b>3,460,942</b>
<b>Total Revenues</b>	<b>15,090,537</b>	<b>14,909,364</b>	<b>15,469,068</b>	<b>15,317,077</b>	<b>15,629,794</b>	<b>15,919,939</b>
<b>EXPENDITURES</b>						
Administration	1,372,620	1,452,587	1,566,375	1,547,443	1,530,769	1,578,654
E-911	537,127	439,982	467,697	446,863	455,800	464,916
Police/Fire Commission	15,716	23,475	30,100	28,975	29,555	30,146
Building and Development	\$371,652	\$348,248	\$376,177	\$411,508	\$423,285	\$434,643
Legal	208,939	142,000	178,200	162,000	165,240	168,545
Police Department	5,044,454	5,371,339	5,283,415	5,563,817	5,807,850	5,988,008
Fire Department	3,838,246	3,992,850	4,000,843	4,217,883	4,356,458	4,473,546
Public Works	1,552,583	1,606,724	1,427,655	1,551,910	1,588,147	1,629,004
Sanitation	947,657	1,017,972	1,017,535	1,063,412	1,094,629	1,126,770
<b>Expenditures before CERF Transfer</b>	<b>13,888,994</b>	<b>14,395,177</b>	<b>14,347,997</b>	<b>14,993,811</b>	<b>15,451,733</b>	<b>15,894,231</b>
Transfers-Out to CERF/CIF/TIF	515,423	511,547	893,847	471,250	429,612	438,140
<b>Total Expenditures</b>	<b>14,404,417</b>	<b>14,906,724</b>	<b>15,241,844</b>	<b>15,465,061</b>	<b>15,881,345</b>	<b>16,332,371</b>
Results of Operations	686,120	2,640	227,224	(147,984)	(251,551)	(412,432)
Est Available Fund Balances						
Beginning of year	5,929,980	6,616,100	6,616,100	6,843,324	6,695,340	6,443,789
End of year	<b>6,616,100</b>	<b>6,618,740</b>	<b>6,843,324</b>	<b>6,695,340</b>	<b>6,443,789</b>	<b>6,031,357</b>
Percentage of Subsequent Year Budgeted Expenditures	<b>44.38%</b>		<b>44.25%</b>	<b>42.16%</b>	<b>39.45%</b>	<b>36.93%</b>
<b>Target Fund Balance</b>						
(25% of subsequent year exp.)	3,726,681	3,810,461	3,866,265	3,970,336	4,083,093	4,205,586
Excess (Deficiency)	2,889,419	2,808,279	2,977,059	2,725,004	2,360,696	1,825,772

**Village of River Forest  
Capital Improvements Fund  
Three Year Projections 2017-2019**

Account Number	Description	2014 Actual	2015 Actual	2016 Projected	2017 Budget	2018 Projected	2019 Projected
<b>14</b>	<b>Capital Improvement Fund</b>						
14-00-00-43-3200	Metra Daily Parking Fees	-	15,087	14,483	14,483	14,483	14,483
14-00-00-43-3220	Parking Lot Permit Fees	-	46,503	46,199	46,199	46,199	46,199
	<b>Charges for Services</b>	<b>-</b>	<b>61,590</b>	<b>60,682</b>	<b>60,682</b>	<b>60,682</b>	<b>60,682</b>
						-	-
14-00-00-44-4240	Red Light Camera Revenue	-	772,425	769,717	621,079	500,000	500,000
	<b>Fines &amp; Forfeits</b>	<b>-</b>	<b>772,425</b>	<b>769,717</b>	<b>621,079</b>	<b>500,000</b>	<b>500,000</b>
						-	-
14-00-00-45-5100	Interest	60	4,011	5,617	3,800	3,800	3,800
14-00-00-45-5200	Net Change in Fair Value	-	(10,539)	(45)	-	-	-
	<b>Interest</b>	<b>60</b>	<b>(6,528)</b>	<b>5,572</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>
						-	-
14-00-00-46-6527	IDOC Grant	-	-	-	78,393	-	-
14-00-00-46-6532	IEPA IGIG Alley Grant	-	51,298	415,916	-	-	-
	<b>Grants &amp; Contributions</b>	<b>-</b>	<b>51,298</b>	<b>415,916</b>	<b>78,393</b>	<b>-</b>	<b>-</b>
						-	-
14-00-00-47-7001	Transfer from General Fund	627,136	-	-	-	-	-
	<b>Other Financing Sources</b>	<b>627,136</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Revenue</b>	<b>627,196</b>	<b>878,784</b>	<b>1,251,887</b>	<b>763,954</b>	<b>564,482</b>	<b>564,482</b>
14-00-00-53-4290	License Fees	-	-	12,000	12,000	12,000	12,000
	<b>Contractual Services</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
14-00-00-55-0500	Building Improvements	-	9,344	79,026	625,000	261,000	50,000
14-00-00-55-1200	Street Improvements	-	8,676	-	-	-	-
14-00-00-55-1205	Streetscape Improvements	-	44,277	756,825	157,000	50,400	-
14-00-00-55-1210	Parking Lot Improvements	-	-	-	100,000	-	-
14-00-00-55-1250	Alley Improvements	-	258,144	3,750	230,000	50,000	50,000
14-00-00-55-8620	Information Technology Equipm	-	-	-	243,600	55,000	25,000
14-00-00-55-9100	Street Improvements	-	-	30,458	-	-	-
	<b>Capital Outlay</b>	<b>-</b>	<b>320,441</b>	<b>870,059</b>	<b>1,355,600</b>	<b>416,400</b>	<b>125,000</b>
			-	-	-		
	<b>Expense</b>	<b>-</b>	<b>320,441</b>	<b>882,059</b>	<b>1,367,600</b>	<b>428,400</b>	<b>137,000</b>
<b>14</b>	<b>Capital Improvement Fund</b>	<b>627,196</b>	<b>558,343</b>	<b>369,828</b>	<b>(603,646)</b>	<b>136,082</b>	<b>427,482</b>
<b>Beginning Fund Balance</b>		<b>-</b>	<b>627,196</b>	<b>1,185,539</b>	<b>1,555,367</b>	<b>951,721</b>	<b>1,087,803</b>
<b>Ending Fund Balance</b>		<b>627,196</b>	<b>1,185,539</b>	<b>1,555,367</b>	<b>951,721</b>	<b>1,087,803</b>	<b>1,515,285</b>
<b>Restricted for Parking Lot Improvements</b>		<b>627,196</b>	<b>688,786</b>	<b>749,468</b>	<b>710,150</b>	<b>770,832</b>	<b>831,514</b>
<b>Unrestricted</b>		<b>(0)</b>	<b>496,753</b>	<b>805,899</b>	<b>241,571</b>	<b>316,971</b>	<b>683,771</b>

**Village of River Forest  
Water and Sewer Fund  
Three Year Projections 2017-2019**

Account Number	Description	2015 Actual	2016 Budget	2016 Projected	2017 Budget	% Chg	2018 Projected	% Chg	2019 Projected
<b>02</b>	<b>Water &amp; Sewer Fund</b>								
02-00-00-42-2360	Permit Fees	11,450	10,000	16,380	10,550	0.0%	10,550	0.0%	10,550
	Licenses & Permits	<b>11,450</b>	<b>10,000</b>	<b>16,380</b>	<b>10,550</b>		<b>10,550</b>		<b>10,550</b>
02-00-00-43-3100	Water Sales	2,695,101	3,055,268	2,792,723	2,946,431	Rate	3,111,645	Rate	3,288,197
02-00-00-43-3150	Sewer Sales	1,326,388	1,887,503	1,703,242	1,981,551		2,063,191		2,144,687
02-00-00-43-3160	Penalties on Water	31,176	32,968	33,502	34,507		34,516		36,237
02-00-00-43-3300	Stormwater Connections	-	-	43,500	-				
02-00-00-43-3515	NSF Fees	100	200	200	200		200		200
	Charges for Services	<b>4,052,765</b>	<b>4,975,939</b>	<b>4,573,167</b>	<b>4,962,689</b>		<b>5,209,352</b>		<b>5,469,121</b>
02-00-00-45-5100	Interest	2,183	300	969	1,211		1,000		10,100
02-00-00-45-5200	Net Change in Fair Value Interest	(20,252)	-	-	-		-		-
		<b>(18,069)</b>	<b>300</b>	<b>969</b>	<b>1,211</b>		<b>1,000</b>		<b>10,100</b>
02-00-00-46-6410	Miscellaneous	54	5,000	26,000	5,000		1,500		1,500
02-00-00-46-6580	Sale of Meters	5,615	4,000	25,309	4,000	0.0%	4,000	0.0%	4,000
02-00-00-46-6100	Sale of Property	8,533	-	5,000	-		-		-
	Miscellaneous	<b>14,202</b>	<b>9,000</b>	<b>56,309</b>	<b>9,000</b>		<b>5,500</b>		<b>5,500</b>
	Transfer from General Loan Proceeds	-	13,789,000	382,300 13,777,704	-		-		-
<b>Revenues</b>		<b>4,060,348</b>	<b>18,784,239</b>	<b>18,806,829</b>	<b>4,983,450</b>		<b>5,226,402</b>		<b>5,495,271</b>
02-60-06-51-0200	Salaries Regular	589,559	596,389	627,164	664,045	2.8%	682,306	2.8%	701,070
02-60-06-51-1500	Specialist Pay	2,100	2,100	2,100	2,100	0.0%	2,100	0.0%	2,100
02-60-06-51-1700	Overtime	9,875	12,000	6,557	12,000	2.8%	12,330	2.8%	12,669
02-60-06-51-1950	Insurance Refusal Reimb	300	300	300	300		300		300
02-60-06-51-3000	Part-Time Salaries	12,018	14,800	15,599	15,200	2.8%	15,618	2.8%	16,047
	<b>Personal Services</b>	<b>613,852</b>	<b>625,589</b>	<b>651,720</b>	<b>693,645</b>		<b>712,654</b>		<b>732,186</b>
02-60-06-52-0320	FICA	36,760	38,356	38,686	42,593	6.2%	44,185	6.2%	45,396
02-60-06-52-0325	Medicare	8,675	9,067	9,361	10,160	1.5%	10,333	1.5%	10,617
02-60-06-52-0330	IMRF	75,786	75,032	78,666	80,894	12.4%	86,326	12.4%	88,692
02-60-06-52-0331	IMRF Net Pension Obligation	1,393	-	-	-				
02-60-00-52-0375	Fringe Benefits	4,738	4,420	4,420	4,610	2.0%	4,702	2.0%	1,920
02-60-06-52-0400	Health Insurance	127,324	134,199	136,590	160,115	5.0%	168,121	5.0%	176,527
02-60-06-52-0420	Health Insurance - Retirees	4,315	3,124	3,334	3,337	5.0%	3,504	5.0%	3,679
02-60-06-52-0421	OPEB-Other Post Emp Benefits	6,193	-	-	-	5.0%	-	5.0%	-
02-60-06-52-0425	Life Insurance	308	272	175	322	2.0%	328	2.0%	335
02-60-06-52-0430	HDHP Contribution	6,954	7,806	7,902	9,459	2.8%	9,719	2.8%	9,986
	<b>Benefits</b>	<b>272,446</b>	<b>272,276</b>	<b>279,134</b>	<b>311,490</b>		<b>327,218</b>		<b>337,152</b>
02-60-06-53-0100	Electricity	30,755	33,600	33,600	33,600	2.0%	34,272	2.0%	34,957
02-60-06-53-0200	Communications	5,358	4,680	4,200	4,320	2.0%	4,406	2.0%	4,495
02-60-06-53-0300	Auditing	9,738	10,028	10,528	10,828	2.0%	11,045	2.0%	11,265
02-60-06-53-0380	Consulting Services	-	46,000	40,000	13,500	2.0%	13,770	2.0%	14,045
02-60-06-53-0410	IT Support	11,965	37,721	37,721	35,793	2.0%	36,509	2.0%	37,239
02-60-06-53-1300	Inspections	-	1,100	550	1,100	2.0%	1,122	2.0%	1,144
02-60-06-53-1310	Julie Participation	1,236	1,417	2,000	1,418	2.0%	1,446	2.0%	1,475
02-60-06-53-2100	Bank Fees	9,340	10,243	13,265	13,928	2.0%	14,207	2.0%	14,491
02-60-06-53-2200	Liability Insurance	27,408	36,212	33,563	38,193	5.0%	40,103	5.0%	42,108
02-60-06-53-3050	Water System Maintenance	174,138	125,500	105,500	113,000	2.0%	115,260	2.0%	117,565
02-60-06-53-3055	Hydrant Maintenance	-	28,000	15,500	43,000	2.0%	43,860	2.0%	44,737
02-60-06-53-3200	Maintenance of Vehicles	2,065	7,000	16,000	8,000	2.0%	8,160	2.0%	8,323
02-60-06-53-3300	Maint of Office Equipment	1,105	500	1,000	1,000	2.0%	1,020	2.0%	1,040
02-60-06-53-3600	Maint of Buildings	9,644	14,750	9,500	15,250	2.0%	15,555	2.0%	15,866
02-60-06-53-3620	Maintenance of Streets	13,103	32,000	21,000	12,000	2.0%	12,240	2.0%	12,485
02-60-06-53-3630	Overhead Sewer Program	134,469	59,000	95,000	59,000		59,000		59,000
02-60-06-53-3640	Sewer/Catch Basin Repair	59,054	45,000	31,000	50,000		50,000		50,000
02-60-06-53-4100	Training	410	1,050	350	1,200	2.0%	1,224	2.0%	1,248
02-60-06-53-4250	Travel & Meeting	813	2,250 <sub>58</sub>	1,800	2,625	2.0%	2,678	2.0%	2,731

**Village of River Forest  
Water and Sewer Fund  
Three Year Projections 2017-2019**

Account Number	Description	2015 Actual	2016 Budget	2016 Projected	2017 Budget	% Chg	2018 Projected	% Chg	2019 Projected
02-60-06-53-4300	Dues & Subscriptions	1,230	1,460	1,360	1,460	2.0%	1,489	2.0%	1,519
02-60-06-53-4350	Printing	5,393	6,309	5,809	6,309	2.0%	6,435	2.0%	6,564
02-60-06-53-4400	Medical & Screening	-	700	350	700	2.0%	714	2.0%	728
02-60-06-53-4480	Water Testing	4,136	7,610	6,600	8,210	2.0%	8,374	2.0%	8,542
02-60-06-53-5300	Advertising/Legal Notice	2,554	500	300	500	2.0%	510	2.0%	520
02-60-06-53-5350	Dumping Fees	18,550	18,000	12,500	18,000	2.0%	18,360	2.0%	18,727
02-60-06-53-5400	Damage Claims	10,421	2,500	35,500	4,000	2.0%	4,080	2.0%	4,162
	<b>Contractual Services</b>	<b>532,885</b>	<b>533,130</b>	<b>534,496</b>	<b>496,934</b>		<b>505,838</b>		<b>514,978</b>
02-60-06-54-0100	Office Supplies	328	500	400	500	2.0%	510	2.0%	520
02-60-06-54-0200	Gas & Oil	12,976	16,065	10,979	12,077	2.0%	12,319	2.0%	12,565
02-60-06-54-0310	Uniforms	677	1,475	1,050	1,475	2.0%	1,505	2.0%	1,535
02-60-06-54-0500	Vehicle Parts	4,570	7,000	16,000	8,000	2.0%	8,160	2.0%	8,323
02-60-06-54-0600	Operating Supplies	47,039	56,500	82,500	38,375	2.0%	39,143	2.0%	39,925
02-60-06-54-1300	Postage	8,568	8,100	6,400	8,800	2.0%	8,976	2.0%	9,156
02-60-06-54-2200	Water from Chicago	1,395,027	1,687,480	1,565,540	1,617,290	3.0%	1,665,809	3.0%	1,715,783
	<b>Materials &amp; Supplies</b>	<b>1,469,185</b>	<b>1,777,120</b>	<b>1,682,869</b>	<b>1,686,517</b>		<b>1,736,420</b>		<b>1,787,807</b>
02-60-06-56-0070	Series 08B Principal*	-	155,000	155,000	160,000		165,000		170,000
02-60-06-56-0071	Series 08B Interest*	30,255	25,230	25,230	19,650		13,570		13,570
02-60-06-56-0102	Bank Loan Principal*	-	54,506	436,806	51,902		50,061		51,187
02-60-06-56-0103	Bank Loan Interest*	3,667	12,632	12,632	2,788		1,840		714
02-60-06-56-0104	IEPA Loan Principal	-	298,404	-	593,256		606,439		619,916
02-60-06-56-0105	IEPA Loan Interest	-	164,734	196,596	322,447		309,264		295,787
	<b>Debt Service</b>	<b>33,922</b>	<b>710,506</b>	<b>826,264</b>	<b>1,150,043</b>		<b>1,146,174</b>		<b>1,151,174</b>
<b>*2019 Final Year</b>									
02-60-06-57-5013	Transfer to CERF	-	60,895	60,895	78,349	2.0%	79,916	2.0%	81,514
02-60-06-55-0010	Depreciation	164,834	191,520	246,097	327,360		327,360		327,360
02-60-06-550050	Gain/Loss on Disposal of Assets	-	-	-	-		-		-
	<b>Depreciation/Gain/Loss</b>	<b>164,834</b>	<b>191,520</b>	<b>246,097</b>	<b>327,360</b>		<b>327,360</b>		<b>327,360</b>
<b>Total Operating Expenses including Depreciation</b>		<b>3,087,124</b>	<b>4,171,036</b>	<b>4,281,475</b>	<b>4,744,338</b>		<b>4,835,581</b>		<b>4,932,171</b>
02-60-06-55-0500	Building Improvements	17,100	54,500	54,000	53,500		57,000		5,000
02-60-06-55-1150	Sewer System Improvements	122,251	13,964,000	14,140,000	175,000		175,000		175,000
02-60-06-55-1300	Water Distribution System	62,508	375,000	52,575	501,500		468,000		426,500
02-60-06-55-1400	Meter Replacement Program	18,341	24,000	24,000	16,000		18,500		18,000
02-60-06-55-9100	Street Improvements	33,019	70,000	69,000	70,000		70,000		70,000
	<b>Capital Outlay</b>	<b>253,219</b>	<b>14,487,500</b>	<b>14,339,575</b>	<b>816,000</b>		<b>788,500</b>		<b>694,500</b>
Total	Water & Sewer Fund	<b>3,340,343</b>	<b>18,658,536</b>	<b>18,621,050</b>	<b>5,560,338</b>		<b>5,624,081</b>		<b>5,626,671</b>
Capitalized Expenses and Debt Principal		1,535,753							
Total Rev over Total Exp excluding Depreciation (Impact on Cash and Investments)		<b>(650,914)</b>	<b>317,223</b>	<b>431,876</b>	<b>(249,528)</b>		<b>(70,319)</b>		<b>195,960</b>
Operating Rev over Operating Exp incl Depreciation (Impact on Net Assets)		<b>973,224</b>	<b>14,613,203</b>	<b>14,525,354</b>	<b>239,112</b>		<b>390,821</b>		<b>563,100</b>
Cash/Investments-less debt reserve		<b>516,019</b>	<b>833,242</b>	<b>947,895</b>	<b>698,367</b>		<b>628,048</b>		<b>824,008</b>
% of subsequent year's operating expenses		<b>12.37%</b>	<b>17.56%</b>	<b>19.98%</b>	<b>14.44%</b>		<b>12.73%</b>		<b>16.30%</b>
Ending Operating Reserve		<b>516,019</b>	<b>292,839</b>	<b>947,895</b>	<b>698,367</b>		<b>628,048</b>		<b>824,008</b>
Ending Capital Reserve		-	-	-	-		-		-



# 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	\$ 15,317,077	\$ 366,355	\$ 265,631	\$ 573,147	\$ 763,954	\$ 1,250	\$ 25,000	\$ 25,000	\$ 4,983,450	\$ 2,950,498	\$ 2,187,622
Budgeted Expenditures Excluding Depreciation	15,465,061	495,050	248,807	1,531,315	1,367,600	2,115,045	25,000	25,000	5,560,338	2,352,354	1,803,976
Excess of Rev over Exp Excluding Depreciation	(147,984)	(128,695)	16,824	(958,168)	(603,646)	(2,113,795)	-	-	(576,888)	598,144	383,646
Estimated Fund Balance/Net Assets-Unassgnd/Unrstrctd April 30, 2016	6,843,324	556,121	150,106	3,583,025	1,555,367	2,113,795	17,405	30,018	882,074	20,523,899	14,394,981
Estimated Fund Balance/Net Assets-Unassgnd/Unrstrctd April 30, 2017	6,695,340	427,426	166,930	2,624,857	951,721	-	17,405	30,018	305,186	21,122,043	14,778,627

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, 2017 and be 42.16% 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, 2017 is expected to be at 5.49%. Therefore there will be no capital reserve. Construction on the North Side Stormwater Management Project began during FY 2015 and will be completed during FY 2016. The costs of the project were funded with reserves, a bank loan and proceeds from an IEPA loan. A Water & Sewer Rate Study is being completed in FY 2016 to ensure that rates are sufficient to cover ongoing operating and capital costs. 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 2017. 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.

# Personnel History

## Personnel History - Budgeted Positions by Department

DEPARTMENT	Fiscal Years										Total Change 2016 vs 2017
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
Administration											
Village Administrator	1	1	1	1	1	1	1	1	1	1	0.0
Assistant Village Administrator	1	1	0	1	0.5	0.5	0.5	0.5	0.5	0.5	0.0
Administrative Assistant	1	1	1	1	1	1	1	0	0	0	0.0
Executive Secretary	0	0	0	0	0	0	0	1	1	1	0.0
Finance											
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	0	0	0.0
Customer Service Assistant	0	0	0	0	0	0	0	0.5	0	0	0.0
Accounting Clerk – Customer Service/AP	0	0	0	0	0	0	0	0	1	1.25	0.25
Accounting Clerk - Customer Service	0	0	0	0	0	0	0	0	0.25	0.25	0.0
Building & Zoning											
Assistant Village Administrator	0	0	0	0	0.5	0.5	0.5	0.5	0.5	0.5	0.0
Permit Clerk	0	0	0	0	0.5	1	1	1	1.5	1.5	0.0
Building/Zoning Inspector (Code Enf)	0	0	0	0	1	1	0.5	0.5	0.5	0.75	0.25
Building Official	0	0	0	0	1	1	1	1	1	1	0.0
Total General Government	6	6	5	6	8.5	9	8.5	9	9.25	9.75	0.5
Police											
Police Chief	1	1	1	1	1	1	1	1	1	1	0.0
Deputy Chief(s)	2	2	1	1	1	1	1	1	1	1	0.0
Lieutenant	1	1	1	1	1	1	0	0	0	0	0.0
Commander	0	0	0	0	0	0	1	1	1	1	0.0
Sergeants	5	5	5	5	5	5	5	5	5	5	0.0
Police Officers	22	22	20	20	20	20	20	20	20	20	0.0
Total Sworn Police	31	31	28	28	28	28	28	28	28	28	0.0
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	0	0	0	0.0
Police Records Supervisor	0	0	0	0	0	0	0	1	1	1	0.0
Administrative Assistant	1	1	1	1	1	0	0	0	0	0	0.0
Part-time Records Clerk	0	0	0	0	0	0	0	0.5	0.5	0.5	0.0
Part-time Traffic Analyst	0	0	0	0	0	0	0	0.5	0.5	0.5	0.0
Total Non-Sworn Police	3	3	3	3	3	2	2	3	3	3	0.0
Total Police	34	34	31	31	31	30	30	31	31	31	0.0
Fire											
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	4	4	0.0
Firefighters	15	15	15	15	15	15	15	15	15	15	0.0
Fire Marshal	0	0	0	0	0	0	0	0	1	1	0.0
Total Fire	22	22	22	22	22	22	22	22	22	22	0.0
Public Works											
Public Works Director	1	1	1	1	1	1	1	1	1	1	0.0
Public Works Assistant Director	1	1	1	1	0	0	0	0	0	0	0.0
Public Works Secretary	1	1	0	0	0	0	0	0	0	0	0.0
Building & Zoning Inspectors	2	2	2	2	0	0	0	0	0	0	0.0
Engineering Technician	1	1	1	1	1	0	0	0	0	0	0.0
Village Engineer	0	0	0	0	0	1	1	1	1	1	0.0
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	2	1	1	1	1	1	1	1	1	0.0
Maintenance Workers	7	6	6	6	6	6	6	6	6	6	0.0
Water Operators	1	2	2	2	2	2	2	2	2	2	0.0
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	0.75	0.75	0.0
Total Public Works	20	19	17	17	14	14	14	14	14.75	14.75	0.0
TOTAL VILLAGE	82	81	75	76	75.5	75	74.5	76	77	77.5	0.5

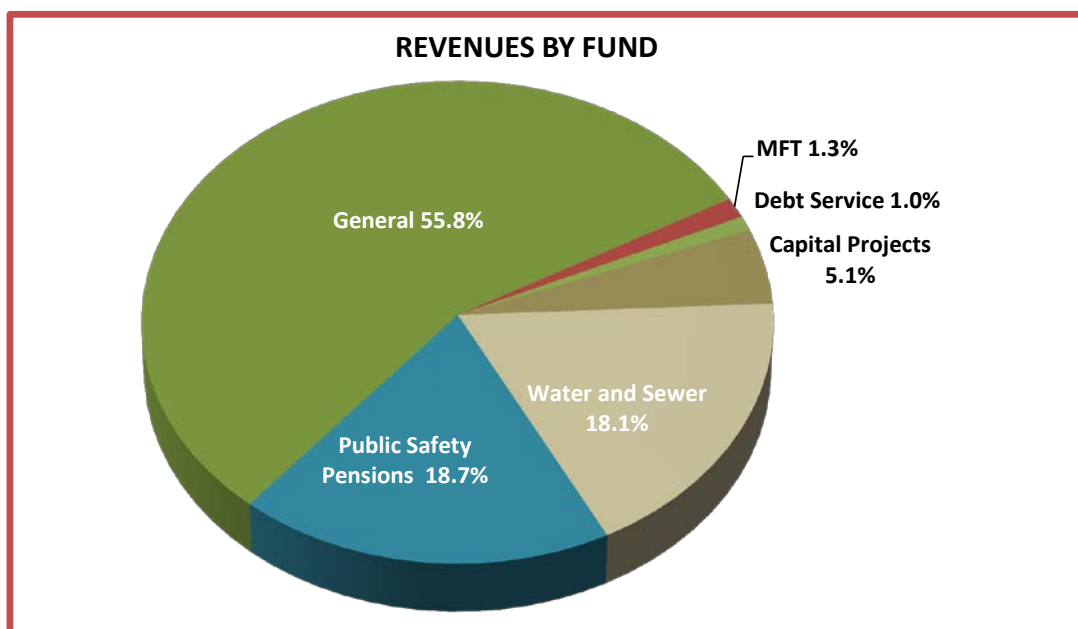
Proposed changes for FY 2017 include: Modify position of Code Enforcement Officer from part time to semi-full time by increasing the hours from 24 to 30 hours/week, on average. Modify the position of part time permit clerk to include clerical accounting support functions in the Administration/Finance areas as well as the Building area and increase the hours from hours from 24 to 30 hours/week, on average.

## Budget Summary

This section provides a detailed analysis of revenues and expenses for all funds including summaries by Fund, by source/category and account.

# Revenues by Fund- All Funds

FUND	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
<b>REVENUES AND OTHER FINANCING SOURCES</b>					
General (01)	\$ 15,198,471	\$ 15,090,537	\$ 14,909,364	\$ 15,469,068	\$ 15,317,077
<b>Special Revenue Fund</b>					
Motor Fuel Tax (03)	327,276	376,225	267,315	276,363	366,355
<b>Debt Service Fund</b>					
Debt Service Fund (05)	234,819	219,271	125,672	218,281	265,631
<b>Capital Projects Funds</b>					
Cap Equip Replacement (13)	1,741,887	624,374	567,442	583,203	573,147
Capital Improvements Fund (14)	627,196	878,784	1,126,187	1,251,887	763,954
Economic Dev (16)	38,316	(43,457)	2,500	3,882	1,250
TIF-Madison Street (31)	-	25,002	25,000	25,002	25,000
TIF-North Avenue (32)	-	25,002	25,000	25,002	25,000
	2,407,399	1,509,705	1,746,129	1,888,976	1,388,351
<b>Enterprise Fund</b>					
Water and Sewer (02)	3,808,778	4,060,348	18,784,239	18,806,829	4,983,450
<b>Trust and Agency Funds</b>					
Police Pension (09)	2,991,591	2,845,334	3,023,981	1,220,961	2,950,498
Fire Pension (10)	2,370,090	1,667,853	2,177,122	641,050	2,187,622
	5,361,681	4,513,187	5,201,103	1,862,011	5,138,120
<b>Total Village Revenue</b>	\$ 27,338,424	\$ 25,769,273	\$ 41,033,822	\$ 38,521,528	\$ 27,458,984



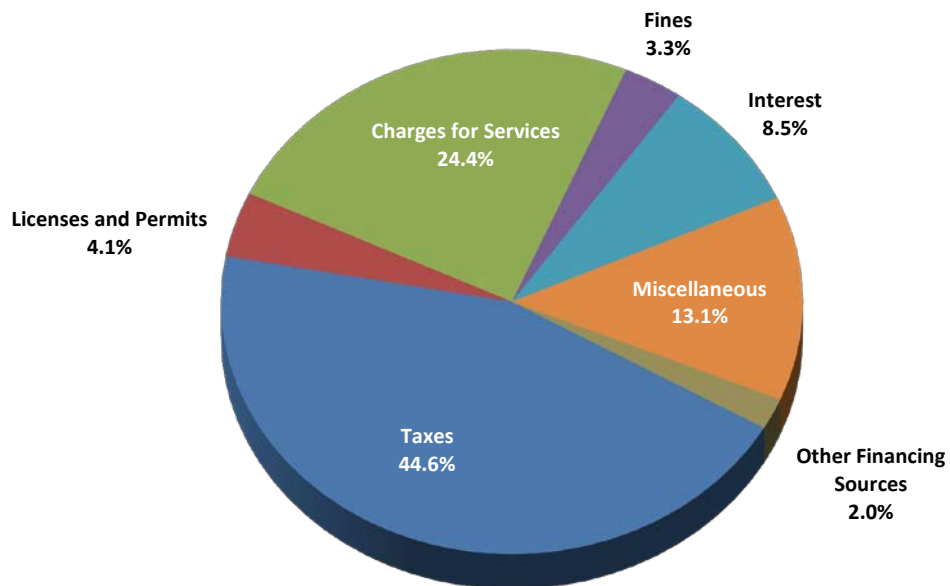
# Revenues by Source- All Funds

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET	\$CHNG FY16/17	% CHNG FY16/17
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## REVENUES BY SOURCE-ALL FUNDS

Taxes	\$ 11,716,051	\$ 11,911,018	\$ 11,871,748	\$ 12,010,730	\$ 12,233,850	362,102	3.05%
Licenses and Permits	1,053,573	1,108,855	1,045,270	1,135,360	1,146,664	101,394	9.70%
Charges for Services	5,362,190	5,709,107	6,616,798	6,252,109	6,688,273	71,475	1.08%
Fines	1,042,346	1,148,451	821,505	1,092,999	911,000	89,495	10.89%
Interest	3,583,460	2,112,544	2,601,321	(492,062)	2,337,497	(263,824)	-10.14%
Miscellaneous	3,528,947	3,263,875	3,715,738	3,407,646	3,592,101	(123,637)	-3.33%
Other Financing Sources	1,051,857	515,423	14,361,442	15,114,746	549,599	(13,811,843)	-96.17%
<b>Total Village Revenues</b>	<b>\$ 27,338,424</b>	<b>\$ 25,769,273</b>	<b>\$ 41,033,822</b>	<b>\$ 38,521,528</b>	<b>\$ 27,458,984</b>	<b>\$ (13,574,838)</b>	<b>-33.08%</b>

## REVENUES BY SOURCE - ALL FUNDS



**Village of River Forest**  
**Budget Summary by Account-All Funds**  
**Fiscal Year 2017 Budget**

Revenues by Account- All Funds		FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET	\$CHNG FY16/17	% CHNG FY16/17
<b>Taxes</b>								
411000	Property Taxes-Prior	\$ 3,035,284	\$ 3,032,870	\$ 3,146,223	\$ 3,037,056	\$ 3,206,418	\$ 60,195	1.91%
411021	Property Taxes-Current	3,207,447	3,253,228	3,163,291	3,283,044	3,303,442	140,151	4.43%
411031	Property Taxes-SSA #9	9,557	2,874	-	-	-	-	
		6,252,288	6,288,972	6,309,514	6,320,100	6,509,860	200,346	3.18%
411150	Personal Prop Replacemt Tax	143,136	149,767	140,416	153,553	155,692	15,276	10.88%
411190	Restaurant Tax	144,474	151,361	153,285	168,430	165,427	12,142	7.92%
411200	State Sales Tax	1,731,032	1,855,258	1,862,913	1,847,837	1,852,877	(10,036)	-0.54%
411205	State Use Tax	196,829	228,725	216,737	248,018	262,613	45,876	21.17%
411210	Non-Home Rule Sales Tax	819,156	871,224	862,209	892,971	901,657	39,448	4.58%
411250	Income Tax	1,088,668	1,094,125	1,106,028	1,173,060	1,139,544	33,516	3.03%
411450	Transfer Tax	127,103	99,996	90,000	105,171	105,216	15,216	16.91%
411460	Communications Tax	354,715	357,534	326,498	335,070	335,070	8,572	2.63%
411475	Utility Tax-Electric	458,072	432,000	455,000	428,265	446,000	(9,000)	-1.98%
411480	Utility Tax-Gas	245,036	225,968	202,371	180,629	202,268	(103)	-0.05%
411500	E911 Taxes	86,996	86,280	81,264	82,209	82,209	945	1.16%
411550	E911 State Wireless Taxes	68,546	69,808	65,513	75,417	75,417	9,904	15.12%
	<b>Total Taxes</b>	<b>11,716,051</b>	<b>11,911,018</b>	<b>11,871,748</b>	<b>12,010,730</b>	<b>12,233,850</b>	<b>362,102</b>	<b>3.05%</b>
<b>Licenses and Permits</b>								
422115	Pet Licenses	2,770	1,510	2,550	1,500	1,500	(1,050)	-41.18%
422120	Vehicle Licenses	296,728	307,946	296,000	296,331	296,000	-	0.00%
422125	Cab Licenses	500	500	500	-	500	-	0.00%
422345	Contractors Licenses	84,250	81,700	80,000	82,210	80,000	-	0.00%
422350	Business Licenses	18,545	16,830	16,720	17,085	17,085	365	2.18%
422355	Tent Licenses	300	120	300	500	300	-	0.00%
422360	Building Permits	328,012	364,959	345,000	409,110	410,550	65,550	19.00%
422361	Plumbing Permits	32,615	39,405	35,000	39,250	46,500	11,500	32.86%
422362	Electric Permits	44,794	45,430	35,000	45,920	50,225	15,225	43.50%
422363	Plan Review Fees Fire	-	7,510	-	-	-	-	
422364	Reinspection Fees	4,125	4,050	2,000	2,500	2,000	-	0.00%
422365	Bonfire Permits	30	30	30	30	30	-	0.00%
422368	Solicitors Permit	425	500	400	800	400	-	0.00%
422370	Film Crew Licenses	3,600	5,900	2,000	4,750	3,000	1,000	50.00%
422520	Liquor Licenses	23,791	25,650	24,000	20,300	23,500	(500)	-2.08%
422570	Cable TV Franchise Fees	213,088	206,815	205,770	215,074	215,074	9,304	4.52%
	<b>Total Licenses and Permits</b>	<b>1,053,573</b>	<b>1,108,855</b>	<b>1,045,270</b>	<b>1,135,360</b>	<b>1,146,664</b>	<b>101,394</b>	<b>9.70%</b>
<b>Charges for Services</b>								
433065	Police Reports	2,565	2,464	2,100	2,100	2,100	-	0.00%
433070	Fire Reports	401	525	400	1,600	600	200	50.00%
433100	Water Sales	2,715,223	2,695,101	3,055,268	2,792,723	2,946,431	(108,837)	-3.56%
433150	Sewer Charges	1,004,183	1,326,388	1,887,503	1,703,242	1,981,551	94,048	4.98%
433160	Penalties on Water/Sewer	29,230	31,175	32,968	33,502	34,507	1,539	4.67%
433180	Refuse Fees	871,389	886,057	947,535	923,306	960,238	12,703	1.34%
433185	Penalties on Refuse	10,129	9,835	10,523	10,231	10,640	117	1.11%
433200	Metra Parking Fees	36,780	45,261	43,359	43,450	43,450	91	0.21%
433220	Parking Lot Fees	88,453	93,006	88,761	92,398	92,398	3,637	4.10%
433225	Administrative Towing Fees	150,000	157,500	135,000	132,500	135,000	-	0.00%
433230	Animal Release Fees	200	740	500	200	500	-	0.00%
433300	Storm Sewer Connections	-	-	-	43,500	-	-	
433515	NSF Fees	225	155	400	200	400	-	0.00%
433530	50/50 Sidewalk/Apron Program	4,223	10,431	10,000	7,017	15,000	5,000	50.00%
433536	Elevator Inspections	4,150	4,200	5,000	4,700	4,500	(500)	-10.00%

**Village of River Forest**  
**Budget Summary by Account-All Funds**  
**Fiscal Year 2017 Budget**

Revenues by Account- All Funds		FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET	\$CHNG FY16/17	% CHNG FY16/17
433537	Reinspection Fees	1,450	2,250	400	400	400	-	0.00%
433550	Ambulance Charges	318,559	337,336	325,000	363,460	385,000	60,000	18.46%
433554	CPR Fees	2,571	805	1,500	2,200	2,000	500	33.33%
433557	Car Fire and Extrication Fees	-	990	1,000	500	1,000	-	0.00%
433560	State Hwy Maintenance	53,130	54,465	54,266	54,266	56,323	2,057	3.79%
434020	WSCDC Janitorial Services	5,160	-	5,315	6,053	6,235	920	17.31%
434025	Reimbursements from Villages	6,569	570	-	-	-	-	-
434030	Workers Comp Insurance	57,600	49,853	10,000	34,561	10,000	-	0.00%
Total Charges for Services		5,362,190	5,709,107	6,616,798	6,252,109	6,688,273	71,475	1.08%
<b>Fines</b>								
444230	Police Tickets	182,689	226,641	175,000	205,651	180,000	5,000	2.86%
444235	Prior Years Police Tickets	325	-	-	-	-	-	-
444240	Red Light Camera Revenue	667,015	806,045	539,505	809,222	650,000	110,495	20.48%
444300	Local Ordinance Tickets	16,256	5,767	5,000	3,500	4,000	(1,000)	-20.00%
444430	Court Fines	64,737	57,061	65,000	53,290	55,000	(10,000)	-15.38%
444435	DUI Fines	20,747	11,639	5,000	10,000	5,000	-	0.00%
444436	Drug Forfeiture Revenue	31,953	13,090	5,000	4,138	5,000	-	0.00%
444437	Truck Overweight	16,471	9,812	15,000	-	-	(15,000)	-100.00%
444439	Article 36 Seizures	39,203	14,746	10,000	4,618	10,000	-	0.00%
444440	Building Construction Citations	2,950	3,650	2,000	2,580	2,000	-	0.00%
Total Fines		1,042,346	1,148,451	821,505	1,092,999	911,000	89,495	10.89%
<b>Interest</b>								
455100	Interest Earned	922,534	1,239,714	779,325	878,282	917,965	138,640	17.79%
455200	Net Change in Fair Value	2,660,926	872,830	1,821,996	(1,370,344)	1,419,532	(402,464)	-22.09%
Total Interest		3,583,460	2,112,544	2,601,321	(492,062)	2,337,497	(263,824)	-10.14%
<b>Miscellaneous</b>								
411100	Employer Contribution	1,396,402	1,921,313	2,192,972	2,035,756	2,415,944	222,972	10.17%
466408	Cash Over/Short	7	37	-	-	-	-	-
466410	Miscellaneous	149,709	102,209	40,000	55,468	40,000	-	0.00%
466411	Miscellaneous Public Safety	5,955	5,118	3,000	3,755	3,500	500	16.67%
466412	Reimb-Crossing Guards	51,230	57,026	45,000	51,300	51,300	6,300	14.00%
466415	Reimb of Expenses	9,766	12,905	3,000	9,622	4,500	1,500	50.00%
466417	IRMA Reimbursements	161,950	28,399	45,000	76,031	45,000	-	0.00%
466510	T Mobile Lease	36,297	37,386	37,750	38,482	39,653	1,903	5.04%
466521	Law Enforcement Training Reimb	4,567	5,208	2,100	2,661	4,200	2,100	100.00%
466524	Isearch Grant	7,750	7,750	7,750	7,750	7,750	-	0.00%
466525	Bullet Proof Vest Reimb	367	1,989	3,009	3,311	3,311	302	10.04%
466527	IDOC Grant	-	-	131,482	-	78,393	(53,089)	-
466528	IDOT Safety Grant	11,900	13,315	9,278	6,000	25,500	16,222	174.84%
466532	IEPA IGIG Alley Grant	-	51,298	432,872	415,916	-	(432,872)	-100.00%
466533	Medical Reserve Corp Grant	3,815	2,294	-	-	-	-	-
466580	Sales of Meters	6,308	5,615	4,000	5,000	4,000	-	0.00%
466615	Harlem Avenue Viaduct Grant	34,863	6,032	8,000	5,000	5,000	(3,000)	-37.50%
466620	State Fire Marshall Training	2,705	-	3,500	3,500	6,000	2,500	71.43%
466621	Assist to Firefighters Grant	608,000	-	-	-	-	-	-
467350	Employee Contribution	434,605	413,611	459,131	396,548	471,695	12,564	2.74%
477090	State Grants and Reimbs	49,223	101,054	-	-	76,000	76,000	-
477100	State Allotment	275,812	273,794	265,894	276,046	289,355	23,461	8.82%
468001	IRMA Excess Surplus	270,166	105,267	-	-	-	-	-
488000	Sale of Property	7,550	112,255	22,000	15,500	21,000	(1,000)	-4.55%

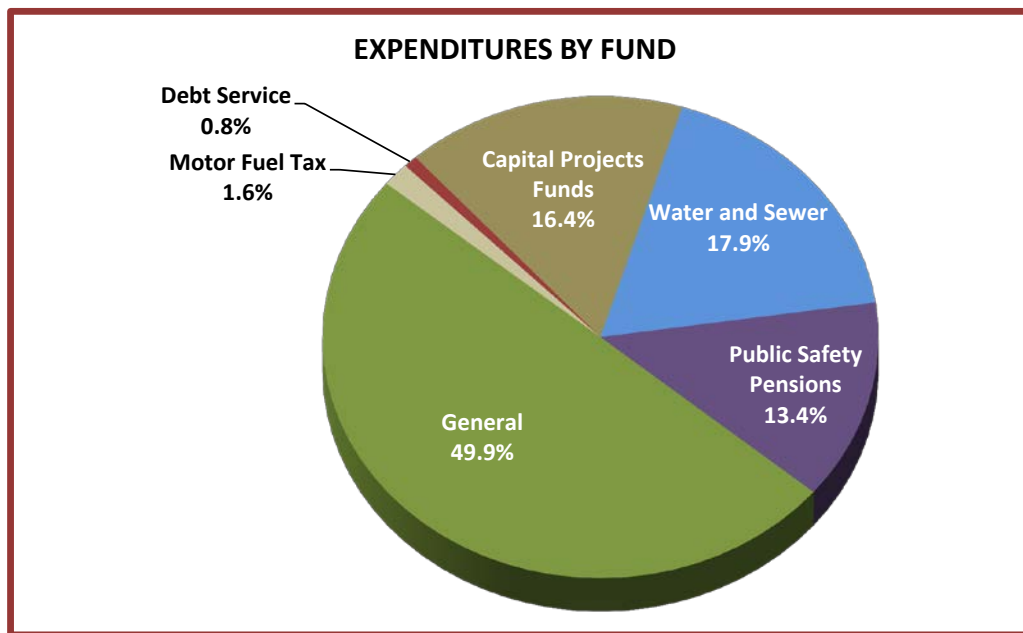
Village of River Forest  
Budget Summary by Account-All Funds  
Fiscal Year 2017 Budget

Revenues by Account- All Funds	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET	\$CHNG FY16/17	% CHNG FY16/17
Total Miscellaneous	3,528,947	3,263,875	3,715,738	3,407,646	3,592,101	(123,637)	-3.33%
<b>Other Financing Sources</b>							
477001 Transfer From General	1,051,857	515,423	511,547	893,847	471,250	(40,297)	-7.88%
477002 Transfer From Water and Sewer	-	-	60,895	60,895	78,349	17,454	28.66%
498001 Proceeds-Bank Loan	-	-	-	-	-	-	
498002 Proceeds-IEPA Loan	-	-	13,789,000	13,777,704	-	(13,789,000)	
498003 Proceeds-GO Bonds	-	-	-	382,300	-	-	
Total Other Financing Sources	1,051,857	515,423	14,361,442	15,114,746	549,599	(13,811,843)	-96.17%
<b>Total Revenues</b>	<b>\$ 27,338,424</b>	<b>\$ 25,769,273</b>	<b>\$ 41,033,822</b>	<b>\$ 38,521,528</b>	<b>\$ 27,458,984</b>	<b>\$ (13,574,838)</b>	<b>-33.08%</b>



# Expenditures by Fund- All Funds

FUND	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
<b>EXPENDITURES AND OTHER FINANCING USES</b>					
General (01)	\$ 14,476,802	\$ 14,404,417	\$ 14,906,724	\$ 15,241,844	\$ 15,465,061
<b>Special Revenue Fund</b>					
Motor Fuel Tax (03)	257,991	195,174	418,250	556,051	495,050
<b>Debt Service Fund</b>					
Debt Service Fund (05)	221,323	219,683	218,278	217,253	248,807
<b>Capital Project Funds</b>					
Capital Equip Replacement (13)	924,378	338,800	1,466,834	634,784	1,531,315
Capital Improvements Fund (14)	-	320,441	1,291,537	882,059	1,367,600
Economic Development (16)	81,956	98,796	2,154,500	179,750	2,115,045
TIF-Madison Street (31)	-	22,776	25,000	9,820	25,000
TIF-North Avenue (32)	-	14,984	25,000	5,000	25,000
	1,006,334	795,797	4,962,871	1,711,413	5,063,960
<b>Enterprise Fund</b>					
Water and Sewer (02)	3,270,761	3,340,343	18,658,536	18,621,050	5,560,338
<b>Trust and Agency Funds</b>					
Police Pension (09)	1,966,632	1,994,504	2,245,029	2,268,620	2,352,354
Fire Pension (10)	1,313,757	1,434,001	1,638,329	1,534,337	1,803,976
	3,280,389	3,428,505	3,883,358	3,802,957	4,156,330
<b>Total Village Expenditures</b>	<b>\$ 22,513,600</b>	<b>\$ 22,383,919</b>	<b>\$ 43,048,017</b>	<b>\$ 40,150,568</b>	<b>\$ 30,989,546</b>

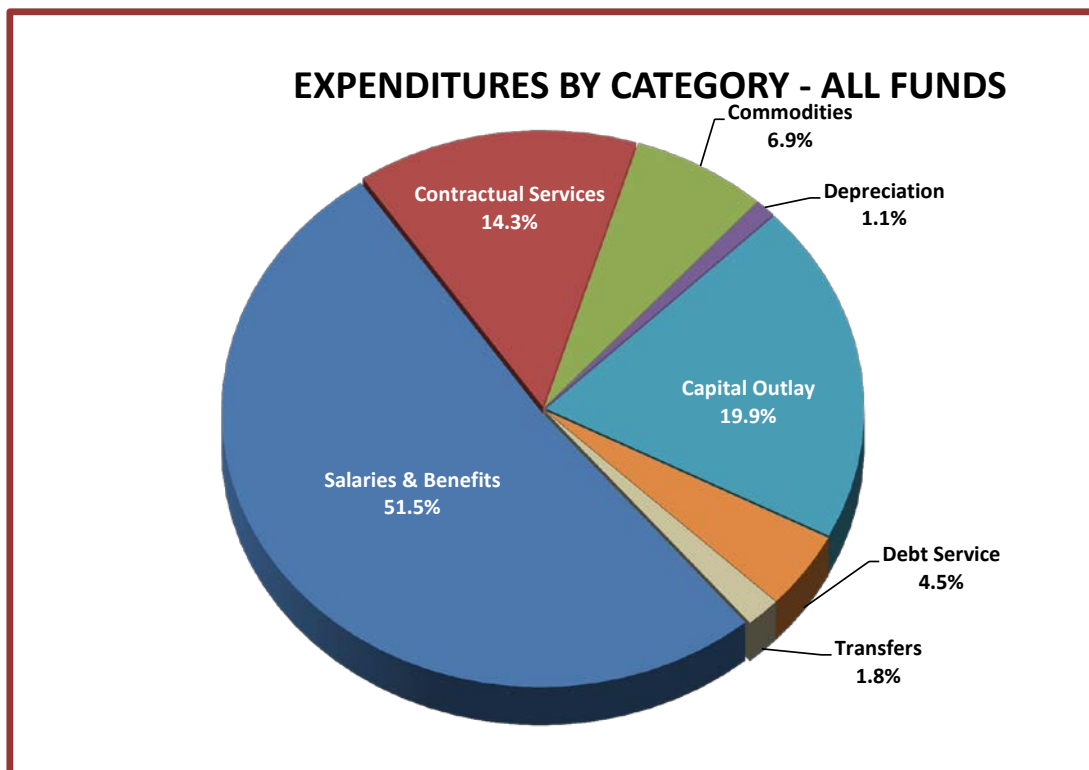


## Expenditures by Category- All Funds

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	\$CHNG	% CHNG
	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET	FY16/17	FY16/17

### EXPENDITURES BY CATEGORY-ALL FUNDS

Personal Services	\$ 6,884,368	\$ 7,161,396	\$ 7,333,152	\$ 7,485,568	\$ 7,611,051	\$ 277,899	3.79%
Employee Benefits	6,664,718	6,954,112	7,762,899	7,525,270	8,373,641	610,742	7.87%
Salaries & Benefits	13,549,086	14,115,508	15,096,051	15,010,838	15,984,692	888,641	5.89%
Contractual Services	4,055,735	4,267,536	4,242,411	4,335,921	4,428,649	186,238	4.39%
Commodities	1,889,263	1,877,647	2,304,288	2,120,310	2,133,486	(170,802)	-7.41%
Depreciation	171,097	164,834	191,520	246,097	327,360	135,840	70.93%
Capital Outlay	1,541,752	1,190,212	19,714,021	16,439,618	6,168,410	(13,545,611)	-68.71%
Debt Service	254,810	252,759	927,284	1,043,042	1,397,350	470,066	50.69%
Transfers	1,051,857	515,423	572,442	954,742	549,599	(22,843)	-3.99%
<b>Total Expenditures</b>	<b>\$ 22,513,600</b>	<b>\$ 22,383,919</b>	<b>\$ 43,048,017</b>	<b>\$ 40,150,568</b>	<b>\$ 30,989,546</b>	<b>\$ (12,058,471)</b>	<b>-28.01%</b>



**Village of River Forest**  
**Budget Summary by Account-All Funds**  
**Fiscal Year 2017 Budget**

<b>Expenditures by Account- All Funds</b>	<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 PROJECTED</b>	<b>FY 2017 BUDGET</b>	<b>\$CHNG FY16/17</b>	<b>% CHNG FY16/17</b>
<b>Personal Services</b>							
510100 Salaries-Sworn	\$ 4,280,802	\$ 4,267,982	\$ 4,475,481	\$ 4,463,634	\$ 4,582,470	\$ 106,989	2.39%
510200 Salaries-Regular	1,627,811	1,764,103	1,884,607	1,893,925	2,050,131	165,524	8.78%
511500 Specialist Pay	156,591	165,731	165,848	167,555	166,606	758	0.46%
511600 Holiday Pay	172,255	170,796	192,136	192,016	196,728	4,592	2.39%
511700 Overtime Pay	461,751	497,983	367,900	399,868	399,000	31,100	8.45%
511725 Badge Overtime	18,193	-	-	-	-	-	-
511727 STEP Overtime	11,899	10,015	9,278	9,278	25,500	16,222	174.84%
511750 Compensated Absences-Ret	-	133,836	46,300	160,162	51,081	4,781	10.33%
511800 Educational Incentives	49,100	47,800	49,300	50,100	49,200	(100)	-0.20%
511950 Insurance Refusal Reimb	7,750	6,875	4,500	5,740	6,000	1,500	33.33%
513000 Salaries-Part-Time	98,216	96,275	137,802	143,290	84,335	(53,467)	-38.80%
<b>Total Personal Services</b>	<b>6,884,368</b>	<b>7,161,396</b>	<b>7,333,152</b>	<b>7,485,568</b>	<b>7,611,051</b>	<b>277,899</b>	<b>3.79%</b>
<b>Employee Benefits</b>							
520100 ICMA Retirement Contribution	12,399	7,788	7,947	8,069	8,261	314	3.95%
520320 FICA	110,213	113,937	127,690	125,553	133,817	6,127	4.80%
520325 Medicare	88,291	93,766	103,438	101,213	107,183	3,745	3.62%
520330 IMRF	216,543	240,586	251,118	256,307	257,775	6,657	2.65%
520331 IMRF-Net Pension Obligation	15,973	1,393	-	-	-	-	-
520350 Employee Assistance Program	1,735	1,735	1,750	1,750	1,750	-	0.00%
520375 Fringe Benefits	19,075	21,180	21,100	21,700	22,100	1,000	4.74%
520400 Health Insurance	972,909	1,014,093	1,090,459	1,116,091	1,189,315	98,856	9.07%
520420 Health Insurance - Retirees	136,909	127,111	128,882	133,862	126,653	(2,229)	-1.73%
520421 OPEB-Other Post Emp Benefits	(9,791)	6,193	-	-	-	-	-
520425 Life Insurance	4,727	4,821	3,936	4,039	4,098	162	4.12%
520430 HDHP	620,619	157,945	158,303	147,728	169,182	10,879	6.87%
520500 Wellness Program	755	789	1,250	1,240	1,250	-	0.00%
526100 Public Safety Pensions	3,072,771	3,241,462	3,674,054	3,489,726	3,936,313	262,259	7.14%
526150 Public Safety Pension Refunds	5,188	-	-	82,236	-	-	-
530009 Police Pension Contribution	736,048	1,098,682	1,204,822	1,110,052	1,329,644	124,822	10.36%
530010 Fire Pension Contribution	660,354	822,631	988,150	925,704	1,086,300	98,150	9.93%
<b>Total Employee Benefits</b>	<b>6,664,718</b>	<b>6,954,112</b>	<b>7,762,899</b>	<b>7,525,270</b>	<b>8,373,641</b>	<b>610,742</b>	<b>7.87%</b>
<b>Contractual Services</b>							
530100 Electricity	31,340	30,755	33,600	33,600	33,600	-	0.00%
530200 Communications	40,808	45,284	50,558	46,145	38,680	(11,878)	-23.49%
530300 Auditing Services	33,685	34,410	35,477	40,550	41,400	5,923	16.70%
530350 Actuarial Services	8,500	22,290	15,500	14,031	12,500	(3,000)	-19.35%
530360 Payroll Services	27,135	28,505	30,710	39,420	40,625	9,915	32.29%
530370 Professional Services	5,616	62,183	10,500	11,580	11,250	750	7.14%
530380 Consulting Services	275,959	272,120	348,500	284,685	323,400	(25,100)	-7.20%
530385 Administrative Adjudication	23,965	24,340	29,220	22,120	29,220	-	0.00%
530390 Engineering Fees	-	-	55,000	45,000	95,000	40,000	72.73%
530400 Secretarial Services	8,513	1,230	7,500	2,400	7,500	-	0.00%
530410 IT Support	116,805	104,877	190,432	317,291	195,186	4,754	2.50%
530420 Legal Services	39,840	58,658	80,000	118,865	105,500	25,500	31.88%
530425 Village Attorney	109,258	159,589	90,000	117,790	112,000	22,000	24.44%
530426 Village Prosecutor	12,000	12,000	12,000	12,000	12,000	-	0.00%
530429 Vehicle Sticker Program	15,522	15,289	16,905	16,401	16,965	60	0.35%
530430 Animal Control	375	-	-	3,650	2,500	2,500	-
531100 Health Inspection Services	1,500	3,300	14,400	15,000	15,000	600	4.17%
531250 Unemployment Claims	-	2,938	5,000	-	5,000	-	0.00%
531300 Inspections	49,349	55,158	59,450	59,280	61,600	2,150	3.62%
531305 Plan Review	5,810	21,541	20,000	16,110	20,000	-	0.00%
531310 JULIE Participation	1,893	2,473	2,025	4,000	2,117	92	4.54%

**Village of River Forest**  
**Budget Summary by Account-All Funds**  
**Fiscal Year 2017 Budget**

<b>Expenditures by Account- All Funds</b>	<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 PROJECTED</b>	<b>FY 2017 BUDGET</b>	<b>\$CHNG FY16/17</b>	<b>% CHNG FY16/17</b>
532100 Bank Fees	19,139	23,786	29,833	34,915	39,658	9,825	32.93%
532200 Liability Insurance	347,727	334,800	392,002	365,995	375,323	(16,679)	-4.25%
532250 IRMA Deductible	28,530	14,606	27,719	27,010	23,640	(4,079)	-14.72%
533050 Water System Maintenance	236,749	174,138	125,500	105,500	113,000	(12,500)	-9.96%
533055 Hydrant Maintenance	8,111	-	28,000	15,500	43,000	15,000	53.57%
533100 Maintenance of Equipment	15,074	19,232	25,850	21,750	25,750	(100)	-0.39%
533200 Maintenance of Vehicles	95,362	121,112	99,000	106,769	102,945	3,945	3.98%
533300 Maint of Office Equipment	17,589	12,174	13,170	11,170	13,405	235	1.78%
533400 Maint of Traffic/Street Lights	46,530	40,881	35,380	37,500	40,380	5,000	14.13%
533550 Maintenance of Trees	41,027	203,939	62,530	64,000	89,750	27,220	43.53%
533600 Maintenance of Buildings	79,426	85,307	77,750	66,800	80,000	2,250	2.89%
533610 Maintenance of Sidewalks	52,258	53,449	55,000	49,050	55,000	-	0.00%
533620 Maintenance of Streets	189,386	154,547	215,000	209,781	200,000	(15,000)	-6.98%
533630 Overhead Sewer Program	69,307	134,470	59,000	95,000	59,000	-	0.00%
533640 Sewer/Catch Basin Repairs	10,093	59,054	45,000	31,000	50,000	5,000	11.11%
534100 Training	27,260	38,503	50,920	40,323	55,550	4,630	9.09%
534150 Tuition Reimbursements	10,750	6,820	-	-	-	-	-
534200 Community Support Services	102,714	108,324	104,607	104,407	105,907	1,300	1.24%
534225 Badge Grant Programs	5,996	-	-	-	-	-	-
534250 Travel & Meetings	16,317	19,637	30,820	20,572	32,095	1,275	4.14%
534275 WSCDC Contribution	516,702	516,408	406,432	406,432	425,813	19,381	4.77%
534277 Citizens Corp Council	5,163	1,514	5,500	2,500	5,000	(500)	-9.09%
434278 Medical Reserve	-	780	-	-	500	500	-
534290 License Fees	16,100	-	-	12,000	12,000	12,000	-
534300 Dues & Subscriptions	34,810	34,339	36,755	36,693	41,629	4,874	13.26%
534350 Printing	18,977	12,866	14,184	19,106	14,849	665	4.69%
534400 Medical & Screening	23,518	31,311	33,045	44,155	33,315	270	0.82%
534450 Testing	13,917	8,667	10,000	22,780	15,000	5,000	50.00%
534480 Water Testing	3,582	4,136	7,610	6,600	8,210	600	7.88%
535300 Advertising/Legal Notices	4,900	11,415	6,980	8,160	6,150	(830)	-11.89%
535350 Dumping Fees	24,036	36,747	31,000	21,500	29,000	(2,000)	-6.45%
535400 Damage Claims	167,883	47,780	42,500	67,500	44,000	1,500	3.53%
535450 Street Light Electricity	42,627	46,343	43,200	33,000	37,200	(6,000)	-13.89%
535500 Collection & Disposal	879,378	897,066	947,535	947,535	994,912	47,377	5.00%
535510 Leaf Disposal	67,643	49,684	68,437	70,000	68,000	(437)	-0.64%
535600 Employee Recognition	9,281	6,761	5,375	11,000	7,625	2,250	41.86%
<b>Total Contractual Services</b>	<b>4,055,735</b>	<b>4,267,536</b>	<b>4,242,411</b>	<b>4,335,921</b>	<b>4,428,649</b>	<b>186,238</b>	<b>4.39%</b>
<b>Commodities</b>							
540100 Office Supplies	30,519	22,883	35,035	27,246	31,225	(3,810)	-10.87%
540150 Office Equipment	3,255	5,703	5,150	4,290	5,150	-	0.00%
540200 Gas & Oil	132,529	99,035	125,122	92,349	101,558	(23,564)	-18.83%
540300 Uniforms Sworn Personnel	34,251	44,976	45,500	45,000	45,500	-	0.00%
540310 Uniforms Other Personnel	6,692	5,884	7,850	6,350	7,850	-	0.00%
540400 Prisoner Care	1,860	2,248	2,608	1,816	2,608	-	0.00%
540500 Vehicle Parts	10,327	12,431	17,000	22,000	18,000	1,000	5.88%
540600 Operating Supplies/Equipment	136,963	113,217	132,738	148,410	112,263	(20,475)	-15.43%
540601 Radios	10,294	5,034	12,095	6,538	12,095	-	0.00%
540602 Firearms and Range Supplies	12,238	11,225	15,440	11,000	15,440	-	0.00%
540603 Evidence Supplies	4,029	4,324	6,100	5,057	6,100	-	0.00%
540605 DUI Expenditures	3,800	1,239	3,800	3,800	3,800	-	0.00%
540610 Drug Forfeiture Expenditures	5,820	3,002	6,000	2,000	6,000	-	0.00%
540615 Article 36 Seizures	5,837	8,975	8,000	8,000	8,000	-	0.00%
540800 Trees	24,411	49,860	62,470	62,500	28,250	(34,220)	-54.78%
541300 Postage	21,548	22,451	19,200	16,090	19,900	700	3.65%
542100 Snow & Ice Control	59,640	45,861	83,500	80,000	73,507	(9,993)	-11.97%

**Village of River Forest**  
**Budget Summary by Account-All Funds**  
**Fiscal Year 2017 Budget**

Expenditures by Account- All Funds		FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET	\$CHNG FY16/17	% CHNG FY16/17
542200	Water From Chicgo	1,363,320	1,395,027	1,687,480	1,565,540	1,617,290	(70,190)	-4.16%
543100	Miscellaneous Exp	21,930	24,272	29,200	12,324	18,950	(10,250)	-35.10%
	Total Commodities	1,889,263	1,877,647	2,304,288	2,120,310	2,133,486	(170,802)	-7.41%
<b>Depreciation</b>								
550010	Depreciation	171,097	164,834	191,520	246,097	327,360	135,840	70.93%
	Total Depreciation	171,097	164,834	191,520	246,097	327,360	135,840	70.93%
<b>Capital Outlay</b>								
550500	Building Improvements	495	26,444	354,560	152,877	786,443	431,883	121.81%
551150	Sewer System Improvements	69,372	122,251	13,964,000	14,140,000	175,000	(13,789,000)	-98.75%
551205	Streetscape Improvements	97,049	44,277	796,637	756,825	157,000	(639,637)	-80.29%
551210	Parking Lot Improvements	-	-	100,000	-	100,000	-	
551250	Alley Improvements	34,025	258,144	180,000	3,750	230,000	50,000	27.78%
551300	Water System Improvements	2,400	62,508	375,000	52,575	501,500	126,500	33.73%
551400	Meter Replacement Program	24,348	18,341	24,000	24,000	16,000	(8,000)	-33.33%
554300	Other Improvements	43,795	82,578	2,105,000	124,750	2,065,545	(39,455)	-1.87%
558620	Information Technology Equip	-	-	-	-	243,600	243,600	
558700	Police Vehicles	79,207	101,432	111,818	111,818	111,131	(687)	-0.61%
558720	Police Equipment	-	41,085	188,145	49,990	221,191	33,046	17.56%
558800	Fire Vehicles	720,756	169,795	574,000	1,785	599,750	25,750	4.49%
558850	Fire Equipment	55,384	12,006	194,461	191,149	25,000	(169,461)	-87.14%
558910	Public Works Vehicles	23,127	14,483	187,000	173,941	410,000	223,000	119.25%
558925	Public Works Equipment	29,805	-	86,200	86,200	56,250	(29,950)	-34.74%
559100	Street Improvements	361,989	236,868	473,200	569,958	470,000	(3,200)	-0.68%
	Total Capital Outlay	1,541,752	1,190,212	19,714,021	16,439,618	6,168,410	(13,545,611)	-68.71%
<b>Debt Service</b>								
560020	2005 GO Bond Principal (Library)	45,000	45,000	45,000	45,000	50,000	5,000	11.11%
560021	2005 GO Bond Interest (Library)	9,753	7,885	6,018	6,018	4,150	(1,868)	-31.04%
560031	2016 GO Bond Principal	-	-	-	-	189,480	189,480	
560032	2016 GO Bond Interest	-	-	-	-	3,677	3,677	
560060	2008A GO Bond Principal (SIP)	150,000	155,000	160,000	160,000	-	(160,000)	-100.00%
560061	2008A GO Bond Interest (SIP)	15,452	10,952	5,760	5,760	-	(5,760)	-100.00%
560070	2008B Alt Rev Principal (WS)	-	-	155,000	155,000	160,000	5,000	3.23%
560071	2008B Alt Rev Interest (WS)	34,605	30,255	25,230	25,230	19,650	(5,580)	-22.12%
560102	Community Bk Loan Principal(WS)	-	-	54,506	436,806	51,902	(2,604)	-4.78%
56103	Community Bk Loan Interest (WS)	-	3,667	12,632	12,632	2,788	(9,844)	-77.93%
56104	IEPA Loan Principal (WS)	-	-	298,404	-	593,256	294,852	98.81%
56105	IEPA Loan Interest (WS)	-	-	164,734	196,596	322,447	157,713	95.74%
	Total Debt Service	254,810	252,759	927,284	1,043,042	1,397,350	470,066	50.69%
<b>Transfers</b>								
575013	Transfer to Water and Sewer	-	-	-	382,300	-	-	
575013	Transfer to CERF	424,721	465,423	522,442	522,442	499,599	(22,843)	-4.37%
575014	Transfer to Capital Improvements	627,136	-	-	-	-	-	
575031	Transfer to TIF-Madison Street	-	25,000	25,000	25,000	25,000	-	0.00%
575032	Transfer to TIF-North Avenue	-	25,000	25,000	25,000	25,000	-	0.00%
	Total Transfers	1,051,857	515,423	572,442	954,742	549,599	(22,843)	-3.99%
	Total Expenditures	\$ 22,513,600	\$ 22,383,919	\$ 43,048,017	\$ 40,150,568	\$ 30,989,546	\$ (12,058,471)	-28.01%

## **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 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>01</b>	<b>General Fund</b>							
01-00-00-41-1000	Property Tax-Prior Years	2,923,567	2,931,632	3,047,436	2,935,040	3,070,776	23,340	0.77%
01-00-00-41-1021	Property Tax-Current Year	3,084,451	3,132,779	3,136,506	3,166,959	3,173,603	37,097	1.18%
01-00-00-41-1031	Property Tax Revenue SSA #9	9,557	2,875	-	-	-	-	
	<b>Property Taxes</b>	<b>6,017,575</b>	<b>6,067,286</b>	<b>6,183,942</b>	<b>6,101,999</b>	<b>6,244,379</b>	<b>60,437</b>	<b>0.98%</b>
01-00-00-41-1150	Replacement Tax	143,136	149,767	140,416	153,553	155,692	15,276	10.88%
01-00-00-41-1190	Restaurant Tax	144,474	151,361	153,285	168,430	165,427	12,142	7.92%
01-00-00-41-1200	Sales Tax	1,731,032	1,855,258	1,862,913	1,847,837	1,852,877	(10,036)	-0.54%
01-00-00-41-1205	State Use Tax	196,829	228,725	216,737	248,018	262,613	45,876	21.17%
01-00-00-41-1210	Non-Home Rule Sales Tax	819,156	871,224	862,209	892,971	901,657	39,448	4.58%
01-00-00-41-1250	Income Tax	1,088,668	1,094,125	1,106,028	1,173,060	1,139,544	33,516	3.03%
01-00-00-41-1450	Transfer Tax	127,103	99,996	90,000	105,171	105,216	15,216	16.91%
01-00-00-41-1460	Communication Tax	354,715	357,534	326,498	335,070	335,070	8,572	2.63%
01-00-00-41-1475	Utility Tax Elec	458,072	432,000	455,000	428,265	446,000	(9,000)	-1.98%
01-00-00-41-1480	Utility Tax Gas	245,036	225,968	202,371	180,629	202,268	(103)	-0.05%
01-00-00-41-1500	E911 Tax	86,996	86,280	81,264	82,209	82,209	945	1.16%
01-00-00-41-1550	E911 State Wireless Taxes	68,546	69,807	65,513	75,417	75,417	9,904	15.12%
	<b>Other Taxes</b>	<b>5,463,763</b>	<b>5,622,045</b>	<b>5,562,234</b>	<b>5,690,630</b>	<b>5,723,990</b>	<b>161,756</b>	<b>2.91%</b>
01-00-00-42-2115	Pet Licenses	2,770	1,510	2,550	1,500	1,500	(1,050)	-41.18%
01-00-00-42-2120	Vehicle Licenses	296,728	307,946	296,000	296,331	296,000	-	0.00%
01-00-00-42-2125	Cab License	500	500	500	-	500	-	0.00%
01-00-00-42-2345	Contractor's License Fees	84,250	81,700	80,000	82,210	80,000	-	0.00%
01-00-00-42-2350	Business Licenses	18,545	16,830	16,720	17,085	17,085	365	2.18%
01-00-00-42-2355	Tent Licenses	300	120	300	500	300	-	0.00%
01-00-00-42-2360	Building Permits	317,812	353,509	335,000	392,730	400,000	65,000	19.40%
01-00-00-42-2361	Plumbing Permits	32,615	39,405	35,000	39,250	46,500	11,500	32.86%
01-00-00-42-2362	Electrical Permits	44,794	45,430	35,000	45,920	50,225	15,225	43.50%
01-00-00-42-2364	Reinspection Fees	4,125	4,050	2,000	2,500	2,000	-	0.00%
01-00-00-42-2365	Bonfire Permits	30	30	30	30	30	-	0.00%
01-00-00-42-2368	Solicitors Permits	425	500	400	800	400	-	0.00%
01-00-00-42-2370	Film Crew License	3,600	5,900	2,000	4,750	3,000	1,000	50.00%
01-00-00-42-2520	Liquor Licenses	23,791	25,650	24,000	20,300	23,500	(500)	-2.08%
01-00-00-42-2570	Cable/Video Svc Provider Fees	213,088	206,815	205,770	215,074	215,074	9,304	4.52%
	<b>Licenses &amp; Permits</b>	<b>1,043,373</b>	<b>1,089,895</b>	<b>1,035,270</b>	<b>1,118,980</b>	<b>1,136,114</b>	<b>100,844</b>	<b>9.74%</b>
01-00-00-42-2363	Plan Review Fees-Fire	-	7,510	-	-	-	-	
01-00-00-43-3065	Police Reports	2,565	2,464	2,100	2,100	2,100	-	0.00%
01-00-00-43-3070	Fire Reports	401	525	400	1,600	600	200	50.00%
01-00-00-43-3180	Garbage Collection	871,389	886,057	947,535	923,306	960,238	12,703	1.34%
01-00-00-43-3185	Penalties on Garbage Fees	10,129	9,835	10,523	10,231	10,640	117	1.11%
01-00-00-43-3200	Metra Daily Parking	36,780	30,174	28,906	28,967	28,967	61	0.21%
01-00-00-43-3220	Parking Lot Permit Fees	88,453	46,503	44,381	46,199	46,199	1,818	4.10%
01-00-00-43-3225	Administrative Towing Fees	150,000	157,500	135,000	132,500	135,000	-	0.00%
01-00-00-43-3230	Animal Release Fees	200	740	500	200	500	-	0.00%
01-00-00-43-3515	NSF Fees	75	55	200	-	200	-	0.00%
01-00-00-43-3530	50/50 Sidewalk Program	4,223	10,431	10,000	7,017	15,000	5,000	50.00%
01-00-00-43-3536	Elevator Inspection Fees	4,150	4,200	5,000	4,700	4,500	(500)	-10.00%
01-00-00-43-3537	Re-Inspection Fees	1,450	2,250	400	400	400	-	0.00%
01-00-00-43-3550	Ambulance Fees	318,559	337,336	325,000	363,460	385,000	60,000	18.46%

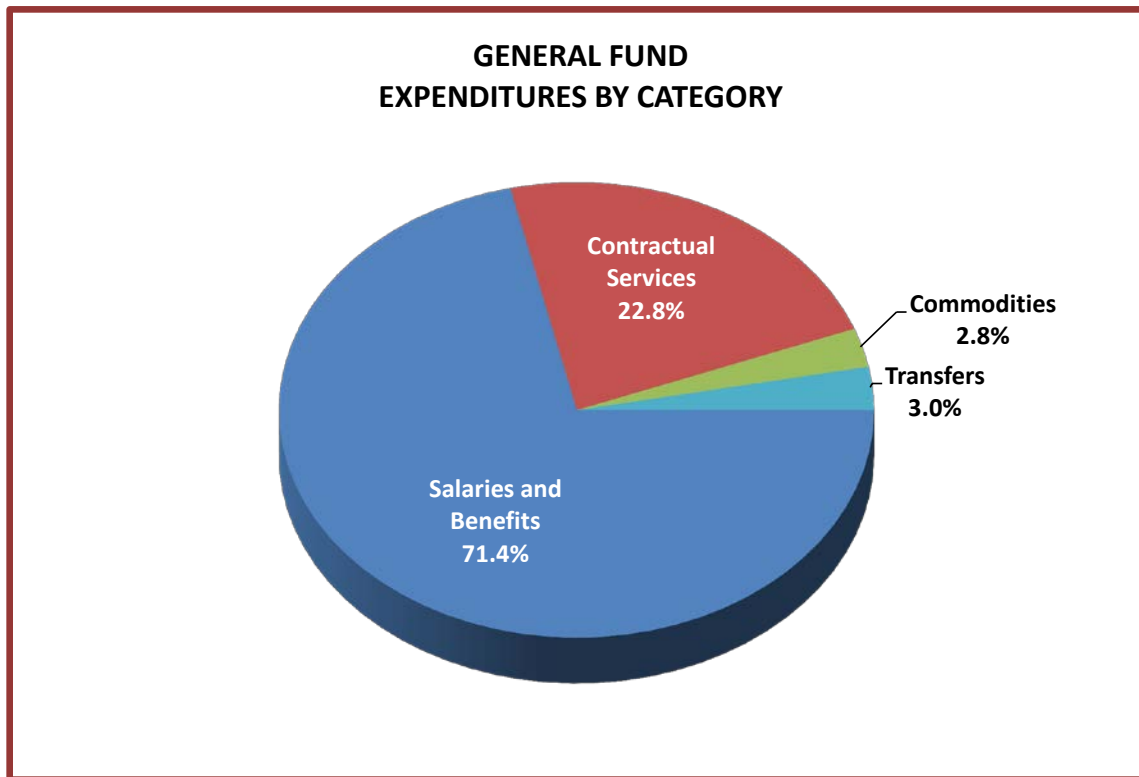
**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
01-00-00-43-3554	CPR Fees	2,571	805	1,500	2,200	2,000	500	33.33%
01-00-00-43-3557	Car Fire & Extrication Fee	-	990	1,000	500	1,000	-	0.00%
01-00-00-43-3560	State Highway Maintenance	53,130	54,465	54,266	54,266	56,323	2,057	3.79%
01-00-00-43-4020	WSCDC Janitorial Service	5,160	-	5,315	6,053	6,235	920	17.31%
01-00-00-43-4030	Workers Comp Payments	57,600	49,853	10,000	34,561	10,000	-	0.00%
	<b>Charges for Services</b>	<b>1,606,835</b>	<b>1,601,693</b>	<b>1,582,026</b>	<b>1,618,260</b>	<b>1,664,902</b>	<b>82,876</b>	<b>5.24%</b>
01-00-00-44-4230	Police Tickets	182,689	226,641	175,000	205,651	180,000	5,000	2.86%
01-00-00-44-4235	Prior Years Police Tickets	325	-	-	-	-	-	-
01-00-00-44-4240	Red Light Camera Revenue	-	33,620	39,505	39,505	28,921	(10,584)	-26.79%
01-00-00-44-4300	Local Ordinance Tickets	16,256	5,767	5,000	3,500	4,000	(1,000)	-20.00%
01-00-00-44-4430	Court Fines	64,737	57,061	65,000	53,290	55,000	(10,000)	-15.38%
01-00-00-44-4435	DUI Fines	20,747	11,639	5,000	10,000	5,000	-	0.00%
01-00-00-44-4436	Drug Forfeiture Revenue	31,953	13,090	5,000	4,138	5,000	-	0.00%
01-00-00-44-4437	Truck Overweight	16,471	9,812	15,000	-	-	(15,000)	-100.00%
01-00-00-44-4439	Article 36 Forfeited Funds	39,203	14,747	10,000	4,618	10,000	-	0.00%
01-00-00-44-4440	Building Construction Citation	2,950	3,650	2,000	2,580	2,000	-	0.00%
	<b>Fines &amp; Forfeits</b>	<b>375,331</b>	<b>376,027</b>	<b>321,505</b>	<b>323,282</b>	<b>289,921</b>	<b>(31,584)</b>	<b>-9.82%</b>
01-00-00-45-5100	Interest	20,314	26,645	25,000	29,578	31,057	6,057	24.23%
01-00-00-45-5200	Net Change in Fair Value	251	(44,101)	-	(3,032)	-	-	-
	<b>Interest</b>	<b>20,565</b>	<b>(17,456)</b>	<b>25,000</b>	<b>26,546</b>	<b>31,057</b>	<b>6,057</b>	<b>24.23%</b>
01-00-00-46-6408	Cash Over/Short	7	37	-	-	-	-	-
01-00-00-46-6410	Miscellaneous	85,767	68,321	30,000	24,468	30,000	-	0.00%
01-00-00-46-6411	Miscellaneous Public Safety	5,955	5,118	3,000	3,755	3,500	500	16.67%
01-00-00-46-6412	Reimbursements-Crossing Guards	51,230	57,026	45,000	51,300	51,300	6,300	14.00%
01-00-00-46-6415	Reimbursement of Expenses	9,766	12,905	3,000	9,622	4,500	1,500	50.00%
01-00-00-46-6417	IRMA Reimbursements	161,950	28,399	45,000	50,722	45,000	-	0.00%
01-00-00-46-6510	T-Mobile Lease	36,297	37,386	37,750	38,482	39,653	1,903	5.04%
01-00-00-46-8001	IRMA Excess	270,166	105,267	-	-	-	-	-
	<b>Miscellaneous</b>	<b>621,138</b>	<b>314,459</b>	<b>163,750</b>	<b>178,349</b>	<b>173,953</b>	<b>10,203</b>	<b>6.23%</b>
01-00-00-46-6521	Law Enforcement Training Reimb	4,567	5,208	2,100	2,661	4,200	2,100	100.00%
01-00-00-46-6524	ISEARCH Grant	7,750	7,750	7,750	7,750	7,750	-	0.00%
01-00-00-46-6525	Bullet Proof Vest Reimb-DOJ	367	1,989	3,009	3,311	3,311	302	10.04%
01-00-00-46-6528	IDOT Traffic Safety Grant	11,900	13,315	9,278	6,000	25,500	16,222	174.84%
01-00-00-46-6533	NACCHO Medical Res Corp Grant	3,815	2,293	-	-	-	-	-
01-00-00-46-6615	MABAS Grant	11,238	6,033	8,000	5,000	5,000	(3,000)	-37.50%
01-00-00-46-6620	State Fire Marshall Training	2,704	-	3,500	3,500	6,000	2,500	71.43%
01-00-00-46-7385	Other Contributions	-	-	-	-	-	-	-
	<b>Grants &amp; Contributions</b>	<b>42,341</b>	<b>36,588</b>	<b>33,637</b>	<b>28,222</b>	<b>51,761</b>	<b>18,124</b>	<b>53.88%</b>
01-00-00-48-8000	Sale of Property	7,550	-	2,000	500	1,000	(1,000)	-50.00%
01-00-00-49-8003	Proceeds - 2016 GO Bonds	-	-	-	382,300	-	-	-
	<b>Other Financing Sources</b>	<b>7,550</b>	<b>-</b>	<b>2,000</b>	<b>382,800</b>	<b>1,000</b>	<b>(1,000)</b>	<b>-50.00%</b>
	<b>Revenue</b>	<b>15,198,471</b>	<b>15,090,537</b>	<b>14,909,364</b>	<b>15,469,068</b>	<b>15,317,077</b>	<b>407,713</b>	<b>2.73%</b>



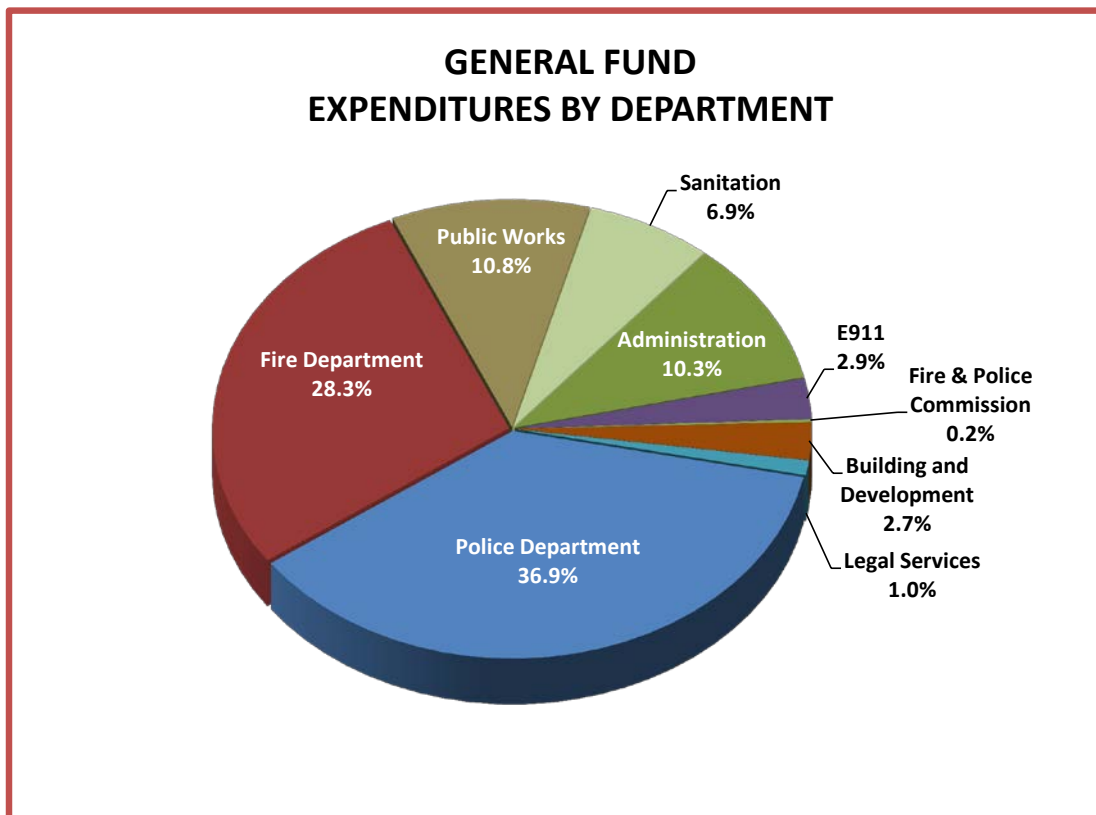
# General Fund- Expenditures by Category

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET	\$CHNG FY16/17	% CHNG FY16/17
<b>EXPENDITURES BY CATEGORY</b>							
Personal Services	6,280,507	6,547,545	6,707,563	6,833,848	6,917,406	209,843	3.13%
Employee Benefits	3,318,649	3,440,203	3,816,569	3,674,174	4,125,838	309,269	8.10%
Salaries and Benefits	9,599,156	9,987,748	10,524,132	10,508,022	11,043,244	519,112	4.93%
Contractual Services	3,269,963	3,517,058	3,388,647	3,414,868	3,522,649	134,002	3.95%
Commodities	424,752	384,188	482,398	425,107	427,918	(54,480)	-11.29%
Capital Outlay	131,074	-	-	-	-	-	-
Transfers	1,051,857	515,423	511,547	893,847	471,250	(40,297)	-7.88%
<b>TOTAL</b>	<b>14,476,802</b>	<b>14,404,417</b>	<b>14,906,724</b>	<b>15,241,844</b>	<b>15,465,061</b>	<b>558,337</b>	<b>3.75%</b>



# General Fund Expenditures by Department

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET	\$CHNG FY 16/17	% CHNG FY 16/17
<b>EXPENDITURES BY DEPARTMENT</b>							
Administration	1,280,421	1,422,620	1,502,587	1,998,675	1,597,443	94,856	6.31%
E911	540,836	537,127	439,982	467,697	446,863	6,881	1.56%
Fire & Police Commission	24,737	15,716	23,475	30,100	28,975	5,500	23.43%
Building and Development	267,171	371,652	348,248	376,177	414,682	66,434	19.08%
Legal Services	154,462	208,939	142,000	178,200	162,000	20,000	14.08%
Police Department	4,893,072	5,201,174	5,521,874	5,433,950	5,704,581	182,707	3.31%
Fire Department	4,080,606	4,007,973	4,166,233	4,174,226	4,374,180	207,947	4.99%
Public Works	2,286,663	1,691,558	1,744,353	1,565,284	1,672,925	(71,428)	-4.09%
Sanitation	948,834	947,658	1,017,972	1,017,535	1,063,412	45,440	4.46%
<b>TOTAL</b>	<b>14,476,802</b>	<b>14,404,417</b>	<b>14,906,724</b>	<b>15,241,844</b>	<b>15,465,061</b>	<b>558,337</b>	<b>3.75%</b>



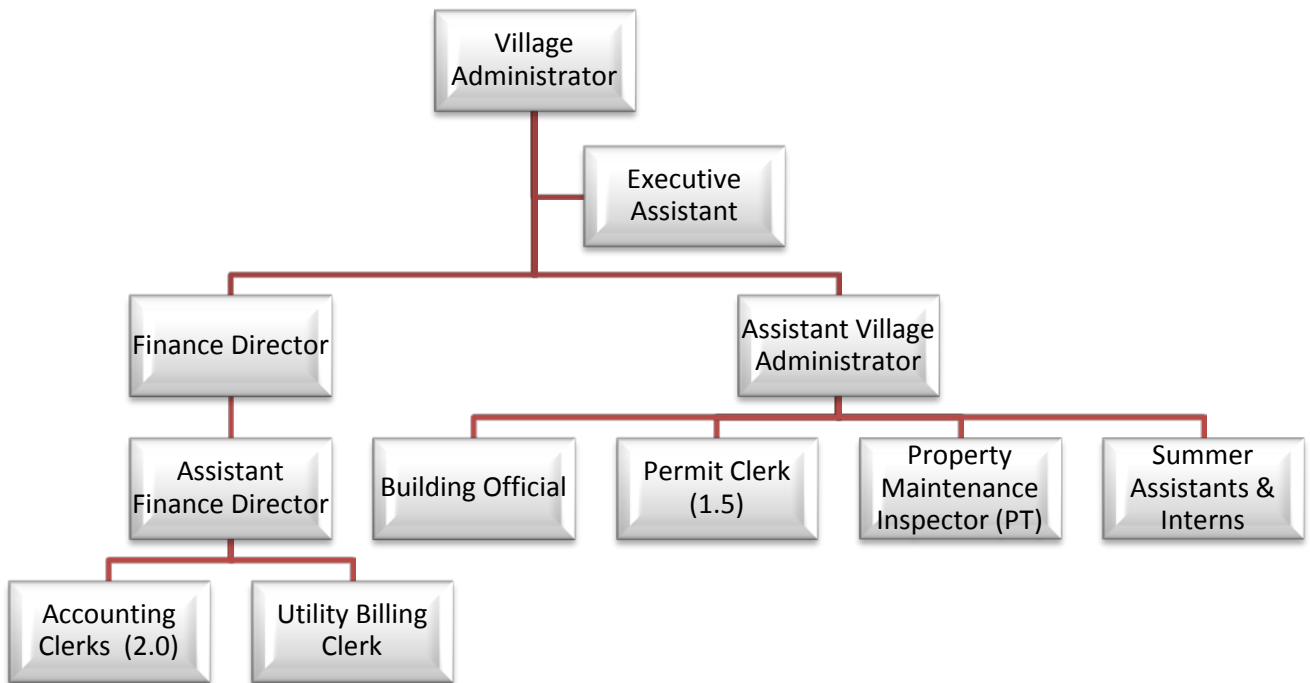
**Village of River Forest**  
**General Fund**  
**Budget Summary By Account**  
**Fiscal Year 2017 Budget**

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET	\$ CHG FY 2016/17	% CHG FY 2016/17
<b>PERSONAL SERVICES</b>								
510100	Salaries-Sworn	4,280,802	4,267,982	4,475,481	4,463,634	4,582,470	106,989	2.39%
510200	Salaries-Regular	1,073,599	1,174,545	1,288,218	1,266,760	1,386,086	97,868	7.60%
511500	Specialist Pay	154,491	163,631	163,748	165,456	164,506	758	0.46%
511600	Holiday Pay	172,255	170,796	192,136	192,016	196,728	4,592	2.39%
511700	Overtime Pay	447,002	488,108	355,900	393,311	387,000	31,100	8.74%
511725	Badge Overtime	18,193	-	-	-	-	-	-
511727	STEP Overtime	11,900	10,015	9,278	9,278	25,500	16,222	174.84%
511750	Compensated Absences-Ret	-	133,836	46,300	160,162	51,081	4,781	10.33%
511800	Educational Incentives	49,100	47,800	49,300	50,100	49,200	(100)	-0.20%
511950	Insurance Refusal Reimb	7,450	6,575	4,200	5,440	5,700	1,500	35.71%
513000	Salaries-Part-Time	65,715	84,257	123,002	127,691	69,135	(53,867)	-43.79%
	<b>Total Personal Services</b>	<b>6,280,507</b>	<b>6,547,545</b>	<b>6,707,563</b>	<b>6,833,848</b>	<b>6,917,406</b>	<b>209,843</b>	<b>3.13%</b>
<b>EMPLOYEE BENEFITS</b>								
520100	ICMA Retirement Contribution	11,899	7,788	7,947	8,069	8,261	314	3.95%
520320	FICA	73,229	77,177	89,334	86,867	91,224	1,890	2.12%
520325	Medicare	79,594	85,091	94,371	91,852	97,023	2,652	2.81%
520330	IMRF	145,982	164,800	176,086	177,641	176,881	795	0.45%
520350	Employee Assistance Program	1,735	1,735	1,750	1,750	1,750	-	0.00%
520375	Fringe Benefits	15,359	16,442	16,680	17,280	17,490	810	4.86%
520400	Health Insurance	841,234	886,769	956,260	979,501	1,029,200	72,940	7.63%
520420	Health Insurance-Retirees	133,548	122,795	125,758	130,528	123,316	(2,442)	-1.94%
520425	Life Insurance	4,420	4,513	3,664	3,864	3,776	112	3.06%
520430	HDHP Contributions	614,492	150,991	150,497	139,826	159,723	9,226	6.13%
520500	Wellness Program	755	789	1,250	1,240	1,250	-	0.00%
530009	Police Pension Contribution	736,048	1,098,682	1,204,822	1,110,052	1,329,644	124,822	10.36%
530010	Fire Pension Contribution	660,354	822,631	988,150	925,704	1,086,300	98,150	9.93%
	<b>Total Employee Benefits</b>	<b>3,318,649</b>	<b>3,440,203</b>	<b>3,816,569</b>	<b>3,674,174</b>	<b>4,125,838</b>	<b>309,269</b>	<b>8.10%</b>
<b>CONTRACTUAL SERVICES</b>								
530200	Communications	35,398	39,926	45,878	41,945	34,360	(11,518)	-25.11%
530300	Audit Services	19,335	21,430	22,105	23,680	24,130	2,025	9.16%
530350	Actuarial Services	4,250	20,145	10,500	10,500	8,000	(2,500)	-23.81%
530370	Professional Services	5,616	62,183	10,500	11,580	11,250	750	7.14%
530380	Consulting Services	69,318	128,021	123,800	104,785	159,000	35,200	28.43%
530385	Administrative Adjudication	23,965	24,340	29,220	22,120	29,220	-	0.00%
530400	Secretarial Services	8,512	1,230	7,500	2,400	7,500	-	0.00%
530410	IT Support	98,143	92,912	152,711	279,570	159,393	6,682	4.38%
530420	Legal Services	33,204	40,416	42,500	49,865	42,500	-	0.00%
530425	Village Attorney	109,257	156,522	90,000	116,970	110,000	20,000	22.22%
530426	Village Prosecutor	12,000	12,000	12,000	12,000	12,000	-	0.00%
530429	Vehicle Sticker Program	15,522	15,289	16,905	16,401	16,965	60	0.35%
530430	Animal Control	375	-	-	3,650	2,500	2,500	-
531100	Health Inspections	1,500	3,300	14,400	15,000	15,000	600	4.17%
531250	Unemployment Claims	-	2,938	5,000	-	5,000	-	0.00%
531300	Inspections	48,449	55,158	58,350	58,730	60,500	2,150	3.68%
531305	Plan Review	5,810	21,541	20,000	16,110	20,000	-	0.00%
531310	Julie Participation	533	1,236	608	2,000	700	92	15.13%
532100	Bank Fees	10,302	10,136	12,490	10,250	10,830	(1,660)	-13.29%
532200	Liability Insurance	322,237	307,392	355,790	332,432	337,130	(18,660)	-5.24%
532250	IRMA Deductible	28,530	14,606	27,719	27,010	23,640	(4,079)	-14.72%
533100	Maintenance of Equipment	15,074	19,232	25,850	21,750	25,750	(100)	-0.39%
533200	Maintenance of Vehicles	87,486	119,046	92,000	90,769	94,945	2,945	3.20%
533300	Maint of Office Equipment	11,527	11,068	12,670	10,170	12,405	(265)	-2.09%
533400	Maint of Traffic/Street Lights	46,530	40,881	35,380	37,500	40,380	5,000	14.13%
533550	Maintenance of Trees	41,027	203,939	78,000	64,000	89,750	11,750	15.06%
533600	Maintenance of Buildings	59,794	75,663	63,000	57,300	64,750	1,750	2.78%
533610	Maintenance of Sidewalks	52,258	53,449	55,000	49,050	55,000	-	0.00%
533620	Maintenance of Streets	169,536	141,444	183,000	148,230	188,000	5,000	2.73%

**Village of River Forest  
General Fund  
Budget Summary By Account  
Fiscal Year 2017 Budget**

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET	\$ CHG FY 2016/17	% CHG FY 2016/17
534100	Training	24,693	37,178	42,870	37,650	47,350	4,480	10.45%
534150	Tuition Reimbursement	10,750	6,820	-	-	-	-	-
534200	Community Support Services	102,714	108,324	104,607	104,407	105,907	1,300	1.24%
534225	Badge Grant Program	5,996	-	-	-	-	-	-
534250	Travel & Meetings	11,841	14,720	24,570	18,072	25,470	900	3.66%
534275	WSCDC Contribution	516,702	516,408	406,432	406,432	425,813	19,381	4.77%
534277	Citizens Corp Council	5,163	1,514	5,500	2,500	5,000	(500)	-9.09%
534278	Medical Reserve Corp	-	780	-	-	500	500	-
534300	Dues & Subscriptions	33,505	31,559	33,695	33,763	38,569	4,874	14.47%
534350	Printing	11,662	7,472	7,875	13,297	8,540	665	8.44%
534400	Medical & Screening	20,942	23,899	26,345	29,805	25,615	(730)	-2.77%
534450	Testing	13,917	8,667	10,000	22,780	15,000	5,000	50.00%
535300	Advertising/Legal Notices	4,438	8,862	6,330	7,860	5,550	(780)	-12.32%
535350	Dumping Fees	9,447	18,197	13,000	9,000	11,000	(2,000)	-15.38%
535400	Damage Claims	163,774	37,359	40,000	32,000	40,000	-	0.00%
535450	Street Light Electricity	42,627	46,343	43,200	33,000	37,200	(6,000)	-13.89%
535500	Collection & Disposal	879,379	897,067	947,535	947,535	994,912	47,377	5.00%
535510	Leaf Disposal	67,643	49,685	68,437	70,000	68,000	(437)	-0.64%
535600	Employee Recognition	9,282	6,761	5,375	11,000	7,625	2,250	41.86%
	<b>Total Contractual Services</b>	<b>3,269,963</b>	<b>3,517,058</b>	<b>3,388,647</b>	<b>3,414,868</b>	<b>3,522,649</b>	<b>134,002</b>	<b>3.95%</b>
<b>COMMODITIES</b>								
540100	Office Supplies	28,930	22,554	34,535	26,846	30,725	(3,810)	-11.03%
540150	Office Equipment	3,254	5,703	5,150	4,290	5,150	-	0.00%
540200	Gas & Oil	114,899	86,059	109,057	81,370	89,481	(19,576)	-17.95%
540300	Uniforms Sworn Personnel	34,251	44,976	45,500	45,000	45,500	-	0.00%
540310	Uniforms Other Personnel	5,530	5,207	6,375	5,300	6,375	-	0.00%
540400	Prisoner Care	1,860	2,248	2,608	1,816	2,608	-	0.00%
540500	Vehicle Parts	5,129	7,861	10,000	6,000	10,000	-	0.00%
540600	Operating Supplies/Equipment	91,444	66,177	76,238	65,910	73,888	(2,350)	-3.08%
540601	Radios	10,294	5,034	12,095	6,538	12,095	-	0.00%
540602	Firearms/Range Supplies	12,239	11,225	15,440	11,000	15,440	-	0.00%
540603	Evidence Supplies	4,029	4,324	6,100	5,057	6,100	-	0.00%
540605	DUI Expenditures	3,800	1,239	3,800	3,800	3,800	-	0.00%
540610	Drug Forfeiture Expenditures	5,820	3,002	6,000	2,000	6,000	-	0.00%
540615	Article 36 Seizures	5,837	8,975	8,000	8,000	8,000	-	0.00%
540800	Trees	24,411	49,860	47,000	62,500	28,250	(18,750)	-39.89%
541300	Postage	13,385	13,883	11,000	9,680	11,000	-	0.00%
542100	Snow & Ice Control	59,640	45,861	83,500	80,000	73,506	(9,994)	-11.97%
	<b>Total Commodities</b>	<b>424,752</b>	<b>384,188</b>	<b>482,398</b>	<b>425,107</b>	<b>427,918</b>	<b>(54,480)</b>	<b>-11.29%</b>
<b>CAPITAL OUTLAY</b>								
550500	Building Improvements	-	-	-	-	-	-	-
551205	Streetscape Improvements	97,049	-	-	-	-	-	-
551250	Alley Improvements	34,025	-	-	-	-	-	-
	<b>Total Capital Outlay</b>	<b>131,074</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS</b>								
570002	Transfer to Water and Sewer	-	-	-	382,300	-	-	-
575013	Transfer to Capital Equip Repl Fund	424,721	465,423	461,547	461,547	421,250	(40,297)	-8.73%
575014	Transfer to Capital Improvements	627,136	-	-	-	-	-	-
575031	Transfer to TIF-Madison Street	-	25,000	25,000	25,000	25,000	-	0.00%
575032	Transfer to TIF-North Avenue	-	25,000	25,000	25,000	25,000	-	0.00%
	<b>Total Transfers</b>	<b>1,051,857</b>	<b>515,423</b>	<b>511,547</b>	<b>893,847</b>	<b>471,250</b>	<b>(40,297)</b>	<b>-7.88%</b>
<b>TOTAL GENERAL FUND</b>		<b>14,476,802</b>	<b>14,404,417</b>	<b>14,906,724</b>	<b>15,241,844</b>	<b>15,465,061</b>	<b>558,337</b>	<b>3.75%</b>

# Administration Organizational Chart



# Administration

## BUDGET SNAPSHOT

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
Personal Services	\$497,292	\$531,324	\$530,610	\$549,425
Employee Benefits	\$156,758	\$173,574	\$179,212	\$188,368
Contractual Services	\$683,696	\$715,004	\$826,913	\$776,775
Commodities	\$34,874	\$32,685	\$29,640	\$32,875
Transfers	\$50,000	\$50,000	\$432,300	\$50,000
<b>Total</b>	<b>\$1,422,620</b>	<b>\$1,502,587</b>	<b>\$1,998,675</b>	<b>\$1,597,443</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 budget shows an overage in contractual services due largely to unanticipated, required information technology upgrades and related consulting costs. The Village's IT consultant reevaluated the Village's capital spending plan and additional improvements have been included in the Capital Improvement Plan. While the IT support contract remains in the General Fund, larger IT capital projects have been moved from the General Fund to the Capital Improvement Fund.

The FY 2017 budget includes additional funds for consulting costs associated with implementation of communications-plan related goals and updates to the comprehensive and corridor plans. The budget also includes an increase in the number of hours for an administrative clerk from part time to semi-full time to provide additional support to the Administrative, Finance and Building divisions.

## PERSONNEL SUMMARY

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 BUDGET
Administration	2.5	2.5	2.5
Finance	3.25	3.25	3.5
<b>TOTAL ADMINISTRATION FTEs</b>	<b>5.75</b>	<b>5.75</b>	<b>6.0</b>

## LOOKING FORWARD: 2017 OBJECTIVES

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### Village Board Strategic Goal: Customer Service

1. Implement strategies to achieve communication plan goals including possible re-launch of website and expansion into social media
2. Implement online Laserfiche portal that allows for the completion of applications online and immediate transfer of record(s) to Laserfiche
3. Obtain GFOA Distinguished Budget Preparation Award
4. Explore strategies to obtain customer feedback regarding service received from Village
5. Review/audit Village codes.

### Village Board Strategic Goal: Quality of Life

1. Continue exploration of collaboration opportunities including launch of the Community Calendar
2. Educate stakeholders about changes to Historic Preservation Ordinance and preservation issues
3. Educate stakeholders about changes to Planned Development Ordinance and process

### Village Board Strategic Goal: Performance & Efficiency

1. Implement GASB 68 in the Village's April 30, 2016 CAFR, which includes significant changes to the entity-wide reports and footnote disclosures.
2. Evaluate Village Hall and WSCDC space needs with other units of government
3. Renegotiate collective bargaining agreements with police, fire and public works unions
4. Implement Information Technology security improvements and network restructuring

### Village Board Strategic Goal: Economic Development

1. Implement TIF Strategies including updates to the Comprehensive and Corridor Plans
2. Implement development strategies for Lake Street and Lathrop Avenue
3. Implement strategies to redevelop TIF Districts along North Avenue and Madison Street including updating the Comprehensive Plan and Corridor Plan
4. Redevelop Village-owned property at Lake Street and Park Avenue

## REVIEWING THE YEAR: 2016 ACCOMPLISHMENTS

### VILLAGE BOARD STRATEGIC GOAL: CUSTOMER SERVICE

GOALS	STATUS
Reorganization of clerical and accounting staff positions and duties	Accounts Payable duties are now performed by an Accounts Payable/Customer Service clerk. The Customer Service Clerk position was converted from part time to full time and assists the Public Works Department with administrative tasks. A semi-full time employee assists with payroll and also provides support to the Building and Administration divisions.
Implement a possible employee-paid vision benefits program	The benefit was evaluated by the Employee Insurance Committee, however, there was insufficient interest among the employees to meet minimum participant requirements and the plan could not be offered at this time.
Implement a possible additional high deductible health insurance plan	Staff implemented a third high deductible health plan option for employees.
Implement online Laserfiche portal that allows for the completion of applications online and immediate transfer of record(s) to Laserfiche	Deferred to FY 2017 because funds were diverted to other, more immediate, information technology related expenses.

### VILLAGE BOARD STRATEGIC GOAL: QUALITY OF LIFE

GOALS	STATUS
Create plan for Washington School bas-relief panels	In progress; The Historic Preservation Commission has approached the Park District about a possible location for the panels that might also tie into the memorial for Jeanette Fields.
Implement Jeanette Fields memorial	
Work with environmental group to partner on green initiatives (e.g. electronics recycling)	Village staff worked with the Sustainability Committee to offer composting and recycling options as part of its scavenger services contract. The Committee also assisted the Village in creating a healthy lawn campaign and securing a partnership with MWRD for rain barrels.

### VILLAGE BOARD STRATEGIC GOAL: PERFORMANCE & EFFICIENCY

GOALS	STATUS
Transition plan for senior leadership positions throughout the organization	Village staff have identified key leadership positions within the organization and a transition plan to ensure efficient operations as normal employee attrition occurs.
Implement GASB 67/68	GASB 67 was implemented as of April 30, 2015. New Police and Firefighters Pension Fund Annual Financial



	Reports were prepared to comply with the standard. The Village's April 30, 2015 CAFR includes GASB 25/27 disclosures.
Continue document imaging program of archival records	Completed.
Update IT inventory and capital spending plan	Completed; incorporated into 2017-2021 CIP.
Fill vacancies created by reorganization plan and employee attrition	Completed. Assistant Finance Director hired in October, 2015.
Implement computer training program	Finance and Administration staff have attended or will attend application-specific training for programs such as Springbrook and Laserfiche in FY 2016. Some staff also attended general software training. The Village continues to explore a possible partnership with a local university to offer more global training to its employees.
Conduct water and sewer rates study	The water and sewer rates study will be completed in the spring after the sewer project has been completed.
Launch eligibility management system for employee benefits	The eligibility management system was launched for all IPBC members in 2015 and Village staff will complete implementation before the end of FY 2016.

## VILLAGE BOARD STRATEGIC GOAL: ECONOMIC DEVELOPMENT

GOALS	STATUS
Continue identification of development strategies for Lake Street and Lathrop Avenue	Staff anticipates that, by the end of the Fiscal Year, a redevelopment agreement will be approved and the Village will work with the developer to acquire and remediate the property.
Engage process for the possible creation of TIF Districts along North Avenue and Madison Street	Staff anticipates that the TIF districts will be finalized by the end of the Fiscal Year and work will begin to develop long term strategies for the TIF Districts utilizing data generated from the market analysis that was completed in FY 2016.
Complete Madison Streetscaping improvements	A majority of the work was completed in calendar year 2015. Remaining street lights and restoration work are expected to be completed by the end of the Fiscal Year.
Redevelop Village-owned property at Lake Street and Park Avenue	The Village issued a Request for Proposals for redevelopment of the property. Staff anticipate that a final development agreement with the developer selected by the Village Board will be completed within the Fiscal Year.

## 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 2015		FY 2016		FY 2017
	GOAL	ACTUAL	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	10% increase	5% Increase	14% increase	5% Increase
Retain or Improve Number of Resident Email 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	Retain 95% of e-mail addresses (3,183 total addresses)	Retain 95% of e-mail addresses
Increase Number of Employees Participating in the Flexible Benefit Program (FSA-125)	10%	30 participants total	10%	32 participants total	5%
Retain ICMA Performance Measurement Certificate of Achievement	Obtain	Obtained	Retain	Retained	Retain and create plan for improving to certificate of distinction
FOIA Response Time - Commercial Requests responded to within state guidelines	100%	100%	100%	98%	100%
FOIA Response Time - Non-Commercial Requests responded to within state guidelines	100%	100%	100%	100%	100%

## ACTIVITY MEASURES

Projected through the end of the fiscal year.

Measure	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Vehicle Stickers- Passenger	5,875	5,823	5,700	6,048	5,732
Vehicle Stickers- Seniors	902	929	913	915	941
Vehicle Stickers- Trucks	132	142	126	135	134
Vehicle Stickers- Motorcycles	109	107	93	127	110
Vehicle Stickers- Total	7,018	7,001	6,832	7,225	6,917
Vehicle Stickers- Late Notices Issued	1,869	1,098	523	1,569	1,040
Vehicle Stickers- Late Fees Assessed	879	646	644	558	645
Vehicle Stickers- Online Payments	1,495	1,425	1,493	1,535	1,809
Vehicle Sticker Sales	\$310,352	\$294,215	\$296,728	\$305,150	\$289,085
Accounts Payable Checks Printed	2,164	2,200	2,035	2,138	2,276
Real Estate Transfer Stamps Issued	139	211	230	195	186
Animal Tags Issued	270	294	274	256	142
Cash Receipts	22,369	25,780	27,307	27,211	27,676
Invoices Issued	280	285	141	147	128
Freedom of Information Requests	96	100	128	135	130
Auto Liability Claims	2	2	2	1	1
Auto Physical Damage	1	4	4	3	3
General Liability Claims	3	3	5	7	8
Village Property Damage Claims	12	7	14	10	8
Workers Compensation Claims	12	9	8	11	10

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>10</b>	<b>Administration</b>							
01-10-00-51-0200	Salaries Regular	426,917	456,539	496,524	474,540	522,115	25,591	5.15%
01-10-00-51-1700	Overtime	1,011	2,503	2,000	1,000	1,000	(1,000)	-50.00%
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	35,751	36,750	31,300	53,570	24,810	(6,490)	-20.73%
	<b>Personal Services</b>	<b>465,179</b>	<b>497,292</b>	<b>531,324</b>	<b>530,610</b>	<b>549,425</b>	<b>18,101</b>	<b>3.41%</b>
01-10-00-52-0100	ICMA Retirement Contract	4,500	-	-	-	-	-	
01-10-00-52-0320	FICA	26,262	27,202	30,626	29,780	30,806	180	0.59%
01-10-00-52-0325	Medicare	6,552	6,925	7,758	7,660	8,036	278	3.58%
01-10-00-52-0330	IMRF	52,868	60,126	61,029	65,430	66,135	5,106	8.37%
01-10-00-52-0350	Employee Assistance Program	1,735	1,735	1,750	1,750	1,750	-	0.00%
01-10-00-52-0375	Fringe Benefits	7,028	7,200	7,200	7,550	7,770	570	7.92%
01-10-00-52-0400	Health Insurance	38,277	38,812	51,725	51,150	56,967	5,242	10.13%
01-10-00-52-0420	Health Insurance - Retirees	3,829	4,729	1,865	1,890	1,983	118	6.33%
01-10-00-52-0425	Life Insurance	607	653	507	500	531	24	4.73%
01-10-00-52-0430	VEBA Contributions	6,718	8,587	9,864	12,262	13,140	3,276	33.21%
01-10-00-52-0500	Wellness Program	755	789	1,250	1,240	1,250	-	0.00%
	<b>Benefits</b>	<b>149,131</b>	<b>156,758</b>	<b>173,574</b>	<b>179,212</b>	<b>188,368</b>	<b>14,794</b>	<b>8.52%</b>
01-10-00-53-0200	Communications	19,277	20,765	23,620	22,410	24,700	1,080	4.57%
01-10-00-53-0300	Audit Services	19,335	21,430	22,105	23,680	24,130	2,025	9.16%
01-10-00-53-0350	Actuarial Services	4,250	20,145	10,500	10,500	8,000	(2,500)	-23.81%
01-10-00-53-0380	Consulting Services	58,168	111,709	60,800	92,410	130,000	69,200	113.82%
01-10-00-53-0410	IT Support	83,710	80,373	109,290	198,250	117,900	8,610	7.88%
01-10-00-53-0429	Vehicle Sticker Program	15,522	15,289	16,905	16,401	16,965	60	0.35%
01-10-00-53-1100	Health/Inspection Services	1,500	3,300	14,400	15,000	15,000	600	4.17%
01-10-00-53-1250	Unemployment Claims	-	2,938	5,000	-	5,000	-	0.00%
01-10-00-53-2100	Bank Fees	10,302	10,136	12,490	10,250	10,830	(1,660)	-13.29%
01-10-00-53-2200	Liability Insurance	322,237	307,392	355,790	332,432	337,130	(18,660)	-5.24%
01-10-00-53-2250	IRMA Liability Deductible	28,530	14,606	27,719	27,010	23,640	(4,079)	-14.72%
01-10-00-53-3300	Maint of Office Equipment	11,480	11,068	12,170	9,920	11,905	(265)	-2.18%
01-10-00-53-4100	Training	2,592	5,645	6,500	5,530	7,000	500	7.69%
01-10-00-53-4150	Tuition Reimbursement	10,750	6,820	-	-	-	-	
01-10-00-53-4250	Travel & Meeting	4,993	8,239	7,050	7,010	7,950	900	12.77%
01-10-00-53-4300	Dues & Subscriptions	20,008	18,864	19,105	20,200	22,000	2,895	15.15%
01-10-00-53-4350	Printing	6,336	3,169	2,235	8,200	2,900	665	29.75%
01-10-00-53-4400	Medical & Screening	1,200	12,204	1,500	11,860	1,550	50	3.33%
01-10-00-53-5300	Advertising/Legal Notice	1,399	2,844	2,450	4,850	2,550	100	4.08%
01-10-00-53-5600	Employee Recognition	9,280	6,760	5,375	11,000	7,625	2,250	41.86%
	<b>Contractual Services</b>	<b>630,869</b>	<b>683,696</b>	<b>715,004</b>	<b>826,913</b>	<b>776,775</b>	<b>61,771</b>	<b>8.64%</b>
01-10-00-54-0100	Office Supplies	18,602	15,288	16,685	15,720	16,875	190	1.14%
01-10-00-54-0150	Office Equipment	3,255	5,703	5,000	4,240	5,000	-	0.00%
01-10-00-54-1300	Postage	13,385	13,883	11,000	9,680	11,000	-	0.00%
	<b>Materials &amp; Supplies</b>	<b>35,242</b>	<b>34,874</b>	<b>32,685</b>	<b>29,640</b>	<b>32,875</b>	<b>190</b>	<b>0.58%</b>
01-10-00-57-5002	Transfer to Water and Sewer	-	-	-	382,300	-	-	
01-10-00-57-5031	Transfer to TIF-Madison	-	25,000	25,000	25,000	25,000	-	0.00%
01-10-00-57-5032	Transfer to TIF-North	-	25,000	25,000	25,000	25,000	-	0.00%
	<b>Other Financing Uses</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>432,300</b>	<b>50,000</b>	<b>-</b>	<b>0.00%</b>
<b>10</b>	<b>Administration</b>	<b>1,280,421</b>	<b>1,422,620</b>	<b>1,502,587</b>	<b>1,998,675</b>	<b>1,597,443</b>	<b>94,856</b>	<b>6.31%</b>

## BUDGET SNAPSHOT

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
Personal Services	-	-	-	-
Employee Benefits	-	-	-	-
Contractual Services	\$537,127	\$439,982	\$467,697	\$446,863
Commodities	-	-	-	-
Transfers	-	-	-	-
<b>Total</b>	<b>\$537,127</b>	<b>\$439,982</b>	<b>\$467,697</b>	<b>\$446,863</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 \$3.4 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 increased by 4.7% from the previous budget amount.

River Forest's call volume saw very little increase for 2014. Although there is no significant increase in call volume, the participant allocation remains at 12.24% as a result of a two year freeze for all municipal funding. The 4.7% increase results in an added contribution of \$18,796 annually.

## PERSONNEL SUMMARY

There are no personnel assigned to this division.

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>14</b>	<b>E911</b>							
01-14-00-53-0200	Telephone	10,304	10,313	11,000	10,320	-	(11,000)	-100.00%
01-14-00-53-0380	Consulting Services	-	113	6,500	375	5,000	(1,500)	-23.08%
01-14-00-53-0410	IT Support	8,000	8,000	8,000	47,075	8,000	-	0.00%
01-14-00-53-3100	Maintenance of Equipment	-	-	500	-	500	-	0.00%
01-14-00-53-4100	Training	510	-	550	995	550	-	0.00%
01-14-00-53-4250	Travel & Meeting	157	-	1,500	-	1,500	-	0.00%
01-14-00-53-4275	WSCDC Contribution	516,702	516,407	406,432	406,432	425,813	19,381	4.77%
01-14-00-53-4277	Citizens Corps Council	5,163	1,514	5,500	2,500	5,000	(500)	-9.09%
01-14-00-53-4278	Medical Reserve Corp	-	780	-	-	500	500	
	<b>Contractual Services</b>	<b>540,836</b>	<b>537,127</b>	<b>439,982</b>	<b>467,697</b>	<b>446,863</b>	<b>6,881</b>	<b>1.56%</b>
<b>14</b>	<b>E911</b>	<b>540,836</b>	<b>537,127</b>	<b>439,982</b>	<b>467,697</b>	<b>446,863</b>	<b>6,881</b>	<b>1.56%</b>

# Fire and Police Commission

## BUDGET SNAPSHOT

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
Personal Services	-	-	-	-
Employee Benefits	-	-	-	-
Contractual Services	\$15,716	\$23,325	\$30,050	\$28,825
Commodities	-	\$150	\$50	\$150
Transfers	-	-	-	-
Total	\$15,716	\$23,475	\$30,100	\$28,975

## 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 2017 Budget includes funds for the creation of a new Firefighter/Paramedic list as the current list expires in FY 2017. It also includes sufficient funds for the creation of a new promotional list in either public safety department should one be required as a result of staff attrition.

## PERSONNEL SUMMARY

There are no personnel assigned to this division.

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>15</b>	<b>Police &amp; Fire Commission</b>							
01-15-00-53-0400	Secretarial Services	8,512	1,230	7,500	2,400	7,500	-	0.00%
01-15-00-53-0420	Legal Services	-	-	2,500	635	2,500	-	0.00%
01-15-00-53-4250	Travel & Meeting	-	75	200	50	200	-	0.00%
01-15-00-53-4300	Dues & Subscriptions	375	375	375	375	375	-	0.00%
01-15-00-53-4400	Medical & Screening		1,830	2,000	1,850	2,500	500	25.00%
01-15-00-53-4450	Testing	13,917	8,667	10,000	22,780	15,000	5,000	50.00%
01-15-00-53-5300	Advertising/Legal Notice	1,933	3,539	750	1,960	750	-	0.00%
	<b>Contractual Services</b>	<b>24,737</b>	<b>15,716</b>	<b>23,325</b>	<b>30,050</b>	<b>28,825</b>	<b>5,500</b>	<b>23.58%</b>
01-15-00-54-0100	Office Supplies	-	-	150	50	150	-	0.00%
01-15-00-54-1300	Postage	-	-	-	-	-	-	
	<b>Materials &amp; Supplies</b>	<b>-</b>	<b>-</b>	<b>150</b>	<b>50</b>	<b>150</b>	<b>-</b>	<b>0.00%</b>
<b>15</b>	<b>Police &amp; Fire Commission</b>	<b>24,737</b>	<b>15,716</b>	<b>23,475</b>	<b>30,100</b>	<b>28,975</b>	<b>5,500</b>	<b>23.43%</b>



# Building & Development

## BUDGET SNAPSHOT

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
Personal Services	\$186,129	\$206,802	\$211,370	\$230,247
Employee Benefits	\$43,415	\$47,901	\$74,738	\$82,877
Contractual Services	\$140,688	\$92,095	\$89,332	\$96,770
Commodities	\$1,420	\$1,450	\$737	\$1,614
Transfers	\$0	\$0	\$0	\$3,174
Total	\$371,652	\$348,248	\$376,177	\$414,682

## 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 FY 2017 proposed budget includes an increase in the number of hours for the Building/Zoning Inspector (Code Enforcement) position from part time to semi-full time to provide additional support to the Building Official. As a result, this position would become eligible for benefits. In FY 2013 the position was reduced from full time to part time through attrition. Since that time, however, building activity has increased and the full time Building Official can no longer absorb the work that was once performed by that position. The budget also includes additional hours assigned from a building clerk position. The part time position was added in FY 2016. The FY 2017 budget proposes to reorganize the duties of the position so that it would provide back-up support to the Building Permit Clerk, Finance and Administration divisions, and increase the hours from part time to semi-full time, making the position eligible for benefits.

## PERSONNEL SUMMARY

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 BUDGET
Building & Development	3	3.5	3.75

## LOOKING FORWARD: 2017 OBJECTIVES

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### Village Board Strategic Goal: Customer Service

1. Create user-friendly documents that guide customers through the most frequently utilized zoning regulations
2. Train Code Enforcement Officer to assist with miscellaneous permit review functions and provide additional customer support
3. Continue audit of Village code(s)

### Village Board Strategic Goal: Quality of Life

1. Implement options for online permit and contractor licensing application and payment options through use of Laserfiche online portal

### Village Board Strategic Goal: Performance & Efficiency

1. Identify and implement strategies to integrate building department data with the GIS
2. Create a list of River Forest addresses that are not tied to individual Utility Billing accounts to assist field personnel in inspections
3. Evaluate other building permit software to determine if greater efficiencies could be achieved

### Village Board Strategic Goal: Economic Development

See Goals listed under Administration

## REVIEWING THE YEAR: 2016 ACCOMPLISHMENTS

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### VILLAGE BOARD STRATEGIC GOAL: PERFORMANCE & EFFICIENCY

#### GOALS

Continue scanning Geo Files and digitizing of archival records

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

#### STATUS

The Village scanned archived Geo Files stored in the Village's basement, resulting in faster retrieval of archived records and reduction in a large quantity of paper files that the Village was no longer required to retain.

Procedures have been documented and part time support staff have been trained to support the permitting function.

### VILLAGE BOARD STRATEGIC GOAL: CUSTOMER SERVICE

#### GOAL

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

#### STATUS

Code enforcement continued to assist the Police and Public Works departments by reviewing Traffic Schedules within Title 9 of the Village Code to ensure consistency between the code and actual field conditions.

Village staff created a new hang tag that can be placed at homes to alert them to the issue and assist first responders in identifying addresses more quickly.

Code enforcement has created and regularly updates an inventory of vacant residential and commercial properties.

### VILLAGE BOARD STRATEGIC GOAL: QUALITY OF LIFE

#### GOALS

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

#### STATUS

The Historic Preservation Commission created a program that would allow Commissioners to nominate properties for historic preservation awards to help educate residents regarding the program as well as the value of preservation.

Village staff attended additional training on Laserfiche and will apply that training to the building department by incorporating regularly used forms into the Laserfiche workflow process. Implementation planned for FY 2017.

## 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 2015		FY 2016		FY 2017
	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%	80%	95%	83%	95%
Re-Reviews of Large Projects Completed in 2 weeks or Less	95%	87%	95%	94%	95%
Plan Reviews of Small Projects Completed in 5 Days or Less	95%	95%	95%	96%	95%
Express Permits Issued at Time of Application	100%	100%	100%	99%	100%
Village Inspections Completed within 24 Hours of Request	100%	100%	100%	100%	100%
Contractual Inspections Passed	80%	96%	80%	96%	80%

## ACTIVITY MEASURES

Projected through the end of the fiscal year.

Measure	FY 2013	FY 2014	FY 2015	FY 2016
Building Permits	190	158	252	179
Electrical Permits	160	168	222	224
Plumbing Permits	170	190	259	274
Street Opening Permits	4	4	15	28
Temporary Obstruction Permits	35	70	86	71
Miscellaneous Permits*	350	334	449	650
Building Inspections	600	403	600	455
Electrical Inspections	275	264	300	256
Plumbing Inspections	350	262	350	312
Code Enforcement Inspections	300	300	312	387
Code Enforcement Citations	70	50	70	65
Health Department Inspections**	-	-	-	-

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

\*\*New activity measure that will be tracked starting in FY 2017.

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>20</b>	<b>Building and Development</b>							
01-20-00-51-0200	Full-Time Salaries	157,479	159,064	164,039	169,620	226,547	62,508	38.11%
01-20-00-51-1700	Overtime	116	-	1,900	-	1,000	(900)	-47.37%
01-20-00-51-1950	Insurance Refusal Reimbursemnt	2,700	2,700	2,700	2,140	2,700	-	0.00%
01-20-00-51-3000	Part-Time Salaries	8,620	24,365	38,163	39,610	-	(38,163)	-100.00%
	<b>Personal Services</b>	<b>168,915</b>	<b>186,129</b>	<b>206,802</b>	<b>211,370</b>	<b>230,247</b>	<b>23,445</b>	<b>11.34%</b>
01-20-00-52-0320	FICA	10,482	11,530	12,896	13,060	13,879	983	7.62%
01-20-00-52-0325	Medicare	2,452	2,697	3,016	3,050	3,317	301	9.98%
01-20-00-52-0330	IMRF	19,251	22,502	24,323	24,165	27,465	3,142	12.92%
01-20-00-52-0375	Fringe Benefits	1,588	1,675	1,800	2,100	2,040	240	13.33%
01-20-00-52-0400	Health Insurance	2,567	3,317	3,584	9,600	31,483	27,899	778.43%
01-20-00-52-0425	Life Insurance	92	97	83	90	125	42	50.60%
01-20-00-52-0430	VEBA Contributions	250	1,598	2,199	22,673	4,568	2,369	107.73%
	<b>Benefits</b>	<b>36,682</b>	<b>43,415</b>	<b>47,901</b>	<b>74,738</b>	<b>82,877</b>	<b>34,976</b>	<b>73.02%</b>
01-20-00-53-0370	Professional Services	5,616	62,183	10,500	11,580	11,250	750	7.14%
01-20-00-53-1300	Inspection Services	48,449	55,158	58,350	58,730	60,500	2,150	3.68%
01-20-00-53-1305	Plan Review Services	5,810	21,541	20,000	16,110	20,000	-	0.00%
01-20-00-53-3200	Vehicle Maintenance	30	347	1,000	980	1,595	595	59.50%
01-20-00-53-4100	Training	140	197	1,320	1,190	2,500	1,180	89.39%
01-20-00-53-4300	Dues & Subscriptions	63	184	175	192	175	-	0.00%
01-20-00-53-5300	Advertising/Legal Notices	839	1,078	750	550	750	-	0.00%
	<b>Contractual Services</b>	<b>60,947</b>	<b>140,688</b>	<b>92,095</b>	<b>89,332</b>	<b>96,770</b>	<b>4,675</b>	<b>5.08%</b>
01-20-00-54-0100	Office Supplies	384	1,165	400	100	400	-	0.00%
01-20-00-54-0150	Office Equipment	-	-	150	50	150	-	0.00%
01-20-00-54-0200	Gas & Oil	243	69	400	537	564	164	41.00%
01-20-00-54-0600	Operating Supplies	-	186	500	50	500	-	0.00%
	<b>Materials &amp; Supplies</b>	<b>627</b>	<b>1,420</b>	<b>1,450</b>	<b>737</b>	<b>1,614</b>	<b>164</b>	<b>11.31%</b>
01-20-00-57-5013	Transfer to CERF	-	-	-	-	3,174	3,174	
	<b>Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,174</b>	<b>3,174</b>	
<b>20</b>	<b>Building and Development</b>	<b>267,171</b>	<b>371,652</b>	<b>348,248</b>	<b>376,177</b>	<b>414,682</b>	<b>66,434</b>	<b>19.08%</b>

## BUDGET SNAPSHOT

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
Personal Services	-	-	-	-
Employee Benefits	-	-	-	-
Contractual Services	\$208,939	\$142,000	\$178,200	\$162,000
Commodities	-	-	-	-
Transfers	-	-	-	-
<b>Total</b>	<b>\$208,939</b>	<b>\$142,000</b>	<b>\$178,200</b>	<b>\$162,000</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 2016 the Village experienced higher legal costs than anticipated. The additional costs can largely be attributed to the legal action associated with demolition of an unsafe structure and foreclosure in the Village's lien, economic development matters, personnel matters and the opening of negotiations on three collective bargaining agreements.

## PERSONNEL SUMMARY

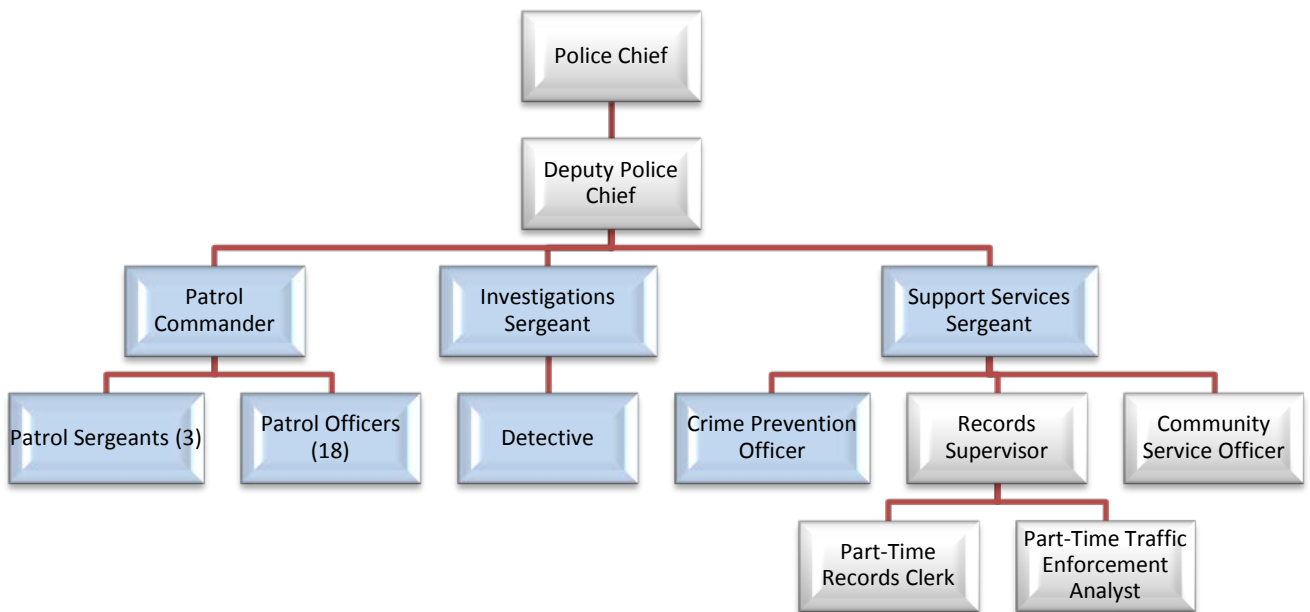
There are no personnel assigned to this division.

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>30</b>	<b>Legal Services</b>							
01-30-00-53-0420	Labor and Employment Legal Svc	33,204	40,416	40,000	49,230	40,000	-	0.00%
01-30-00-53-0425	Village Attorney	109,258	156,523	90,000	116,970	110,000	20,000	22.22%
01-30-00-53-0426	Village Prosecutor	12,000	12,000	12,000	12,000	12,000	-	0.00%
	<b>Contractual Services</b>	<b>154,462</b>	<b>208,939</b>	<b>142,000</b>	<b>178,200</b>	<b>162,000</b>	<b>20,000</b>	<b>14.08%</b>
<b>30</b>	<b>Legal Services</b>	<b>154,462</b>	<b>208,939</b>	<b>142,000</b>	<b>178,200</b>	<b>162,000</b>	<b>20,000</b>	<b>14.08%</b>



# Police Organizational Chart



## BUDGET SNAPSHOT

CATEGORY	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
Personal Services	\$2,939,765	\$3,044,103	\$3,114,611	\$3,127,018
Employee Benefits	\$1,770,359	\$1,921,029	\$1,829,930	\$2,048,874
Contractual Services	\$212,764	\$235,607	\$213,892	\$240,438
Commodities	\$121,566	\$170,600	\$124,982	\$147,487
Capital Outlay	-	-	-	-
Transfers	\$156,720	\$150,535	\$150,535	\$140,764
<b>Total</b>	<b>\$5,201,174</b>	<b>\$5,521,874</b>	<b>\$5,433,950</b>	<b>\$5,704,581</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 budget includes only a slight increase in Personal Services due to new personnel. The increase is less than in prior years as a result of new hires starting at a lower salary. The main increase in Employee Benefits for the FY 2017 Budget is due to pension contributions per the newly created Pension Funding policy. Contractual Services will show a modest increase for this fiscal year and Commodities will decrease by \$23,113 mainly due to the anticipated lower cost for fuel.

## PERSONNEL SUMMARY

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 BUDGET
Sworn Officers	28	28	28
Non-Sworn	3	3	3
<b>TOTAL POLICE FTEs</b>	<b>31</b>	<b>31</b>	<b>31</b>

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**POLICE OVERVIEW**  
**FISCAL YEAR 2017 BUDGET**

## **LOOKING FORWARD: FY2017 OBJECTIVES**

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### **Village Board Strategic Goal: Customer Service**

Police Officers routinely respond to individuals who are in a mental health crisis. However, officers receive limited training in identifying mental health related issues. In collaboration with the Oak Park Township and other mental health counseling services, the objective would be to increase officer's awareness of mental health including receiving training in crisis intervention.

Work with Township senior services to provide quarterly seminars to senior citizens concerning the myriad of problems a senior could encounter including how to reduce becoming a victim of a crime, identifying typical senior scams and senior driving related issues.

### **Village Board Strategic Goal: Quality of Life**

Develop a safe school zone program. Safety at and around all our schools is a primary objective of the River Forest Police Department. To enhance the safety of pedestrians, motorists, and bicyclists, the Department will create School Safety Zones. Within the zones all public and private educational facilities will be included, and will allow for the agency to maximize the use of resources in targeted areas. Officers assigned to these School Safety Zones will engage in traffic enforcement, parking enforcement, pedestrian over watch, and other community policing strategies. Officers will work in concert with school administrators and staff to address problem areas. Department personnel will utilize vehicle, bicycle, and foot patrol tactics to enhance safety in these designated zones.

Working in collaboration with the Township Senior Services to collect data on seniors who may be in need of more attention due to health concerns and/or becoming victim of crimes. The information can be shared with the fire department allowing them to tailor their response to a call for an ambulance involving a senior who is having a health related incident.

Implementation of Too Good for Drugs. In FY 2016, the Department started a pilot program called Too Good for Drugs. The pilot program was taught at two of the private schools and has been successful. The objective for FY17 will be to expand the program by offering it to both public and private school fifth grade students.

### **Village Board Strategic Goal: Performance & Efficiency**

The Department is always trying to look for opportunities to enhance supervision, accountability and improve performance. As part of the FY 17 objectives the department will add new performance measurements that include monitoring citizen complaints and use of force incidents. We will also seek training for mid-level supervisors allowing them to develop their skills and abilities to evaluate their subordinates.

During FY 2017, the department will be exploring improved technology such as a new in-car video camera system that will allow real time streaming of critical incidents and will have the capability of integrating with body cameras in the future.

The department will explore scheduling software that will enhance our ability to track time-off and improve manpower allocation and staffing. This type of software is designed to minimize scheduling errors and time spent tracking personnel including vacation, overtime and sick time accrual and usage. Officers can access the schedule online in order to determine if time-off is available and request time-off by filing out an online form.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**POLICE OVERVIEW**  
**FISCAL YEAR 2017 BUDGET**

## **REVIEWING THE YEAR: FY2016 ACCOMPLISHMENTS**

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### **VILLAGE BOARD STRATEGIC GOAL: CUSTOMER SERVICE**

<b>GOALS</b>	<b>STATUS</b>
Engage department members to develop and implement new programs to improve crime prevention and community support services.	<p>A member of the patrol division suggested a new school program called “Too Good for Drugs” to the Support Services unit. In FY16 a pilot program began with St. Luke’s and Grace Lutheran. The program is taught to 5<sup>th</sup> graders by our SRO and focuses on peer pressure and bullying which leads to lower self-esteem and a higher probability of alcohol and drug abuse.</p> <p>In addition, the Support Services unit has taken over most juvenile investigations. Based on initial contact with members of the patrol division, the Support Services unit is notified of an at-risk youth from the reporting officer and is tasked with the follow-up investigation. As a result, we’re able to pay closer attention to the needs of the child as well as the family, work directly with social services and relieve the Investigations unit to focus on adult crimes.</p> <p>Officers have access to the street cameras and will routinely create interdepartmental bulletins of possible offenders. This improves awareness of crime patterns and allows members to tailor their patrol to prevent further criminal activity.</p>
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.	<p>The Police Dept. Support Services unit along with the Village is participating in meetings of the recently formalized OPRF IMPACT program and a separate Youth Substance Abuse program that collects data on youth alcohol use. In addition, the SRO has begun a new school program called “Too Good for Drugs”. Participation in these programs allows the department to gauge the level of drug and alcohol use and formulate a strategy to reduce usage amongst the youth.</p>

**VILLAGE OF RIVER FOREST, ILLINOIS  
POLICE OVERVIEW  
FISCAL YEAR 2017 BUDGET**

**VILLAGE BOARD STRATEGIC GOAL: QUALITY OF LIFE**

GOAL	STATUS
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.	The Support Services unit participated in several senior citizen community events, including Celebrating Senior Week, attending M-Team meetings, Big Hearts-Little Hands music and tea event, a presentation at the First Presbyterian Church, and sending out community crime prevention tips in hopes to reduce the number of seniors targeted.
Work with the Management Team to develop a community calendar that includes upcoming Village Special Events that impact road closures, parking, and pedestrian traffic.	The Village is currently working on a community calendar and new Village app with an anticipated spring of 2016 launch date. The Village received 10 Special Event permits in FY 2016 (e.g. 5K races), some of which require temporary road closures or parking restrictions. These events are sent to the village administration to be added to the community calendar.








**VILLAGE BOARD STRATEGIC GOAL: PERFORMANCE AND EFFICIENCY**

GOAL	STATUS
Use new CAD system's Case Management module to improve investigations and manage assignments, improving work flow, follow-up and performance tracking.	The roll-out of the new CAD system was delayed until September 2015 and we are now beginning to utilize the CAD modules for crime analysis and investigations. With the new CAD system the department is able to begin to collect data that will improve work flow and, as data grows, we will be able to manage assignments and track performance more closely.
Work with Cook County Clerk's office to begin e-ticketing, reducing back-end data entry, paperwork and input errors.	In January 2016 the department worked with the Cook County Clerk's office to install the e-ticketing software. This system allows the officer to self-populate the traffic citation, print a copy for the violator and directly export the citation into the County Clerk's record system, saving back-end data entry and input errors. In February we began training officers on how to use the program. After training has been completed the go-live date will be March 1 <sup>st</sup> .

**VILLAGE OF RIVER FOREST, ILLINOIS  
POLICE OVERVIEW  
FISCAL YEAR 2017 BUDGET**

## 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 2015		FY 2016		FY 2017
	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	3:40 minutes	4:00 minutes	3:44 minutes	4:00 minutes
Staff Injuries on Duty Resulting in Lost Work Days	 50%	1 Officer (113 days)	 50%	0 injuries	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	0 Claims	0 Claims
Improve Communication with Bargaining Unit and Reduce Number of Grievances	 25%	0 Grievances	 25%	4 Grievances	0 Grievances
Reduce Overtime and Improve Morale by Reducing Sick Leave Usage. Comparison of FY15 and FY16	 10 %	167days 3 FMLA	 10 %	78.5 days 3 FMLA	 10 %

**VILLAGE OF RIVER FOREST, ILLINOIS  
POLICE OVERVIEW  
FISCAL YEAR 2017 BUDGET**

## ACTIVITY MEASURES

Activity is measured by calendar year.

Measure	2012	2013	2014	2015
Calls for Service	9,906	9,762	9,747	NA
Part I Offenses*	348	305	263	282
Part II Offenses**	920	873	775	762
Traffic Citations	3,162	3,557	3,411	2,962
Parking and Compliance Citations	7,619	6,997	7,210	5,171
Traffic Accidents	494	514	573	588
Part I Arrests- Adult	105	118	95	102
Part I Arrests- Juvenile	9	9	10	15
Part II Arrests- Adult	660	671	583	627
Part II Arrests- Juvenile	20	15	22	16
Special Event Permits***	****	15	16	10
Film Permits***	Not Available	21	40	35

\* 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.

\*\*\*New activity measures.

\*\*\*\*Ordinance passed in 2013

Note: In September 2015, the department implemented a new CAD system. No statistical data was transferred and calls for service are now counted as events.

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>40</b>	<b>Police Department</b>							
01-40-00-51-0100	Salaries Sworn	2,311,597	2,446,258	2,564,365	2,564,000	2,588,965	24,600	0.96%
01-40-00-51-0200	Salaries Regular	97,657	122,381	110,827	110,000	119,322	8,495	7.67%
01-40-00-51-1500	Specialist Pay	29,032	34,954	30,500	32,420	30,500	-	0.00%
01-40-00-51-1600	Holiday Pay	97,392	100,375	116,394	116,394	116,706	312	0.27%
01-40-00-51-1700	Overtime	156,992	179,108	132,000	215,891	175,000	43,000	32.58%
01-40-00-51-1725	BADGE Overtime	18,193	-	-	-	-	-	-
01-40-00-51-1727	IDOT STEP Overtime	11,900	10,015	9,278	9,278	25,500	16,222	174.84%
01-40-00-51-1750	Compensated Absences-Retiremt	-	-	-	-	-	-	-
01-40-00-51-1800	Educational Incentives	33,000	33,000	34,800	34,800	34,700	(100)	-0.29%
01-40-00-51-1950	Insurance Refusal Reim	1,675	-	-	-	-	-	-
01-40-00-51-3000	Part-Time Salaries	-	13,674	45,939	31,828	36,325	(9,614)	-20.93%
	<b>Personal Services</b>	<b>2,757,438</b>	<b>2,939,765</b>	<b>3,044,103</b>	<b>3,114,611</b>	<b>3,127,018</b>	<b>82,915</b>	<b>2.72%</b>
01-40-00-52-0320	FICA	5,867	8,258	9,720	9,720	10,735	1,015	10.44%
01-40-00-52-0325	Medicare	37,562	39,614	43,656	43,656	42,779	(877)	-2.01%
01-40-00-52-0330	IMRF	15,676	20,461	20,041	20,041	20,280	239	1.19%
01-40-00-52-0375	Fringe Benefits	1,800	1,800	1,800	1,800	1,800	-	0.00%
01-40-00-52-0400	Health Insurance	371,351	424,998	472,621	472,621	474,767	2,146	0.45%
01-40-00-52-0420	Health Insurance - Retirees	91,689	91,944	92,979	96,650	85,732	(7,247)	-7.79%
01-40-00-52-0425	Life Insurance	1,973	2,032	1,656	1,656	1,656	-	0.00%
01-40-00-52-0430	VEBA Contributions	358,999	82,570	73,734	73,734	81,481	7,747	10.51%
01-40-00-53-0009	Contribution to Police Pension	736,048	1,098,682	1,204,822	1,110,052	1,329,644	124,822	10.36%
	<b>Benefits</b>	<b>1,620,965</b>	<b>1,770,359</b>	<b>1,921,029</b>	<b>1,829,930</b>	<b>2,048,874</b>	<b>127,845</b>	<b>6.66%</b>
01-40-00-53-0200	Communications	2,263	3,490	3,068	3,550	3,550	482	15.71%
01-40-00-53-0385	Administrative Adjudication	23,965	24,340	29,220	22,120	29,220	-	0.00%
01-40-00-53-0410	IT Support	2,622	2,951	6,367	5,367	6,367	-	0.00%
01-40-00-53-0430	Animal Control	375	-	-	3,650	2,500	2,500	-
01-40-00-53-3100	Maint of Equipment	9,733	9,538	14,850	14,850	14,850	-	0.00%
01-40-00-53-3200	Maintenance of Vehicles	47,538	45,801	46,500	38,289	46,500	-	0.00%
01-40-00-53-3600	Maintenance of Buildings	849	1,541	4,340	-	4,340	-	0.00%
01-40-00-53-4100	Training	13,733	14,874	18,050	17,185	18,050	-	0.00%
01-40-00-53-4200	Community Support Services	87,699	94,305	89,407	89,407	89,607	200	0.22%
01-40-00-53-4225	Badge Grant Programs	5,996	-	-	-	-	-	-
01-40-00-53-4250	Travel & Meeting	752	1,368	4,450	3,482	4,450	-	0.00%
01-40-00-53-4300	Dues & Subscriptions	7,432	6,736	7,820	8,600	10,349	2,529	32.34%
01-40-00-53-4350	Printing	5,327	4,303	5,640	5,097	5,640	-	0.00%
01-40-00-53-4400	Medical & Screening	4,898	1,528	5,015	2,295	5,015	-	0.00%
01-40-00-53-5300	Advertising/Legal Notice	-	-	880	-	-	(880)	-100.00%
01-40-00-53-5400	Damage Claims	-	1,989	-	-	-	-	-
	<b>Contractual Services</b>	<b>213,182</b>	<b>212,764</b>	<b>235,607</b>	<b>213,892</b>	<b>240,438</b>	<b>4,831</b>	<b>2.05%</b>
01-40-00-54-0100	Office Supplies	7,817	4,237	14,800	8,251	10,500	(4,300)	-29.05%
01-40-00-54-0200	Gas & Oil	67,208	50,865	64,089	41,160	45,276	(18,813)	-29.35%
01-40-00-54-0300	Uniforms Sworn Personnel	24,821	27,684	27,000	27,000	27,000	-	0.00%
01-40-00-54-0310	Uniforms Other Personnel	374	219	800	500	800	-	0.00%
01-40-00-54-0400	Prisoner Care	1,860	2,248	2,608	1,816	2,608	-	0.00%
01-40-00-54-0600	Operating Supplies	10,983	2,514	9,868	9,860	9,868	-	0.00%
01-40-00-54-0601	Radios	10,294	5,034	12,095	6,538	12,095	-	0.00%
01-40-00-54-0602	Firearms and Range Supplies	12,239	11,225	15,440	11,000	15,440	-	0.00%
01-40-00-54-0603	Evidence Supplies	4,029	4,324	6,100	5,057	6,100	-	0.00%
01-40-00-54-0605	DUI Expenditures	3,800	1,239	3,800	3,800	3,800	-	0.00%

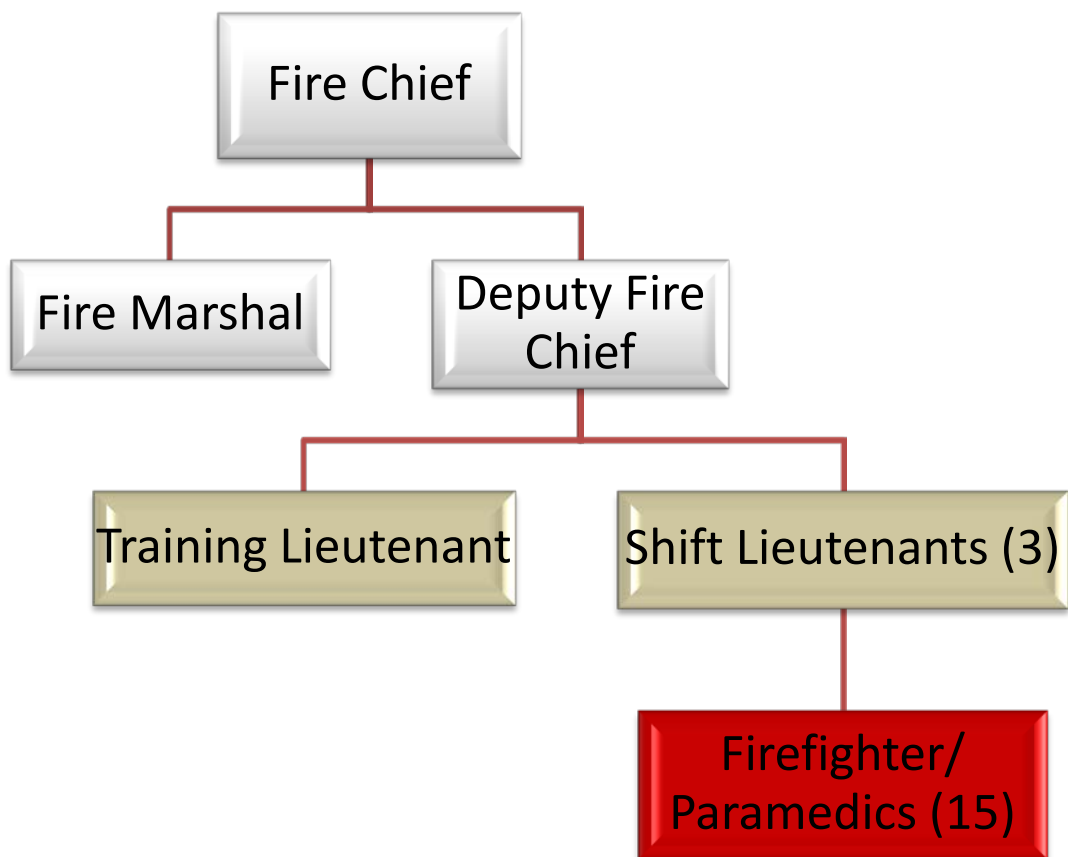


Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
01-40-00-54-0610	Drug Forfeiture Expenditures	5,820	3,002	6,000	2,000	6,000	-	0.00%
01-40-00-54-0615	Article 36 Exp	5,835	8,975	8,000	8,000	8,000	-	0.00%
	<b>Materials &amp; Supplies</b>	<b>155,080</b>	<b>121,566</b>	<b>170,600</b>	<b>124,982</b>	<b>147,487</b>	<b>(23,113)</b>	<b>-13.55%</b>
01-40-00-57-5013	Transfer to CERF	146,407	156,720	150,535	150,535	140,764	(9,771)	-6.49%
	<b>Other Financing Uses</b>	<b>146,407</b>	<b>156,720</b>	<b>150,535</b>	<b>150,535</b>	<b>140,764</b>	<b>(9,771)</b>	<b>-6.49%</b>
<b>40</b>	<b>Police Department</b>	<b>4,893,072</b>	<b>5,201,174</b>	<b>5,521,874</b>	<b>5,433,950</b>	<b>5,704,581</b>	<b>182,707</b>	<b>3.31%</b>

# Fire

## Organizational Chart



Lt. MOA

IAFF

## BUDGET SNAPSHOT

CATEGORY	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
Personal Services	\$2,449,086	\$2,404,231	\$2,495,248	\$2,489,698
Employee Benefits	\$1,247,278	\$1,426,270	\$1,356,124	\$1,565,048
Contractual Services	\$94,554	\$103,596	\$97,091	\$108,866
Commodities	\$47,327	\$58,753	\$52,380	\$54,271
Transfers	\$169,728	\$173,383	\$173,383	\$156,297
<b>Total</b>	<b>\$4,007,973</b>	<b>\$4,166,233</b>	<b>\$4,174,226</b>	<b>\$4,374,180</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 2017 Budget reflects an increase of \$98,150 over the FY16 Budget for Contributions to Fire Pension utilizing a more stable funding mechanism as outlined in the Pension Funding Study.

While the FY 2016 projected overtime expense is \$19,500 less than the \$170,000 budgeted, the 2017 budget recommends \$160,000 to more accurately reflect expected expenditures. The Fire Department experienced minor worker compensation injuries and no retirements that significantly reduced the overtime budget. The coming budget year will see significant changes in personnel with three officer retirements and promotions, and a new eligibility list for promotion replacements.

## PERSONNEL SUMMARY

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 BUDGET
Sworn Officers	22	21	21
Civilian Fire Marshal	0	1	1
<b>TOTAL FIRE FTEs</b>	<b>22</b>	<b>22</b>	<b>22</b>

## LOOKING FORWARD: 2017 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.
5. Attend and teach fire safety to residents at block parties, when not on emergency service calls.

### Village Board Strategic Goal: Quality of Life

1. Improve our community emergency preparedness with programs participated in and taught by volunteers from 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 implement this goal.
2. Complete purchase and implementation of Engine 211 to replace a twenty-five 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. Exercise our Emergency Operations Plan with all emergency preparedness drills, including TRIPCOM Pharmaceutical Distribution Plan.

### Village Board Strategic Goal: Performance & Efficiency

1. Further implement new technology with a new computer aided dispatch system (CAD) and Firehouse software records management. These functions will become centralized such as hydrant inspection and flow data, hose pressure testing, property inspections, personnel scheduling and training. In turn reports become more efficient and simpler to submit for grant reimbursement.
2. Develop 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. Continue our new officer development training on Incident Management with 'Blue Card' command system by 2018.

## REVIEWING THE YEAR: 2016 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 Classification rating. Upon accomplishment this will provide property owners the ability to reduce their costs for fire insurance throughout our community.

#### STATUS

Completed 44 public safety education programs community-wide, making contact with 3,048 residents, students and businesses. These programs have significantly increased with our new Fire Marshal position.

Improvements to our apparatus, equipment, training, communications, water supply and response times 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.

Progress all firefighters to Advanced Firefighter level certification through the Office of the State Fire Marshal & develop 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

Our Fire Marshal established new, effective programs that enhance public education and safety. These programs include IROL, a third party vendor that makes contact with businesses to provide current and updated data in the inspection process. Firehouse software is the backbone of the inspection process and ties in with our records management to provide the most current information to first responders when answering emergency calls.

Twelve of the fifteen firefighters have successfully completed this training. The remaining firefighters are new recruits or have been with our department less than 3 years. All Lieutenants have accomplished this advanced leadership level of training.

Applied for Assistance to Firefighters Grants through 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.

FY 2016 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 Corps 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 National Fire Protection Association 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 was delivered in FY 2016.

## 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 2014		CALENDAR YEAR 2015		2016
	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	1:13	1:15	1:18	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	4:00	4:00	3:39	4:00
Customer complaints and/or public safety professional complaint of less than one percent of total call volume	<1%	0%	<1%	0%	0%
Medical complaints filed by medical director and/or hospital personnel of less than one percent of total call volume	<1%	0%	<1%	0%	0%
All commercial, multi-family, educational properties inspected once per year. High hazard properties inspected twice per year.	311	197	342	406	434
Complete 268 hours of training for each shift personnel.	4824	4509	4824	4509	4824
Inspect and flush 444 fire hydrant within the village semiannually. Inspect, flush and flow test pressure annually.	444 X 2	872	446 X 2	853	446 X 2

## ACTIVITY MEASURES

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

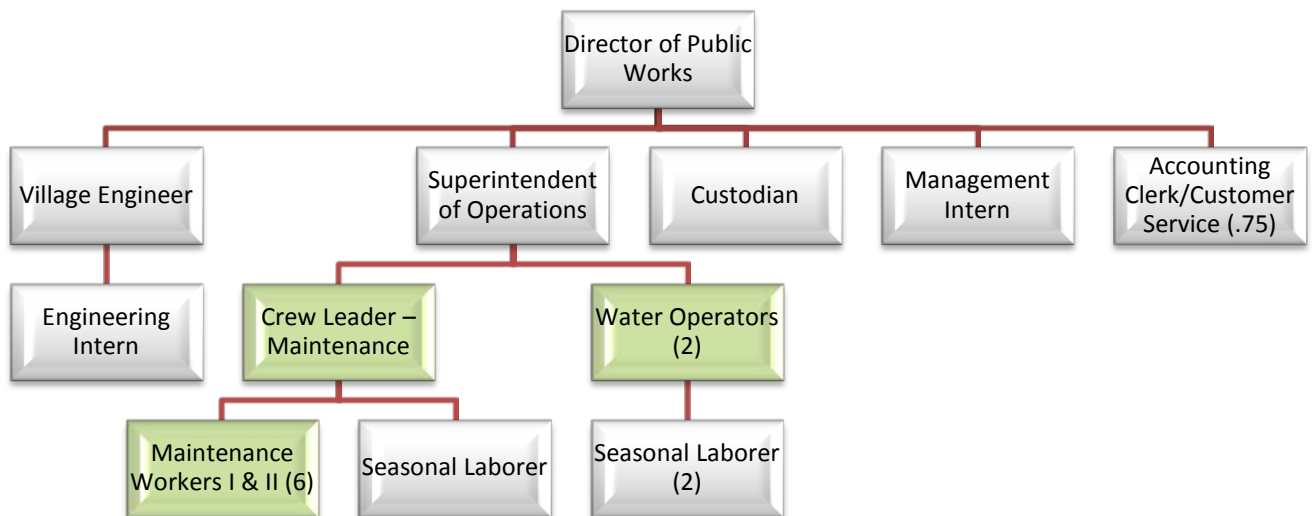
Measure	2011	2012	2013	2014	2015
Emergency Fire Responses	946	856	862	871	824
Building Fires	36	25	20	32	26
Cooking related Fires	43	59	66	56	37
Other Fires	11	24	11	11	6
Severe Weather	5	17	0	1	1
Hazardous Conditions (no fire)	102	54	101	71	69
Service Calls	214	205	205	183	157
Good Intent Call	299	265	259	285	275
False Alarms	236	207	197	229	253
Emergency Medical Responses	888	1,005	1,069	1106	1302
Total Calls for Service	1,834	1,861	1,931	1977	2126
Patient Contacts	836	1,022	1,077	1095	1332
ALS	414	508	548	546	659
BLS	422	514	529	549	673
Refused Transport	201	262	274	265	342
Simultaneous Calls	304	292	310	352	190
Percent of Simultaneous Calls	16.58%	15.69%	16.05%	17.80%	8.94%
Average Emergency Response Time	3:59	3:58	3:51	4:00	4:08
Dollar Value of Property	\$9,772,900	\$3,260,922	\$1,441,169	\$7,377,804	1,611,500
Saved	\$9,409,836	\$3,183,697	\$1,297,748	\$7,322,795	1,502,090
Percent Saved	96.28%	97.63%	90.05%	99.25%	93.21%
Loss	\$363,064	\$77,225	\$143,421	\$55,009	109,410
Public Education Programs/Contacts	31/1,772	26/1,671	25/1506	10/350	44/3048



**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>50</b>	<b>Fire Department</b>							
01-50-00-51-0100	Salaries Sworn	1,969,205	1,821,724	1,911,116	1,899,634	1,993,505	82,389	4.31%
01-50-00-51-0200	Salaries Regular	-	27,992	61,125	68,945	64,534	3,409	5.58%
01-50-00-51-1500	Specialist Pay	117,659	120,707	125,448	125,086	126,056	608	0.48%
01-50-00-51-1600	Holiday Pay	74,863	70,420	75,742	75,622	80,022	4,280	5.65%
01-50-00-51-1700	Overtime	214,281	259,607	170,000	150,500	160,000	(10,000)	-5.88%
01-50-00-51-1750	Compensated Absences-Retiremt	-	133,836	46,300	160,162	51,081	4,781	10.33%
01-50-00-51-1800	Educational Incentives	16,100	14,800	14,500	15,300	14,500	-	0.00%
	<b>Personal Services</b>	<b>2,392,108</b>	<b>2,449,086</b>	<b>2,404,231</b>	<b>2,495,248</b>	<b>2,489,698</b>	<b>85,467</b>	<b>3.55%</b>
01-50-00-51-1950	Insurance Refusal Reimb	1,575	2,375	-	1,800	1,500	1,500	
01-50-00-52-0100	ICMA Retirement Contract	7,399	7,788	7,947	8,069	8,261	314	3.95%
01-50-00-52-0320	FICA	-	1,440	3,827	3,531	4,038	211	5.51%
01-50-00-52-0325	Medicare	25,918	29,133	32,395	30,290	35,369	2,974	9.18%
01-50-00-52-0330	IMRF	-	2,907	7,573	7,316	7,789	216	2.85%
01-50-00-52-0375	Fringe Benefits	1,200	1,425	1,800	1,750	1,800	-	0.00%
01-50-00-52-0400	Health Insurance	320,139	299,559	303,975	329,430	340,076	36,101	11.88%
01-50-00-52-0420	Health Insurance - Retirees	23,520	23,192	17,270	18,793	22,124	4,854	28.11%
01-50-00-52-0425	Life Insurance	1,510	1,488	1,227	1,478	1,254	27	2.20%
01-50-00-52-0430	VEBA Contributions	245,693	55,339	62,106	27,963	56,537	(5,569)	-8.97%
01-50-00-53-0010	Contribution to Fire Pension	660,354	822,631	988,150	925,704	1,086,300	98,150	9.93%
	<b>Benefits</b>	<b>1,287,308</b>	<b>1,247,278</b>	<b>1,426,270</b>	<b>1,356,124</b>	<b>1,565,048</b>	<b>138,778</b>	<b>9.73%</b>
01-50-00-53-0200	Communications	780	2,204	5,300	4,165	4,900	(400)	-7.55%
01-50-00-53-0410	IT Support	1,310	1,320	5,126	4,950	5,126	-	0.00%
01-50-00-53-3100	Maintenance of Equipment	4,385	4,956	7,500	4,100	7,400	(100)	-1.33%
01-50-00-53-3200	Maintenance of Vehicles	22,461	43,472	28,000	35,000	29,750	1,750	6.25%
01-50-00-53-3300	Maint of Office Equipment	48	-	500	250	500	-	0.00%
01-50-00-53-3600	Maintenance of Buildings	11,187	766	1,750	3,300	3,500	1,750	100.00%
01-50-00-53-4100	Training	7,404	15,955	14,950	12,450	17,750	2,800	18.73%
01-50-00-53-4200	Community Support Services	15,015	14,018	15,200	15,000	16,300	1,100	7.24%
01-50-00-53-4250	Travel & Meeting	2,645	1,329	5,300	3,030	5,300	-	0.00%
01-50-00-53-4300	Dues & Subscriptions	2,714	2,842	3,690	2,596	3,340	(350)	-9.49%
01-50-00-53-4400	Medical & Screening	13,372	7,692	16,280	12,250	15,000	(1,280)	-7.86%
01-50-00-53-5400	Damage Claims	132,932	-	-	-	-	-	
	<b>Contractual Services</b>	<b>214,253</b>	<b>94,554</b>	<b>103,596</b>	<b>97,091</b>	<b>108,866</b>	<b>5,270</b>	<b>5.09%</b>
01-50-00-54-0100	Office Supplies	1,000	1,061	2,000	1,725	1,800	(200)	-10.00%
01-50-00-54-0200	Gas & Oil	14,676	11,950	14,953	10,155	11,171	(3,782)	-25.29%
01-50-00-54-0300	Uniforms Sworn Personnel	9,429	17,291	18,500	18,000	18,500	-	0.00%
01-50-00-54-0600	Operating Supplies	16,351	17,025	23,300	22,500	22,800	(500)	-2.15%
	<b>Materials &amp; Supplies</b>	<b>41,456</b>	<b>47,327</b>	<b>58,753</b>	<b>52,380</b>	<b>54,271</b>	<b>(4,482)</b>	<b>-7.63%</b>
01-50-00-57-5013	Transfer to CERF	145,481	169,728	173,383	173,383	156,297	(17,086)	-9.85%
	<b>Other Financing Uses</b>	<b>145,481</b>	<b>169,728</b>	<b>173,383</b>	<b>173,383</b>	<b>156,297</b>	<b>(17,086)</b>	<b>-9.85%</b>
<b>50</b>	<b>Fire Department</b>	<b>4,080,606</b>	<b>4,007,973</b>	<b>4,166,233</b>	<b>4,174,226</b>	<b>4,374,180</b>	<b>207,947</b>	<b>4.99%</b>

# Public Works Organizational Chart



# Public Works- Administration & Operations

## BUDGET SNAPSHOT

CATEGORY	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
Personal Services	\$472,898	\$521,103	\$480,208	\$519,518
Employee Benefits	\$224,768	\$247,795	\$235,971	\$242,171
Contractual Services	\$676,822	\$605,596	\$494,158	\$599,200
Commodities	\$178,095	\$232,230	\$217,318	\$191,021
Capital Outlay	-	-	-	-
Transfers	\$138,975	\$137,629	\$137,629	\$121,015
<b>Total</b>	<b>\$1,691,558</b>	<b>\$1,744,353</b>	<b>\$1,565,284</b>	<b>\$1,672,925</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 2017 Budget includes the following:

Tree Maintenance: The Budget reflects an increase in the contractual removals and a decrease in tree plantings.

Trees: The Budget reflects a decrease of \$14,375 for the purchase of trees to replace ash trees lost due to EAB infestations.

Consulting Services: The Budget reflects a decrease of \$32,500 due to the Village stormwater ordinance update accomplished in FY2016 to more closely resemble the MWRD stormwater ordinance.

Street Light Electricity: The Budget reflects a decrease of \$6,000 due to the recent installation of LED streetlight retrofit fixtures installed in Village side streetlight fixtures.

## PERSONNEL SUMMARY

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 BUDGET
TOTAL PUBLIC WORKS FTEs	14	14.5	14.5

## LOOKING FORWARD: 2017 OBJECTIVES

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### Village Board Strategic Goal: Performance & Efficiency

1. Begin training and certifying internal staff to repair underground utilities that have been identified through the use of sewer televising and leak correlating equipment. Public Works water and sewer operations will train to use heavy equipment for needed underground repairs. Recently purchased sewer televising equipment and a sewer lateral push camera quickly shows where repairs need to be made before they result in more costly repairs. Leak correlating equipment allows in-house staff to quickly locate the exact location of a water main/service line leak. The next step in this process to internally handle these issues is to have the ability to make these repairs with in-house staff for a lower cost than an outside contractor.
2. Continue to coordinate the updating of our GIS system through our membership in 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 will be utilized by Public Works to track tree information, sewer and water information - water breaks, building construction, traffic analysis, roadway improvements, locate fire hydrants and buffalo boxes. Membership in the GIS Consortium has proven beneficial by providing a very efficient method of identifying address information for project notice mailings. Another benefit of the Consortium is that communities share information and methods that have been proven successful at increasing efficiency. Staff will continue to seek the most impactful uses of this resource to improve operational efficiency.

### Village Board Strategic Goal: Quality of Life

1. Provide oversight and exceptional customer service for the installation and lining of the Thatcher Avenue water main project. This project will be unique due to the fact that it involves lining an existing water main and temporarily providing water to homes through bypass connections. This project will require clear 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 affected residents.
2. Continue to coordinate the removal and replacement of all remaining untreated ash trees throughout the Village. As a part of this process we will be analyzing which ash trees should continue to be treated, and for how long. We will also continue tree planting operations by using more cost effective contractual services.
3. Continue to incorporate one sustainable project and/or sustainable element(s) to annually occurring capital improvement projects – West Thatcher Parking Lot reconstruction, local alley project(s), and LED streetlight upgrades in FY 2017.

### Village Board Strategic Goal: Customer Service

1. Notify 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. This system will continue to be used as well as mailed notifications when necessary.
2. Update the newly created capital projects portion of the Village website, which provides important up to date information for residents. This serves as a place where residents can see the details of the work on public infrastructure being done throughout the Village as well as how it may impact their daily life.

## REVIEWING THE YEAR: 2016 ACCOMPLISHMENTS

### VILLAGE BOARD STRATEGIC GOAL: PERFORMANCE & EFFICIENCY

#### GOALS

Identify needed repairs to underground utilities as quickly as possible through the purchase of new leak correlating and sewer televising equipment.

Coordinate and oversee the implementation of updating our GIS system and joining the GIS Consortium. The goals of the GIS system and joining the Consortium are to link databases and become more efficient with geographic information.

#### STATUS

Completed; these items were purchased in FY 2016 and are being used regularly to more accurately identify needed repairs to both the water and sewer system.

Completed; the Village joined the GIS Consortium in FY2016 and has been utilizing these resources to improve how geographical information is used for planning future projects.

### VILLAGE BOARD STRATEGIC GOAL: QUALITY OF LIFE

#### GOALS

Provide oversight for the installation of Phase 1 of the Northside Stormwater Management Project. The construction of this project is a large scale endeavor and requires efficient communication between the contractor, construction engineer, and Public Works staff.

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.

Incorporate one sustainable project and/or sustainable element(s) to annually occurring capital improvement projects – West Thatcher Parking Lot reconstruction.

#### STATUS

Completed; Phase 1 of the Northside Stormwater Management Project was completed ahead of schedule with a portion of Phase 2 being completed as well. There were clear lines of communication for addressing issues affecting residents adjacent to the project.

Ongoing; In-house staff and a tree removal contractor were able to remove over 300 diseased ash trees in FY 2016. This work will continue until all untreated diseased ash trees are removed.

This project will be completed in FY 2017. However, the sustainable LED streetlight retrofit side street project will be completed in FY 2016.

### VILLAGE BOARD STRATEGIC GOAL: CUSTOMER SERVICE

#### GOAL

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.

Create a detailed snow and ice removal plan which clearly communicates prioritization and how other governmental partners are involved in the snow and ice removal process.

#### STATUS

Completed, it is an ongoing goal to have residents sign up for this system of notification

Ongoing; progress was made in FY2016 by completing a snow removal intergovernmental agreement with School District 90 and the Park District for sidewalk snow removal adjacent to Roosevelt School, Centennial Park and the River Forest Library

## 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 2015		FY 2016		FY 2017
	GOAL	ACTUAL	GOAL	ACTUAL (1 <sup>ST</sup> – 3 <sup>RD</sup> QUARTERS)	GOAL
Complete Tree Trimming Service Requests Within 7 Working Days	95%	71% (47 of 66)	95%	97% (10 of 111)	95%
Complete Service Requests for Unclogging Blocked Catch Basins Within 5 Working Days	95%	100% (13 of 13)	95%	100% (14 of 14)	95%
Percent of Hydrants Out of Service More than 10 Working Days	<1%	0% (0 out of service)	<1%	0.05% (1 of 2,200)	<1%
Replace Burned Out Traffic Signal Bulbs Within 8 Hours of Notification	99%	100% (5 of 5)	99%	100% (4 of 4)	99%
Complete Service Requests for Patching Potholes Within 5 Working Days	95%	97% (38 of 39)	95%	100% (10 of 10)	95%
Repair Street Lights In-house, or Schedule Contractual Repairs, Within Five Working days	95%	95% (38 of 40)	95%	91% (48 of 53)	95%
Safety: Not More than 2 Employee Injuries Resulting in Lost Time	≤2	2	≤2	0	≤2
Safety: Not More than 1 At-Fault Vehicle Accident	≤1	0	≤1	0	≤1
Televis 2,640 lineal feet (1/2 mile) of combined sewers each month (from April – Sept)	2,640/per month	20,028	2,640 per month (15,840/year)	32,034	2,640/month
Exercise 25 Water System Valves Per Month	25 per month	319 (Avg. 26.58/month)	25/month (300/year)	58% (175 of 300)	25/month
Complete First Review of Grading Plan Within 10 Working Days	95%	100% (109 of 109)	95%	100% (77 of 77)	95%

## ACTIVITY MEASURES

\*Projected through the end of the fiscal year.

Measure	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016*
Street Sweeping (curb miles)	1,889	1,410	1,490	603.0	505
Street Sweeping Loads	45	37	43	10	10
Sign Repairs / Fabrication	444	167	90	67	206
Sewer Jetting (lineal feet)	40,945	11,088	24,900	20,393	32,443
Catch Basin Cleaning	35	143	260	293	39
Leaf Removal Loads	442	535	684	619	581
Leaf Removal (Tons)	1,894	1,677	1,903	1380	1,801
Street Salting (Tons)	436	804	950	784.6	625
Trees Trimmed	1,341	750	700	754	406
Trees Removed	128	212	190	661	105
Trees Planted	145	268	225	237	261
Watering Young Trees	145	148	300	80	100
Ash Injections	0	288	0	260	0
Stumps Removed	127	167	225	389	287
Dutch Elm Cases	46	32	0	17	0

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>60-01</b>	<b>Public Works-Admin and Ops</b>							
01-60-01-51-0200	Salaries Regular	391,546	408,569	455,703	443,655	453,568	(2,135)	-0.47%
01-60-01-51-1500	Certification Pay	7,800	7,970	7,800	7,950	7,950	150	1.92%
01-60-01-51-1700	Overtime	74,603	46,891	50,000	25,920	50,000	-	0.00%
01-60-01-51-3000	Part-Time Salaries	21,343	9,468	7,600	2,683	8,000	400	5.26%
	<b>Personal Services</b>	<b>495,292</b>	<b>472,898</b>	<b>521,103</b>	<b>480,208</b>	<b>519,518</b>	<b>(1,585)</b>	<b>-0.30%</b>
01-60-01-52-0320	FICA	30,618	28,747	32,265	30,776	31,766	(499)	-1.55%
01-60-01-52-0325	Medicare	7,111	6,723	7,546	7,196	7,522	(24)	-0.32%
01-60-01-52-0330	IMRF	58,188	58,804	63,120	60,689	55,212	(7,908)	-12.53%
01-60-01-52-0375	Fringe Benefits	3,744	4,342	4,080	4,080	4,080	-	0.00%
01-60-01-52-0400	Health Insurance	108,899	120,083	124,355	116,700	125,907	1,552	1.25%
01-60-01-52-0420	Health Insurance - Retirees	14,511	2,930	13,644	13,195	13,477	(167)	-1.22%
01-60-01-52-0425	Life Insurance	237	242	191	140	210	19	9.95%
01-60-01-52-0430	VEBA Contributions	2,832	2,897	2,594	3,195	3,997	1,403	54.09%
	<b>Benefits</b>	<b>226,140</b>	<b>224,768</b>	<b>247,795</b>	<b>235,971</b>	<b>242,171</b>	<b>(5,624)</b>	<b>-2.27%</b>
01-60-01-53-0200	Communications	2,774	3,154	2,890	1,500	1,210	(1,680)	-58.13%
01-60-01-53-0380	Consulting Services	11,150	16,200	56,500	12,000	24,000	(32,500)	-57.52%
01-60-01-53-0410	IT Support	2,500	268	23,928	23,928	22,000	(1,928)	-8.06%
01-60-01-53-1310	Julie Notifications	533	1,236	608	2,000	700	92	15.13%
01-60-01-53-3100	Maintenance of Equipment	956	4,738	3,000	2,800	3,000	-	0.00%
01-60-01-53-3200	Maintenance of Vehicles	17,457	29,426	16,500	16,500	17,100	600	3.64%
01-60-01-53-3400	Maintenance Traffic/St Lights	46,530	40,881	35,380	37,500	40,380	5,000	14.13%
01-60-01-53-3550	Tree Maintenance	41,027	203,939	62,530	64,000	89,750	27,220	43.53%
01-60-01-53-3600	Maintenance of Bldgs & Grounds	47,759	73,356	56,910	54,000	56,910	-	0.00%
01-60-01-53-3610	Maintenance Sidewalks	52,258	53,449	55,000	49,050	55,000	-	0.00%
01-60-01-53-3620	Maintenance Streets	169,536	141,444	183,000	148,230	188,000	5,000	2.73%
01-60-01-53-4100	Training	315	508	1,500	300	1,500	-	0.00%
01-60-01-53-4250	Travel & Meeting	3,293	3,708	6,070	4,500	6,070	-	0.00%
01-60-01-53-4300	Dues & Subscriptions	2,915	2,559	2,530	1,800	2,330	(200)	-7.91%
01-60-01-53-4400	Medical & Screening	1,471	645	1,550	1,550	1,550	-	0.00%
01-60-01-53-5300	Advertising/Legal Notice	266	1,401	1,500	500	1,500	-	0.00%
01-60-01-53-5350	Dumping Fees	9,447	18,197	13,000	9,000	11,000	(2,000)	-15.38%
01-60-01-53-5400	Damage Claims	30,841	35,370	40,000	32,000	40,000	-	0.00%
01-60-01-53-5450	St Light Electricity	42,627	46,343	43,200	33,000	37,200	(6,000)	-13.89%
	<b>Contractual Services</b>	<b>483,655</b>	<b>676,822</b>	<b>605,596</b>	<b>494,158</b>	<b>599,200</b>	<b>(6,396)</b>	<b>-1.06%</b>
01-60-01-54-0100	Office Supplies	1,127	805	500	1,000	1,000	500	100.00%
01-60-01-54-0200	Gas & Oil	32,772	23,175	29,615	29,518	32,470	2,855	9.64%
01-60-01-54-0310	Uniforms	5,156	4,988	5,575	4,800	5,575	-	0.00%
01-60-01-54-0500	Vehicle Parts	5,129	7,861	10,000	6,000	10,000	-	0.00%
01-60-01-54-0600	Operating Supplies & Equipment	62,298	45,545	40,570	33,500	40,220	(350)	-0.86%
01-60-01-54-0800	Trees	24,411	49,860	62,470	62,500	28,250	(34,220)	-54.78%
01-60-01-54-2100	Snow & Ice Control	59,640	45,861	83,500	80,000	73,506	(9,994)	-11.97%
	<b>Materials &amp; Supplies</b>	<b>190,533</b>	<b>178,095</b>	<b>232,230</b>	<b>217,318</b>	<b>191,021</b>	<b>(41,209)</b>	<b>-17.74%</b>
01-60-01-55-1205	Streetscape Improvements	97,049	-	-	-	-	-	-
01-60-01-55-1250	Alley Improvements	34,025	-	-	-	-	-	-
	<b>Capital Outlay</b>	<b>131,074</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
01-60-01-57-5013	Transfer to CERF	132,833	138,975	137,629	137,629	121,015	(16,614)	-12.07%
01-60-01-57-5014	Transfer to Capital Improvmnts	627,136	-	-	-	-	-	-



Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
	Other Financing Uses	759,969	138,975	137,629	137,629	121,015	(16,614)	-12.07%
	Public Works-Admin and Ops	2,286,663	1,691,558	1,744,353	1,565,284	1,672,925	(71,428)	-4.09%

# Public Works Department- Sanitation

## BUDGET SNAPSHOT

CATEGORY	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
Personal Services	-	-	-	-
Employee Benefits	-	-	-	-
Contractual Services	\$946,751	\$1,015,972	\$1,017,535	\$1,062,912
Commodities	\$907	\$ 2,000	-	\$500
Transfers	-	-	-	-
<b>Total</b>	<b>\$947,658</b>	<b>\$1,017,972</b>	<b>\$1,017,535</b>	<b>\$1,063,412</b>

## DEPARTMENT DESCRIPTION

This account provides for the Village's residential refuse, recycling, yard waste and compost collection program. This service is performed contractually and provides for once per week refuse and recycling collection year-round, once per week yard waste collection for eight months of the year, and year-round compost collection. 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 was renewed in April 2015. The new contract provides for annual rate increases between 3% and 4%. The renewed contract also includes an option for residents to participate in a composting program. They have been provided new 32 gallon recycling containers, and alley residents were 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 2017 Budget includes a \$47,377 increase for Collection & Disposal, which in part reflects a projected 4% increase for the Roy Strom Refuse Removal contract. The Budget also includes \$68,000 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 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>60-05</b>	<b>Public Works-Sanitation</b>							
01-60-05-53-5500	Collection & Disposal	879,379	897,066	947,535	947,535	994,912	47,377	5.00%
01-60-05-53-5510	Leaf Disposal	67,643	49,685	68,437	70,000	68,000	(437)	-0.64%
	<b>Contractual Services</b>	<b>947,022</b>	<b>946,751</b>	<b>1,015,972</b>	<b>1,017,535</b>	<b>1,062,912</b>	<b>46,940</b>	<b>4.62%</b>
01-60-05-54-0600	Operating Supplies	1,812	907	2,000	-	500	(1,500)	-75.00%
	<b>Materials &amp; Supplies</b>	<b>1,812</b>	<b>907</b>	<b>2,000</b>	<b>-</b>	<b>500</b>	<b>(1,500)</b>	<b>-75.00%</b>
	<b>Public Works-Sanitation</b>	<b>948,834</b>	<b>947,658</b>	<b>1,017,972</b>	<b>1,017,535</b>	<b>1,063,412</b>	<b>45,440</b>	<b>4.46%</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

	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 PROJECTED</b>	<b>FY 2017 BUDGET</b>
<b>Revenues</b>	\$376,225	\$267,315	\$276,363	\$366,355
<b>Expenditures</b>	\$195,174	\$418,250	\$556,051	\$495,050
<b>Fund Balance*</b>	\$835,809		\$556,121	\$427,426

\*2017 Fund Balance Estimated

## 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 2017 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):

- \$150,000 for road resurfacing of Berkshire (Lathrop to William), Keystone (Lake to Central), Holly (William to Bonnie Brae), William (Quick to Lake), and Clinton (Quick to Holly)
- \$95,000 for Division Street resurfacing construction engineering
- \$250,000 for Division Street Surface Transportation Program (STP) resurfacing

## PERSONNEL SUMMARY

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

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>03</b>	<b>Motor Fuel Tax Fund</b>							
03-00-00-45-5100	Interest	2,940	856	1,421	436	1,000	(421)	-29.63%
03-00-00-45-5200	Net Change in Fair Value	(699)	521	-	(119)	-	-	
	<b>Interest</b>	<b>2,241</b>	<b>1,377</b>	<b>1,421</b>	<b>317</b>	<b>1,000</b>	<b>(421)</b>	<b>-29.63%</b>
03-00-00-47-7090	State Grants and Reimbursemnts	49,223	101,054	-	-	76,000	76,000	
03-00-00-47-7100	State Allotment	275,812	273,794	265,894	276,046	289,355	23,461	8.82%
	<b>Intergovernmental</b>	<b>325,035</b>	<b>374,848</b>	<b>265,894</b>	<b>276,046</b>	<b>365,355</b>	<b>99,461</b>	<b>37.41%</b>
	<b>Revenue</b>	<b>327,276</b>	<b>376,225</b>	<b>267,315</b>	<b>276,363</b>	<b>366,355</b>	<b>99,040</b>	<b>37.05%</b>
03-00-00-53-0390	Engineering Fees	-	-	55,000	45,000	95,000	40,000	72.73%
03-00-00-53-2100	Bank Fees	-	-	50	-	50	-	0.00%
03-00-00-53-3620	Street Maintenance	-	-	-	40,551	-	-	
	<b>Contractual Services</b>	<b>-</b>	<b>-</b>	<b>55,050</b>	<b>85,551</b>	<b>95,050</b>	<b>40,000</b>	<b>72.66%</b>
03-00-00-55-9100	Street Improvement	257,991	195,174	363,200	470,500	400,000	36,800	10.13%
	<b>Capital Outlay</b>	<b>257,991</b>	<b>195,174</b>	<b>363,200</b>	<b>470,500</b>	<b>400,000</b>	<b>36,800</b>	<b>10.13%</b>
	<b>Expense</b>	<b>257,991</b>	<b>195,174</b>	<b>418,250</b>	<b>556,051</b>	<b>495,050</b>	<b>76,800</b>	<b>18.36%</b>
<b>03</b>	<b>Motor Fuel Tax Fund</b>	<b>69,285</b>	<b>181,051</b>	<b>(150,935)</b>	<b>(279,688)</b>	<b>(128,695)</b>	<b>22,240</b>	<b>-14.73%</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

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
Revenues	\$219,271	\$125,672	\$218,281	\$265,631
Expenditures	\$219,683	\$218,278	\$217,253	\$248,807
Fund Balance*	\$149,078		\$150,106	\$166,930

\*2017 Fund Balance Estimated

## DESCRIPTION

Debt Service Fund expenditures include principal, interest and fees associated with the 2005 Library Improvement Bonds and the 2016 General Obligation Limited Tax Bonds, which were used to pay down an existing bank loan. 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 have increased because of the issuance of the 2016 bonds which utilize the maximum annual debt service extension base. The debt service extension base is the amount the Village is able to levy for debt service without referendum. The amount is increased annually by the increase in the CPI or 5% whichever is lower. Total outstanding general obligation debt as of April 30, 2016 will be \$482,300. A full schedule of debt service accompanies this budget.

## LEGAL DEBT MARGIN

Assessed Valuation – 2014	\$488,390,939
Legal Debt Limit – 8.625% of Assessed Valuation	\$ 42,123,718
Amount of Debt Applicable to Limit	\$ <u>482,300</u>
Legal Debt Margin	\$ <u>41,641,418</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 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>05</b>	<b>Debt Service Fund</b>							
05-00-00-41-1000	Prior Yrs Taxes	111,718	101,239	98,787	102,016	135,642	36,855	37.31%
05-00-00-41-1021	Property Taxes Current	122,995	120,448	26,785	116,085	129,839	103,054	384.75%
	<b>Property Taxes</b>	<b>234,713</b>	<b>221,687</b>	<b>125,572</b>	<b>218,101</b>	<b>265,481</b>	<b>139,909</b>	<b>111.42%</b>
					-			
05-00-00-45-5100	Interest	106	219	100	180	150	50	50.00%
05-00-00-45-5200	Net Change in Fair Value	-	(2,635)	-	-	-	-	
	<b>Interest</b>	<b>106</b>	<b>(2,416)</b>	<b>100</b>	<b>180</b>	<b>150</b>	<b>50</b>	<b>50.00%</b>
	<b>Revenue</b>	<b>234,819</b>	<b>219,271</b>	<b>125,672</b>	<b>218,281</b>	<b>265,631</b>	<b>139,959</b>	<b>111.37%</b>
05-00-00-53-2100	Bank Fees	1,118	845	1,500	475	1,500	-	0.00%
	<b>Contractual Services</b>	<b>1,118</b>	<b>845</b>	<b>1,500</b>	<b>475</b>	<b>1,500</b>	<b>-</b>	<b>0.00%</b>
05-00-00-56-0020	Series 05 Principal (Library)	45,000	45,000	45,000	45,000	50,000	5,000	11.11%
05-00-00-56-0021	Series 05 Interest (Library)	9,752	7,885	6,018	6,018	4,150	(1,868)	-31.04%
05-00-00-56-0031	2016 GO Bond Principal	-	-	-	-	189,480	189,480	
05-00-00-56-0032	2016 GO Bond Interest	-	-	-	-	3,677	3,677	
05-00-00-56-0060	Series 08A Principal	150,000	155,000	160,000	160,000	-	(160,000)	-100.00%
05-00-00-56-0061	Series 08A Interest	15,453	10,953	5,760	5,760	-	(5,760)	-100.00%
	<b>Debt Service</b>	<b>220,205</b>	<b>218,838</b>	<b>216,778</b>	<b>216,778</b>	<b>247,307</b>	<b>30,529</b>	<b>14.08%</b>
	<b>Expense</b>	<b>221,323</b>	<b>219,683</b>	<b>218,278</b>	<b>217,253</b>	<b>248,807</b>	<b>30,529</b>	<b>13.99%</b>
<b>05</b>	<b>Debt Service Fund</b>	<b>13,496</b>	<b>(412)</b>	<b>(92,606)</b>	<b>1,028</b>	<b>16,824</b>	<b>109,430</b>	<b>-118.17%</b>

# Debt Service Schedules

## PRINCIPAL AND INTEREST PAYMENTS

<b>Tax Levy Year</b>	<b>General Obligation Series 2005</b>	<b>General Obligation Limited Tax Bonds Series 2016</b>	<b>Total</b>
2015	54,150	193,157	247,307
2016	52,074	195,230	247,304
	<u>\$ 106,224</u>	<u>\$ 388,387</u>	<u>\$ 494,611</u>

# 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
2015	50,000	4,150	54,150	2016	2,075	2016	2,075
2016	50,000	2,074	52,074	2017	1,037	2017	1,037
	\$ 100,000	\$ 6,224	\$ 106,224		\$ 3,112		\$ 3,112

# Debt Service Schedules

## 2016 General Obligation Limited Tax Bonds

Date of Issue	February 24, 2016
Date of Maturity	December 1, 2017
Authorized Issue	\$382,300
Interest Rates	1.25%
Interest Dates	December 1
Principal Maturity Date	December 1
Purpose	Bank Loan Payment

### 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>	
2015	189,480	3,677	193,157
2016	192,820	2,410	195,230
	<b>\$ 382,300</b>	<b>\$ 6,087</b>	<b>\$ 388,387</b>

# 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

	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 PROJECTED</b>	<b>FY 2017 BUDGET</b>
<b>Revenues</b>	\$624,374	\$567,442	\$583,203	\$573,147
<b>Expenditures</b>	\$338,800	\$1,466,834	\$634,734	\$1,531,315
<b>Fund Balance*</b>	\$3,634,606	\$3,583,025		\$2,624,857

\*FY 2017 Fund Balance Estimated

## 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 2017 Budget includes:

▪ Firing Range Rehab	\$107,943
▪ 3 Police Cars	\$111,131
▪ 1 Fire Vehicle	\$ 24,750
▪ Fire Pumper	\$575,000
▪ Large Dump Truck	\$145,000
▪ Street Sweeper	\$220,000
▪ Cargo Van	\$ 45,000
▪ Street and In-Car Camera Systems	\$121,846
▪ Police Equipment	\$ 99,345
▪ SCBA Air Compressor	\$ 25,000
▪ Salt Brine Equipment	\$ 25,000
▪ Water Valve Operator	\$ 31,250

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>13</b>	<b>Capital Equip Replacement Fund</b>							
13-00-00-44-4240	Red Light Camera Fines	667,015	-	-	-	-	-	
	<b>Fines &amp; Forfeits</b>	<b>667,015</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
13-00-00-45-5100	Interest	20,996	42,450	20,000	46,236	48,548	28,548	142.74%
13-00-00-45-5200	Net Change in Fair Value	(3,845)	7,779	-	(5,475)	-	-	
	<b>Interest</b>	<b>17,151</b>	<b>50,229</b>	<b>20,000</b>	<b>40,761</b>	<b>48,548</b>	<b>28,548</b>	<b>142.74%</b>
13-00-00-46-6410	Miscellaneous	25,000	5,000	5,000	5,000	5,000	-	0.00%
	<b>Miscellaneous</b>	<b>25,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>0.00%</b>
13-00-00-46-6621	Assist to Firefighters Grant	608,000	-	-	-	-	-	
	<b>Grants &amp; Contributions</b>	<b>608,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
13-00-00-47-7001	From General Fund	424,721	465,423	461,547	461,547	421,250	(40,297)	-8.73%
13-00-00-47-7002	Transfer from Water and Sewer	-	-	60,895	60,895	78,349	17,454	28.66%
13-00-00-48-8000	Sale of Property	-	103,722	20,000	15,000	20,000	-	0.00%
	<b>Other Financing Sources</b>	<b>424,721</b>	<b>569,145</b>	<b>542,442</b>	<b>537,442</b>	<b>519,599</b>	<b>(22,843)</b>	<b>-4.21%</b>
	<b>Revenue</b>	<b>1,741,887</b>	<b>624,374</b>	<b>567,442</b>	<b>583,203</b>	<b>573,147</b>	<b>5,705</b>	<b>1.01%</b>
13-00-00-53-2100	Bank Fees	-	-	50	50	50	-	0.00%
13-00-00-53-4290	License Fees	16,100	-	-	-	-	-	
	<b>Contractual Services</b>	<b>16,100</b>	<b>-</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>-</b>	<b>0.00%</b>
13-00-00-55-0500	Building Improvements	-	-	125,160	19,851	107,943	(17,217)	-13.76%
13-00-00-55-8700	Police Vehicles	79,207	101,432	111,818	111,818	111,131	(687)	-0.61%
13-00-00-55-8720	Police Equipment	-	41,084	188,145	49,990	221,191	33,046	17.56%
13-00-00-55-8800	Fire Dept Vehicle	720,756	169,795	574,000	1,785	599,750	25,750	4.49%
13-00-00-55-8850	Fire Dept Equipment	55,383	12,006	194,461	191,149	25,000	(169,461)	-87.14%
13-00-00-55-8910	PW Vehicles	23,127	14,483	187,000	173,941	410,000	223,000	119.25%
13-00-00-55-8925	PW Equipment	29,805	-	86,200	86,200	56,250	(29,950)	-34.74%
	<b>Capital Outlay</b>	<b>908,278</b>	<b>338,800</b>	<b>1,466,784</b>	<b>634,734</b>	<b>1,531,265</b>	<b>64,481</b>	<b>4.40%</b>
	<b>Expense</b>	<b>924,378</b>	<b>338,800</b>	<b>1,466,834</b>	<b>634,784</b>	<b>1,531,315</b>	<b>64,481</b>	<b>4.40%</b>
<b>13</b>	<b>Capital Equip Replacement Fund</b>	<b>817,509</b>	<b>285,574</b>	<b>(899,392)</b>	<b>(51,581)</b>	<b>(958,168)</b>	<b>(58,776)</b>	

# Capital Improvement Fund (CIF)

## BUDGET SNAPSHOT

	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 PROJECTED</b>	<b>FY 2017 BUDGET</b>
<b>Revenues</b>	\$878,784	\$1,126,187	\$1,251,887	\$763,954
<b>Expenditures</b>	\$320,441	\$1,291,537	\$882,059	\$1,367,600
<b>Fund Balance*</b>	\$1,185,539		\$1,555,367	\$951,721

\*2017 Fund Balance Estimated

## 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 2017 Budget include:

▪ Village Hall Improvements	\$160,000
▪ Public Works Garage Improvements	\$465,000
▪ Information Technology Improvements	\$243,600
▪ Parking Lot Improvements	\$100,000
▪ Alley Improvement Program	\$230,000
▪ Municipal Lighting System	\$107,000
▪ Madison Streetscape Improvements	\$ 50,000



Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>14</b>	<b>Capital Improvement Fund</b>							
14-00-00-43-3200	Metra Daily Parking Fees	-	15,087	14,453	14,483	14,483	30	0.21%
14-00-00-43-3220	Parking Lot Permit Fees	-	46,503	44,380	46,199	46,199	1,819	4.10%
	<b>Charges for Services</b>	-	<b>61,590</b>	<b>58,833</b>	<b>60,682</b>	<b>60,682</b>	<b>1,849</b>	<b>3.14%</b>
					-			
14-00-00-44-4240	Red Light Camera Revenue	-	772,425	500,000	769,717	621,079	121,079	24.22%
	<b>Fines &amp; Forfeits</b>	-	<b>772,425</b>	<b>500,000</b>	<b>769,717</b>	<b>621,079</b>	<b>121,079</b>	<b>24.22%</b>
					-			
14-00-00-45-5100	Interest	60	4,011	3,000	5,617	3,800	800	26.67%
14-00-00-45-5200	Net Change in Fair Value	-	(10,539)	-	(45)	-	-	
	<b>Interest</b>	<b>60</b>	<b>(6,528)</b>	<b>3,000</b>	<b>5,572</b>	<b>3,800</b>	<b>800</b>	<b>26.67%</b>
					-			
14-00-00-46-6527	IDOC Grant	-	-	131,482	-	78,393	(53,089)	-40.38%
14-00-00-46-6532	IEPA IGIG Alley Grant	-	51,298	432,872	415,916	-	(432,872)	-100.00%
	<b>Grants &amp; Contributions</b>	-	<b>51,298</b>	<b>564,354</b>	<b>415,916</b>	<b>78,393</b>	<b>(485,961)</b>	<b>-86.11%</b>
					-			
14-00-00-47-7001	Transfer from General Fund	627,136	-	-	-	-	-	
	<b>Other Financing Sources</b>	<b>627,136</b>	-	-	-	-	-	
					-			
	<b>Revenue</b>	<b>627,196</b>	<b>878,784</b>	<b>1,126,187</b>	<b>1,251,887</b>	<b>763,954</b>	<b>(362,233)</b>	<b>-32.16%</b>
14-00-00-53-4290	License Fees	-	-	-	12,000	12,000	12,000	
	<b>Contractual Services</b>	-	-	-	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	
14-00-00-55-0500	Building Improvements	-	9,344	174,900	79,026	625,000	450,100	257.35%
14-00-00-55-1200	Street Improvements	-	8,676	-	-	-	-	
14-00-00-55-1205	Streetscape Improvements	-	44,277	796,637	756,825	157,000	(639,637)	-80.29%
14-00-00-55-1210	Parking Lot Improvements	-	-	100,000	-	100,000	-	0.00%
14-00-00-55-1250	Alley Improvements	-	258,144	180,000	3,750	230,000	50,000	27.78%
14-00-00-55-8620	Information Technology Equipme	-	-	-	-	243,600	243,600	
14-00-00-55-9100	Street Improvements	-	-	40,000	30,458	-	(40,000)	-100.00%
	<b>Capital Outlay</b>	-	<b>320,441</b>	<b>1,291,537</b>	<b>870,059</b>	<b>1,355,600</b>	<b>64,063</b>	<b>4.96%</b>
	<b>Expense</b>	-	<b>320,441</b>	<b>1,291,537</b>	<b>882,059</b>	<b>1,367,600</b>	<b>76,063</b>	<b>5.89%</b>
<b>14</b>	<b>Capital Improvement Fund</b>	<b>627,196</b>	<b>558,343</b>	<b>(165,350)</b>	<b>369,828</b>	<b>(603,646)</b>	<b>(438,296)</b>	

# Economic Development Fund

## BUDGET SNAPSHOT

	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 PROJECTED</b>	<b>FY 2017 BUDGET</b>
<b>Revenues</b>	(\$43,457)	\$2,500	\$3,882	\$1,250
<b>Expenditures</b>	\$98,796	\$2,154,500	\$179,750	\$2,115,045
<b>Fund Balance*</b>	\$2,289,663		\$2,113,795	\$0

\* FY 2017 Fund Balance Estimated

## 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 2017 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 at River Forest Town Center.

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>16</b>	<b>Economic Development Fund</b>							
16-00-00-45-5100	Interest	8,385	5,647	2,500	3,882	1,250	(1,250)	-50.00%
16-00-00-45-5200	Net Change in Fair Value	(263)	(49,674)	-	-	-	-	
	<b>Interest</b>	<b>8,122</b>	<b>(44,027)</b>	<b>2,500</b>	<b>3,882</b>	<b>1,250</b>	<b>(1,250)</b>	<b>-50.00%</b>
16-00-00-43-4025	Reimbursements from Villages	6,569	570	-	-	-	-	
	<b>Intergovernmental</b>	<b>6,569</b>	<b>570</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
16-00-00-46-6615	Harlem Viaduct Federal Grant	23,625	-	-	-	-	-	
	<b>Grants &amp; Contributions</b>	<b>23,625</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
					-			
	<b>Revenue</b>	<b>38,316</b>	<b>(43,457)</b>	<b>2,500</b>	<b>3,882</b>	<b>1,250</b>	<b>(1,250)</b>	<b>-50.00%</b>
16-00-00-53-0380	Consulting Services	37,087	2,000	24,500	20,000	24,500	-	0.00%
16-00-00-53-0420	Legal Services	1,073	14,218	25,000	35,000	25,000	-	0.00%
16-00-00-53-5200	Demolition and Clean up	-	-	-	-	-	-	
	<b>Contractual Services</b>	<b>38,161</b>	<b>16,218</b>	<b>49,500</b>	<b>55,000</b>	<b>49,500</b>	<b>-</b>	<b>0.00%</b>
16-00-00-55-4300	Other Improvements	43,795	82,578	2,105,000	124,750	2,065,545	(39,455)	-1.87%
	<b>Capital Outlay</b>	<b>43,795</b>	<b>82,578</b>	<b>2,105,000</b>	<b>124,750</b>	<b>2,065,545</b>	<b>(39,455)</b>	<b>-1.87%</b>
	<b>Expense</b>	<b>81,956</b>	<b>98,796</b>	<b>2,154,500</b>	<b>179,750</b>	<b>2,115,045</b>	<b>(39,455)</b>	<b>-1.83%</b>
<b>16</b>	<b>Economic Development Fund</b>	<b>(43,640)</b>	<b>(142,253)</b>	<b>(2,152,000)</b>	<b>(175,868)</b>	<b>(2,113,795)</b>	<b>38,205</b>	

# TIF - Madison Street

## BUDGET SNAPSHOT

	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 PROJECTED</b>	<b>FY 2017 BUDGET</b>
<b>Revenues</b>	\$25,002	\$25,000	\$25,002	\$25,000
<b>Expenditures</b>	\$22,776	\$25,000	\$9,820	\$25,000
<b>Fund Balance*</b>	\$2,225		\$17,405	\$17,405

\* FY 2017 Fund Balance Estimated

## 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 transfers 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 2017 Budget.

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>31</b>	<b>TIF-Madison Street</b>							
31-00-00-45-5100	Interest	-	2	-	2	-	-	
	<b>Interest</b>	-	<b>2</b>	-	<b>2</b>	-	-	-
					-		-	
31-00-00-47-7001	Transfer from General Fund	-	25,000	25,000	25,000	25,000	-	0.00%
	<b>Other Financing Sources</b>	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	-	<b>0.00%</b>
					-		-	
	<b>Revenue</b>	-	<b>25,002</b>	<b>25,000</b>	<b>25,002</b>	<b>25,000</b>	-	0.00%
31-00-00-53-0380	Consulting Services	-	21,065	25,000	9,000	24,000	(1,000)	-4.00%
31-00-00-53-0425	Village Attorney	-	1,711	-	820	1,000	1,000	#DIV/0!
	<b>Contractual Services</b>	-	<b>22,776</b>	<b>25,000</b>	<b>9,820</b>	<b>25,000</b>	-	<b>0.00%</b>
	<b>Expense</b>	-	<b>22,776</b>	<b>25,000</b>	<b>9,820</b>	<b>25,000</b>	-	<b>0.00%</b>
<b>31</b>	<b>TIF-Madison Street</b>	-	<b>2,226</b>	-	<b>15,182</b>	-	-	

# TIF - North Avenue

## BUDGET SNAPSHOT

	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 PROJECTED</b>	<b>FY 2017 BUDGET</b>
<b>Revenues</b>	\$25,002	\$25,000	\$25,002	\$25,000
<b>Expenditures</b>	\$14,984	\$25,000	\$5,000	\$25,000
<b>Fund Balance*</b>	\$10,018		\$30,018	\$30,018

\* FY 2017 Fund Balance Estimated

## 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 2017 Budget.

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>32</b>	<b>Tif - North Avenue</b>							
32-00-00-45-5100	Interest	-	2	-	2	-	-	
	<b>Interest</b>	-	<b>2</b>	-	<b>2</b>	-	-	
32-00-00-47-7001	Transfer from General Fund	-	25,000	25,000	25,000	25,000	-	0.00%
	<b>Other Financing Sources</b>	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	-	<b>0.00%</b>
					-			
	<b>Revenue</b>	-	<b>25,002</b>	<b>25,000</b>	<b>25,002</b>	<b>25,000</b>	-	<b>0.00%</b>
32-00-00-53-0380	Consulting Services	-	13,628	25,000	5,000	24,000	(1,000)	-4.00%
32-00-00-53-0425	Village Attorney	-	1,356	-	-	1,000	1,000	
	<b>Contractual Services</b>	-	<b>14,984</b>	<b>25,000</b>	<b>5,000</b>	<b>25,000</b>	-	<b>0.00%</b>
	<b>Expense</b>	-	<b>14,984</b>	<b>25,000</b>	<b>5,000</b>	<b>25,000</b>	-	<b>0.00%</b>
<b>32</b>	<b>Tif - North Avenue</b>	-	<b>10,018</b>	-	<b>20,002</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 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
Personal Services	\$613,852	\$625,589	\$651,720	\$693,645
Employee Benefits	\$272,446	\$272,276	\$279,134	\$311,490
Contractual Services	\$532,885	\$533,130	\$534,496	\$496,934
Commodities	\$1,469,185	\$1,777,120	\$1,682,869	\$1,686,517
Capital Outlay	\$253,219	\$14,487,500	\$14,339,575	\$816,000
Depreciation	\$164,834	\$191,520	\$246,097	\$327,360
Debt Service	\$33,922	\$710,506	\$826,264	\$1,150,043
Transfers	-	\$60,895	\$60,895	\$78,349
<b>Total</b>	<b>\$3,340,343</b>	<b>\$18,658,536</b>	<b>\$18,621,050</b>	<b>\$5,560,338</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 firefighting 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 2017 Budget:

Water from Chicago: Chicago's water rate, in conjunction with projected flat consumption and an estimated 3% increase, results in an estimate of \$1,617,290 for the cost of water in FY 2017.

Water System Maintenance: The budget reflects a \$12,500 decrease for repairs of leaks discovered during the leak detection survey and emergency water main repairs.

Hydrant Maintenance: The budget reflects an increase of \$15,000 for hydrant painting and replacement.

Sewer/Catch Basin Repair: The budget reflects a \$5,000 increase for adjustments and replacements of catch basins and inlets that collapsed, settled, or damaged and require replacement.

Building Improvements: The budget includes \$53,500 for installation of new 2<sup>nd</sup> floor windows, exterior lighting and security upgrades at the Pumping Station.

Sewer System Improvements: The Budget includes \$175,000 for sewer lining, manhole lining, any necessary point repairs identified through ongoing sewer televising.

Water System Improvements: The Budget includes \$501,500 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 2012	FY 2013	FY 2014	FY 2015	FY 2016*
Water Pumped from Chicago (million gallons)	468	495	483	424	419
Water Pumped To Residents (million gallons)	484	509	495	430	421
Actual Annual High (million gallons)	3.113	3.032	2.660	2.029	2.095
Actual Annual Low (million gallons)	0.787	0.850	0.820	0.666	0.796
Average Daily Average (million gallons)	1.313	1.392	1.39	1.176	1.133
Meters Installed	36	153	186	139	113
Service Calls	2,344	2,261	2,664	3,828	3,136
Water Main Breaks	10	7	15	12	5
Service Line Breaks	9	10	14	6	11
Exercised Valves	247	289	313	347	281
JULIE Locates	1,155	1,009	1,488	2,371	2,134

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>02</b>	<b>Water &amp; Sewer Fund</b>							
02-00-00-42-2360	Permit Fees	10,200	11,450	10,000	16,380	10,550	550	5.50%
	<b>Licenses &amp; Permits</b>	<b>10,200</b>	<b>11,450</b>	<b>10,000</b>	<b>16,380</b>	<b>10,550</b>	<b>550</b>	<b>5.50%</b>
02-00-00-43-3100	Water Sales	2,715,223	2,695,101	3,055,268	2,792,723	2,946,431	(108,837)	-3.56%
02-00-00-43-3150	Sewer Sales	1,004,183	1,326,388	1,887,503	1,703,242	1,981,551	94,048	4.98%
02-00-00-43-3160	Water Penalties	29,230	31,176	32,968	33,502	34,507	1,539	4.67%
02-00-00-43-3300	Storm Water Sewer Connections	-	-	-	43,500	-	-	
02-00-00-43-3515	NSF Fees	150	100	200	200	200	-	0.00%
	<b>Charges for Services</b>	<b>3,748,786</b>	<b>4,052,765</b>	<b>4,975,939</b>	<b>4,573,167</b>	<b>4,962,689</b>	<b>(13,250)</b>	<b>-0.27%</b>
02-00-00-45-5100	Interest	4,542	2,183	300	969	1,211	911	303.67%
02-00-00-45-5200	Net Change in Fair Value	-	(20,252)	-	-	-	-	
	<b>Interest</b>	<b>4,542</b>	<b>(18,069)</b>	<b>300</b>	<b>969</b>	<b>1,211</b>	<b>911</b>	<b>303.67%</b>
					-			
02-00-00-46-6410	Miscellaneous	38,942	54	5,000	26,000	5,000	-	0.00%
02-00-00-46-6417	Reimbursement of Expenses	-	-	-	25,309	-	-	
02-00-00-46-6580	Sale of Meters	6,308	5,615	4,000	5,000	4,000	-	0.00%
	<b>Miscellaneous</b>	<b>45,250</b>	<b>5,669</b>	<b>9,000</b>	<b>56,309</b>	<b>9,000</b>	<b>-</b>	<b>0.00%</b>
02-00-00-48-7001	Transfer from General Fund	-	-	-	382,300	-	-	
02-00-00-48-8000	Sale of Property	-	8,533	-	-	-	-	
02-00-00-49-8001	Proceeds-Community Bank Loan	-	-	-	-	-	-	
02-00-00-49-8002	Proceeds-IEPA Loan	-	-	13,789,000	13,777,704	-	(13,789,000)	-100.00%
	<b>Other Financing Sources</b>	<b>-</b>	<b>8,533</b>	<b>13,789,000</b>	<b>14,160,004</b>	<b>-</b>	<b>(13,789,000)</b>	<b>-100.00%</b>
					-		-	
	<b>Revenue</b>	<b>3,808,778</b>	<b>4,060,348</b>	<b>18,784,239</b>	<b>18,806,829</b>	<b>4,983,450</b>	<b>(13,800,789)</b>	<b>-73.47%</b>
<b>60</b>	<b>Public Works</b>							
02-60-06-51-0200	Salaries Regular	554,211	589,559	596,389	627,164	664,045	67,656	11.34%
02-60-06-51-1500	Specialists Pay	2,100	2,100	2,100	2,100	2,100	-	0.00%
02-60-06-51-1700	Overtime	14,749	9,875	12,000	6,557	12,000	-	0.00%
02-60-06-51-1950	Insurance Refusal Reimb	300	300	300	300	300	-	0.00%
02-60-06-51-3000	Part-Time Salaries	32,501	12,018	14,800	15,599	15,200	400	2.70%
	<b>Personal Services</b>	<b>603,861</b>	<b>613,852</b>	<b>625,589</b>	<b>651,720</b>	<b>693,645</b>	<b>68,056</b>	<b>10.88%</b>
02-60-06-52-0100	ICMA Retirement	500	-	-	-	-	-	
02-60-06-52-0320	FICA	36,983	36,760	38,356	38,686	42,593	4,237	11.05%
02-60-06-52-0325	Medicare	8,697	8,675	9,067	9,361	10,160	1,093	12.05%
02-60-06-52-0330	IMRF	70,561	75,786	75,032	78,666	80,894	5,862	7.81%
02-60-06-52-0331	IMRF Net Pension Obligation	15,973	1,393	-	-	-	-	
02-60-06-52-0375	Fringe Benefits	3,716	4,738	4,420	4,420	4,610	190	4.30%
02-60-06-52-0400	Health Insurance	131,675	127,324	134,199	136,590	160,115	25,916	19.31%
02-60-06-52-0420	Health Insurance - Retirees	3,361	4,315	3,124	3,334	3,337	213	6.82%
02-60-06-52-0421	Other Post Employment Benefits	(9,791)	6,193	-	-	-	-	
02-60-06-52-0425	Life Insurance	308	308	272	175	322	50	18.38%
02-60-06-52-0430	VEBA Contributions	6,127	6,954	7,806	7,902	9,459	1,653	21.18%
	<b>Benefits</b>	<b>268,110</b>	<b>272,446</b>	<b>272,276</b>	<b>279,134</b>	<b>311,490</b>	<b>39,214</b>	<b>14.40%</b>
02-60-06-53-0100	Electricity	31,340	30,755	33,600	33,600	33,600	-	0.00%
02-60-06-53-0200	Communications	5,410	5,358	4,680	4,200	4,320	(360)	-7.69%

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
02-60-06-53-0300	Auditing	9,450	9,738	10,028	10,528	10,828	800	7.98%
02-60-06-53-0380	Consulting Services	39,535	-	46,000	40,000	13,500	(32,500)	-70.65%
02-60-06-53-0410	IT Support	18,662	11,965	37,721	37,721	35,793	(1,928)	-5.11%
02-60-06-53-1300	Inspections	900	-	1,100	550	1,100	-	0.00%
02-60-06-53-1310	Julie Participation	1,360	1,236	1,417	2,000	1,418	1	0.04%
02-60-06-53-2100	Bank Fees	7,532	9,340	10,243	13,265	13,928	3,685	35.98%
02-60-06-53-2200	Liability Insurance	25,490	27,408	36,212	33,563	38,193	1,981	5.47%
02-60-06-53-3050	Water System Maintenance	236,749	174,138	125,500	105,500	113,000	(12,500)	-9.96%
02-60-06-53-3055	Hydrant Maintenance	8,111	-	28,000	15,500	43,000	15,000	53.57%
02-60-06-53-3200	Maintenance of Vehicles	7,876	2,065	7,000	16,000	8,000	1,000	14.29%
02-60-06-53-3300	Maint of Office Equipment	6,062	1,105	500	1,000	1,000	500	100.00%
02-60-06-53-3600	Maintenance of Buildings	19,632	9,644	14,750	9,500	15,250	500	3.39%
02-60-06-53-3620	Maintenance of Streets	19,850	13,103	32,000	21,000	12,000	(20,000)	-62.50%
02-60-06-53-3630	Overhead Sewer Program	69,307	134,469	59,000	95,000	59,000	-	0.00%
02-60-06-53-3640	Sewer/Catch Basin Repair	10,092	59,054	45,000	31,000	50,000	5,000	11.11%
02-60-06-53-4100	Training	75	410	1,050	350	1,200	150	14.29%
02-60-06-53-4250	Travel & Meeting	1,681	813	2,250	1,800	2,625	375	16.67%
02-60-06-53-4300	Dues & Subscriptions	530	1,230	1,460	1,360	1,460	-	0.00%
02-60-06-53-4350	Printing	7,315	5,393	6,309	5,809	6,309	-	0.00%
02-60-06-53-4400	Medical & Screening	196	-	700	350	700	-	0.00%
02-60-06-53-4480	Water Testing	3,581	4,136	7,610	6,600	8,210	600	7.88%
02-60-06-53-5300	Advertising/Legal Notice	462	2,554	500	300	500	-	0.00%
02-60-06-53-5350	Dumping Fees	14,588	18,550	18,000	12,500	18,000	-	0.00%
02-60-06-53-5400	Damage Claims	4,109	10,421	2,500	35,500	4,000	1,500	60.00%
	<b>Contractual Services</b>	<b>549,895</b>	<b>532,885</b>	<b>533,130</b>	<b>534,496</b>	<b>496,934</b>	<b>(36,197)</b>	<b>-6.79%</b>
02-60-06-54-0100	Office Supplies	1,589	328	500	400	500	-	0.00%
02-60-06-54-0200	Gas & Oil	17,630	12,976	16,065	10,979	12,077	(3,988)	-24.82%
02-60-06-54-0310	Uniforms	1,162	677	1,475	1,050	1,475	-	0.00%
02-60-06-54-0500	Vehicle Parts	5,198	4,570	7,000	16,000	8,000	1,000	14.29%
02-60-06-54-0600	Operating Supplies	45,518	47,039	56,500	82,500	38,375	(18,125)	-32.08%
02-60-06-54-1300	Postage	8,163	8,568	8,100	6,400	8,800	700	8.64%
02-60-06-54-2200	Water from Chicago	1,363,320	1,395,027	1,687,480	1,565,540	1,617,290	(70,190)	-4.16%
	<b>Materials &amp; Supplies</b>	<b>1,442,580</b>	<b>1,469,185</b>	<b>1,777,120</b>	<b>1,682,869</b>	<b>1,686,517</b>	<b>(90,603)</b>	<b>-5.10%</b>
02-60-06-55-0500	Building Improvements	495	17,100	54,500	54,000	53,500	(1,000)	-1.83%
02-60-06-55-1150	Sewer System Improvements	69,372	122,251	13,964,000	14,140,000	175,000	(13,789,000)	-98.75%
02-60-06-55-1300	Water System Improvements	2,400	62,508	375,000	52,575	501,500	126,500	33.73%
02-60-06-55-1400	Meter Replacement Program	24,348	18,341	24,000	24,000	16,000	(8,000)	-33.33%
02-60-06-55-9100	Street Improvements	103,998	33,019	70,000	69,000	70,000	-	0.00%
	<b>Capital Outlay</b>	<b>200,613</b>	<b>253,219</b>	<b>14,487,500</b>	<b>14,339,575</b>	<b>816,000</b>	<b>(13,671,500)</b>	<b>-94.37%</b>
02-60-06-55-0010	Depreciation Expense	171,097	164,834	191,520	246,097	327,360	135,840	70.93%
	<b>Depreciation</b>	<b>171,097</b>	<b>164,834</b>	<b>191,520</b>	<b>246,097</b>	<b>327,360</b>	<b>135,840</b>	<b>70.93%</b>
02-60-06-56-0070	Series 08B Principal	-	-	155,000	155,000	160,000	5,000	3.23%
02-60-06-56-0071	Series 08B Interest	34,605	30,255	25,230	25,230	19,650	(5,580)	-22.12%
02-60-06-56-0102	Community Bank Loan Principal	-	-	54,506	436,806	51,902	(2,604)	-4.78%
02-60-06-56-0103	Community Bank Loan Interest	-	3,667	12,632	12,632	2,788	(9,844)	-77.93%
02-60-06-56-0104	IEPA Loan Principal	-	-	298,404	-	593,256	294,852	98.81%
02-60-06-56-0105	IEPA Loan Interest	-	-	164,734	196,596	322,447	157,713	95.74%
	<b>Debt Service</b>	<b>34,605</b>	<b>33,922</b>	<b>710,506</b>	<b>826,264</b>	<b>1,150,043</b>	<b>439,537</b>	<b>61.86%</b>

Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
02-60-06-57-5013	Transfer to CERF	-	-	60,895	60,895	78,349	17,454	28.66%
	<b>Other Financing Uses</b>	-	-	<b>60,895</b>	<b>60,895</b>	<b>78,349</b>	<b>17,454</b>	<b>28.66%</b>
	<b>Expense</b>	<b>3,270,761</b>	<b>3,340,343</b>	<b>18,658,536</b>	<b>18,621,050</b>	<b>5,560,338</b>	<b>(13,098,199)</b>	<b>-70.20%</b>
<b>02</b>	<b>Water &amp; Sewer Fund</b>	<b>538,017</b>	<b>720,005</b>	<b>125,703</b>	<b>185,779</b>	<b>(576,888)</b>	<b>(702,591)</b>	-

# Debt Service Schedule

## 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>Fiscal Year</b>	<b>Tax Levy</b>		<b>Totals</b>	<b>Interest Due On</b>			
	<b>Principal</b>	<b>Interest</b>		<b>Jun 1</b>	<b>Amount</b>	<b>Dec 1</b>	<b>Amount</b>
2017	160,000	19,650	179,650	2016	9,825	2016	9,825
2018	165,000	13,570	178,570	2017	6,785	2017	6,785
2019	170,000	6,970	176,970	2018	3,485	2018	3,485
	<u>\$ 495,000</u>	<u>\$ 40,190</u>	<u>\$ 535,190</u>		<u>\$ 20,095</u>		<u>\$ 20,095</u>

## 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

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
<b>Revenues</b>	\$2,845,334	\$3,023,981	\$1,220,961	\$2,950,498
<b>Expenditures</b>	\$1,994,504	\$2,245,029	\$2,268,620	\$2,352,354
<b>Fund Balance*</b>	\$21,571,558		\$20,523,899	\$21,122,043

\* FY 2017 Fund Balance Estimated

## 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 FY 2017 contribution of \$1,329,644 reflects the amount of property tax revenues expected to be levied with the 2016 Property Tax Levy during the fiscal year. The 2017 property tax levy, which is collected in calendar year 2018, 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 2017 employer contribution is about 10% 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
<b>Levy Year</b>	2015	2016	2017	2018
<b>Police Pension Fund</b>	\$1,204,822	\$1,329,644	\$1,454,466	\$1,504,726



**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>09</b>	<b>Police Pension Fund</b>							
09-00-00-45-5100	Interest	467,531	672,767	493,242	501,425	526,496	33,254	6.74%
09-00-00-45-5150	Dividend Income	-	-	-	-	-	-	
09-00-00-45-5200	Net Change in Fair Value	1,541,425	816,249	1,054,903	(615,974)	819,245	(235,658)	-22.34%
	<b>Interest</b>	<b>2,008,956</b>	<b>1,489,016</b>	<b>1,548,145</b>	<b>(114,549)</b>	<b>1,345,741</b>	<b>(202,404)</b>	<b>-13.07%</b>
					-			
09-00-00-46-6410	Miscellaneous Revenue	-	28,834	-	-	-	-	
	<b>Miscellaneous</b>	<b>-</b>	<b>28,834</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
					-			
09-00-00-41-1100	Employer Contribution	736,049	1,098,682	1,204,822	1,110,052	1,329,644	124,822	10.36%
09-00-00-46-7350	Employee Contribution	246,586	228,802	271,014	225,458	275,113	4,099	1.51%
	<b>Grants &amp; Contributions</b>	<b>982,635</b>	<b>1,327,484</b>	<b>1,475,836</b>	<b>1,335,510</b>	<b>1,604,757</b>	<b>128,921</b>	<b>8.74%</b>
					-			
	<b>Revenue</b>	<b>2,991,591</b>	<b>2,845,334</b>	<b>3,023,981</b>	<b>1,220,961</b>	<b>2,950,498</b>	<b>(73,483)</b>	<b>-2.43%</b>
09-00-00-52-6100	Pensions	1,857,211	1,902,065	2,128,797	2,057,726	2,230,033	101,236	4.76%
09-00-00-52-6150	Pension Refund	5,189	-	-	82,236	-	-	
	<b>Benefits</b>	<b>1,862,400</b>	<b>1,902,065</b>	<b>2,128,797</b>	<b>2,139,962</b>	<b>2,230,033</b>	<b>101,236</b>	<b>4.76%</b>
09-00-00-53-0300	Audit Services	1,575	1,623	1,672	3,171	3,221	1,549	92.64%
09-00-00-53-0350	Actuarial Services	2,250	1,125	2,500	2,000	2,500	-	0.00%
09-00-00-53-0360	Payroll Services	16,035	15,645	17,360	26,070	26,900	9,540	54.95%
09-00-00-53-0380	Consulting Services	56,829	46,522	48,700	48,000	33,200	(15,500)	-31.83%
09-00-00-53-0420	Legal Services	4,676	1,983	10,000	18,000	23,000	13,000	130.00%
09-00-00-53-2100	Bank Fees	-	-	800	6,475	8,600	7,800	975.00%
09-00-00-53-4100	Training	1,330	-	4,000	1,323	4,000	-	0.00%
09-00-00-53-4250	Travel & Meeting	2,495	4,104	3,000	500	3,000	-	0.00%
09-00-00-53-4300	Dues & Subscriptions	775	775	800	795	800	-	0.00%
09-00-00-53-4400	Medical & Screening	2,380	1,300	5,000	10,000	5,000	-	0.00%
09-00-00-53-5300	Advertising/Legal Notice	-	-	100	-	100	-	0.00%
09-00-00-54-3100	Misc Expenditures	15,887	19,362	22,300	12,324	12,000	(10,300)	-46.19%
	<b>Contractual Services</b>	<b>104,232</b>	<b>92,439</b>	<b>116,232</b>	<b>128,658</b>	<b>122,321</b>	<b>6,089</b>	<b>5.24%</b>
	<b>Expense</b>	<b>1,966,632</b>	<b>1,994,504</b>	<b>2,245,029</b>	<b>2,268,620</b>	<b>2,352,354</b>	<b>107,325</b>	<b>4.78%</b>
<b>09</b>	<b>Police Pension Fund</b>	<b>1,024,959</b>	<b>850,830</b>	<b>778,952</b>	<b>(1,047,659)</b>	<b>598,144</b>	<b>(180,808)</b>	

# Fire Pension Fund

## BUDGET SNAPSHOT

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
<b>Revenues</b>	\$1,667,853	\$2,177,122	\$641,050	\$2,187,622
<b>Expenditures</b>	\$1,434,001	\$1,638,329	\$1,534,337	\$1,803,976
<b>Fund Balance*</b>	\$15,288,268		\$14,394,981	\$14,778,627

\*FY 2017 Fund Balance Estimated

## 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 2017 contribution of \$1,086,300 reflects the amount of property tax revenues expected to be levied with the 2016 Property Tax Levy during the fiscal year. The 2017 property tax levy, which is collected in calendar year 2018, 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 2017 employer contribution is about 10% 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
<b>Levy Year</b>	2015	2016	2017	2018
<b>Fire Pension Fund</b>	\$988,150	\$1,086,300	\$1,184,450	\$1,207,125

**Village of River Forest  
Budget Detail by Account  
Fiscal Year 2017 Budget**

Account Number	Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget	\$ CHG FY 2016-17	% CHG FY 2016-17
<b>Fire Pension Fund</b>								
10-00-00-45-5100	Interest/Dividends	397,660	484,931	233,762	289,955	304,453	70,691	30.24%
10-00-00-45-5200	Net Change in Fair Value	1,124,057	175,482	767,093	(745,699)	600,287	(166,806)	-21.75%
	<b>Interest</b>	<b>1,521,717</b>	<b>660,413</b>	<b>1,000,855</b>	<b>(455,744)</b>	<b>904,740</b>	<b>(96,115)</b>	<b>-9.60%</b>
					-		-	
10-00-00-41-1100	Employer Contribution	660,354	822,631	988,150	925,704	1,086,300	98,150	9.93%
10-00-00-46-7350	Employee Contribution	188,019	184,809	188,117	171,090	196,582	8,465	4.50%
	<b>Grants &amp; Contributions</b>	<b>848,373</b>	<b>1,007,440</b>	<b>1,176,267</b>	<b>1,096,794</b>	<b>1,282,882</b>	<b>106,615</b>	<b>9.06%</b>
					-			
	<b>Revenue</b>	<b>2,370,090</b>	<b>1,667,853</b>	<b>2,177,122</b>	<b>641,050</b>	<b>2,187,622</b>	<b>10,500</b>	<b>0.48%</b>
10-00-00-52-6100	Pensions	1,215,559	1,339,397	1,545,257	1,432,000	1,706,280	161,023	10.42%
	<b>Benefits</b>	<b>1,215,559</b>	<b>1,339,397</b>	<b>1,545,257</b>	<b>1,432,000</b>	<b>1,706,280</b>	<b>161,023</b>	<b>10.42%</b>
10-00-00-53-0300	Audit Services	3,325	1,623	1,672	3,171	3,221	1,549	92.64%
10-00-00-53-0350	Actuarial Services	2,000	1,020	2,500	1,531	2,000	(500)	-20.00%
10-00-00-53-0360	Payroll Services	11,100	12,860	13,350	13,350	13,725	375	2.81%
10-00-00-53-0380	Consulting Services	73,191	60,884	55,500	57,900	45,200	(10,300)	-18.56%
10-00-00-53-0420	Legal Services	887	2,041	2,500	16,000	15,000	12,500	500.00%
10-00-00-53-2100	Bank Fees	188	3,464	4,700	4,400	4,700	-	0.00%
10-00-00-53-4100	Training	1,162	915	3,000	1,000	3,000	-	0.00%
10-00-00-53-4250	Travel & Meeting	300	-	1,000	200	1,000	-	0.00%
10-00-00-53-4300	Dues & Subscriptions	-	775	800	775	800	-	0.00%
10-00-00-53-4400	Medical & Screening	-	6,112	1,000	4,000	2,000	1,000	100.00%
10-00-00-53-5300	Advertising/Legal Notice	-	-	50	-	-	(50)	-100.00%
10-00-00-54-1300	Postage	-	-	100	10	100	-	0.00%
10-00-00-54-3100	Misc Expenditures	6,045	4,910	6,900	-	6,950	50	0.72%
	<b>Contractual Services</b>	<b>98,198</b>	<b>94,604</b>	<b>93,072</b>	<b>102,337</b>	<b>97,696</b>	<b>4,624</b>	<b>4.97%</b>
	<b>Expense</b>	<b>1,313,757</b>	<b>1,434,001</b>	<b>1,638,329</b>	<b>1,534,337</b>	<b>1,803,976</b>	<b>165,647</b>	<b>10.11%</b>
<b>10</b>	<b>Fire Pension Fund</b>	<b>1,056,333</b>	<b>233,852</b>	<b>538,793</b>	<b>(893,287)</b>	<b>383,646</b>	<b>(155,147)</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 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
\$1,268,756	\$ 1,292,000	\$1,292,000	\$1,294,454

EXPENDITURES			
FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTED	FY 2017 BUDGET
\$1,223,730	\$ 1,292,000	\$1,292,000	\$1,294,454

## 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 \$2,454, which is a 0.2% increase.

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

	<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 PROJECTED</b>	<b>FY 2017 BUDGET</b>	<b>\$CHNG FY15/16</b>	<b>% CHNG FY15/16</b>
<b>RIVER FOREST PUBLIC LIBRARY</b>							
<b>REVENUES</b>							
<b>Taxes</b>							
Property Taxes	1,158,393	1,169,353	1,205,531	1,205,531	1,215,715	10,184	0.84%
Replacement Taxes	11,575	13,876	12,800	12,800	15,079	2,279	17.80%
<b>Total Taxes</b>	<b>1,169,968</b>	<b>1,183,229</b>	<b>1,218,331</b>	<b>1,218,331</b>	<b>1,230,794</b>	<b>12,463</b>	<b>1.02%</b>
<b>Charges for Services</b>							
Ask Program	7,407	5,306	7,602	7,602	7,260	(342)	-4.50%
DVD Rentals	5,953	-	-	-	-	-	
Lost Books	2,251	1,966	3,000	3,000	3,000	-	0.00%
Book Sales	1,172	997	1,200	1,200	1,200	-	0.00%
Copy Machine Revenues	3,025	4,523	4,000	4,000	4,000	-	0.00%
<b>Total Charges for Services</b>	<b>19,808</b>	<b>12,792</b>	<b>15,802</b>	<b>15,802</b>	<b>15,460</b>	<b>(342)</b>	<b>-2.16%</b>
<b>Fines</b>							
Fines	21,790	21,800	22,000	22,000	18,000	(4,000)	-18.18%
<b>Interest</b>							
Interest Earned	7,525	7,135	7,902	7,902	8,000	98	1.24%
<b>Miscellaneous</b>							
Grants/Donations	52,635	42,235	27,365	27,365	21,600	(5,765)	-21.07%
Miscellaneous	2,579	1,565	600	600	600	-	0.00%
<b>Total Miscellaneous</b>	<b>55,214</b>	<b>43,800</b>	<b>27,965</b>	<b>27,965</b>	<b>22,200</b>	<b>(5,765)</b>	<b>-20.62%</b>
<b>Total Revenues</b>	<b>1,274,305</b>	<b>1,268,756</b>	<b>1,292,000</b>	<b>1,292,000</b>	<b>1,294,454</b>	<b>2,454</b>	<b>0.19%</b>
<b>EXPENDITURES</b>							
<b>Personal Services</b>							
Salaries	546,565	581,276	610,000	610,000	610,000	-	0.00%
<b>Total Personal Services</b>	<b>546,565</b>	<b>581,276</b>	<b>610,000</b>	<b>610,000</b>	<b>610,000</b>	<b>-</b>	<b>0.00%</b>
<b>Employee Benefits</b>							
Health Insurance	27,744	24,069	32,000	32,000	52,800	20,800	65.00%
FICA/Medicare	40,663	42,551	44,000	44,000	46,700	2,700	6.14%
IMRF Pension	48,419	53,623	57,600	57,600	55,000	(2,600)	-4.51%
<b>Total Employee Benefits</b>	<b>116,826</b>	<b>120,243</b>	<b>133,600</b>	<b>133,600</b>	<b>154,500</b>	<b>20,900</b>	<b>15.64%</b>
<b>Contractual Services</b>							
Payroll Services	3,077	3,039	3,400	3,400	3,100	(300)	-8.82%
Staff Training	1,920	2,013	2,000	2,000	2,500	500	25.00%
Membership Dues	7,068	6,527	7,000	7,000	7,600	600	8.57%
Professional Developmnt	5,699	5,067	6,000	6,000	7,400	1,400	23.33%
Advertising	345	669	2,000	2,000	2,000	-	0.00%
Other Programs	23,597	24,223	27,198	27,198	31,400	4,202	15.45%

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

	<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 PROJECTED</b>	<b>FY 2017 BUDGET</b>	<b>\$CHNG FY15/16</b>	<b>% CHNG FY15/16</b>
<b>RIVER FOREST PUBLIC LIBRARY</b>							
ASK Programs	6,974	5,963	7,602	7,602	7,260	(342)	-4.50%
Tech Support Services	24,325	20,175	12,000	12,000	12,000	-	0.00%
Automation-Swan/Rails	24,421	24,688	21,000	21,000	31,000	10,000	47.62%
Professional Services	-	-	600	600	600	-	0.00%
Consulting/Legal	722	7,142	2,000	2,000	2,000	-	0.00%
Auditing	2,600	7,780	8,000	8,000	8,500	500	6.25%
Copier Lease & Maint	4,671	5,718	6,200	6,200	6,000	(200)	-3.23%
Automation - Subscription	28,667	21,568	25,000	25,000	14,500	(10,500)	-42.00%
Liability Insurance	22,871	18,078	13,000	13,000	12,300	(700)	-5.38%
Maintenance - Service	40,403	50,789	53,800	53,800	52,000	(1,800)	-3.35%
Utilities	10,741	9,538	10,500	10,500	10,500	-	0.00%
Strategic Initiatives	11,619	69,923	25,000	25,000	15,000	(10,000)	-40.00%
<b>Total Contractual Svcs</b>	<b>219,720</b>	<b>282,900</b>	<b>232,300</b>	<b>232,300</b>	<b>225,660</b>	<b>(6,640)</b>	<b>-2.86%</b>
<b>Commodities</b>							
Printing	5,623	3,525	6,000	6,000	6,000	-	0.00%
Inter-Library Expenses	115	52			-	-	
Postage	2,916	3,638	3,400	3,400	3,400	-	0.00%
Telephone/Internet	16,095	14,484	18,000	18,000	15,000	(3,000)	-16.67%
Books	56,179	77,098	68,250	68,250	69,500	1,250	1.83%
Periodicals	6,966	8,045	7,100	7,100	7,100	-	0.00%
Online E Content	20,014	19,656	32,600	32,600	40,000	7,400	22.70%
Audio/Visual	37,695	34,786	42,250	42,250	41,150	(1,100)	-2.60%
Office Supplies	4,288	5,259	4,000	4,000	4,244	244	6.10%
Library Supplies	5,512	5,193	5,000	5,000	5,600	600	12.00%
Copier Supplies	2,435	1,487	2,400	2,400	1,000	(1,400)	-58.33%
Building Mat and Supplies	6,164	4,317	6,500	6,500	5,700	(800)	-12.31%
Misc Expenditures	2,527	3,243	2,600	2,600	2,600	-	0.00%
<b>Total Commodities</b>	<b>166,529</b>	<b>180,783</b>	<b>198,100</b>	<b>198,100</b>	<b>201,294</b>	<b>3,194</b>	<b>1.61%</b>
<b>Capital Outlay</b>							
Furniture & Equipment	3,956	3,347	3,000	3,000	3,000	-	0.00%
Equipment Technology	10,888	8,832	10,000	10,000	15,000	5,000	50.00%
Capital Reserve	39,160	-	35,000	35,000	35,000	-	0.00%
Building Improvements	63,891	46,349	70,000	70,000	50,000	(20,000)	-28.57%
<b>Total Capital Outlay</b>	<b>117,895</b>	<b>58,528</b>	<b>118,000</b>	<b>118,000</b>	<b>103,000</b>	<b>(15,000)</b>	<b>-12.71%</b>
<b>Total Expenditures</b>	<b>1,167,535</b>	<b>1,223,730</b>	<b>1,292,000</b>	<b>1,292,000</b>	<b>1,294,454</b>	<b>2,454</b>	<b>0.19%</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	37.3
Miles of water mains	40
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
2014	\$173,103,200
2015	\$185,525,800

# Property Tax Rates

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

### Last Ten Levy Years

Tax Levy Year	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Calendar Year Collected	2,015	2014	2013	2012	2011	2010	2009	2008	2007	2006
Village of River Forest	1.319	1.286	1.175	1.051	0.840	0.820	0.880	0.965	0.979	0.948
School Districts	7.539	7.559	7.467	6.960	5.665	5.502	5.843	6.234	6.061	5.562
Cook County	0.568	0.560	0.531	0.462	0.423	0.394	0.415	0.446	0.500	0.593
Park District	0.316	0.307	0.279	0.249	0.209	0.255	0.317	0.357	0.363	0.354
Water Reclamation	0.430	0.417	0.370	0.320	0.274	0.261	0.252	0.263	0.284	0.315
Public Library - Village Component Unit	0.246	0.239	0.218	0.195	0.155	0.151	0.161	0.176	0.179	0.173
Township	0.115	0.115	0.104	0.093	0.075	0.078	0.084	0.093	0.095	0.093
Other (1)	0.089	0.116	0.078	0.097	0.062	0.081	0.063	0.077	0.074	0.030
<b>Total- all purposes</b>	<b>10.622</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>Share of total tax rate levied for the Village of River Forest</b>	<b>12.42%</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>

#### 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
2014					1.319	488,390,939
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

## 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	2014 Levy Year	
		Equalized Assessed Valuation	Percentage of Total Equalized Assessed
River Forest Town Center One	Retail Center	\$ 9,174,870	1.9%
Vanguard Health Systems	Medical Center	6,721,391	1.4%
River Forest Town Center Two	Retail Center	4,952,881	1.0%
Albertson's (Jewel)	Grocery Store	3,909,165	0.8%
Jack Strand	Retail Center	1,365,825	0.3%
Oilily Holdings USA	Medical Center	1,344,865	0.3%
Mid America Asset Mgmt	Grocery Store	1,344,311	0.3%
River Forest POB LLC	Medical Center	1,308,141	0.3%
Keystone Montessori	School	813,178	0.2%
John M Cox Jr	Resident	787,770	0.2%
Totals		<u>\$ 31,722,397</u>	<u>6.5%</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 2017 – 2021 Five Year Capital Improvement Program is contained in this section. Detailed information on those capital items included in the 2017 Budget and the impact those items have on the 2017 operating Budget are included. The complete plan is a separate document that contains descriptions of all items contained in the plan.

# Capital Improvement Program

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 Program is prepared by staff and reviewed by the Administrator, Assistant Administrator and Finance Director. Departments are responsible for identifying capital projects which are then priorities based on need and availability of funding. The necessity of the capital acquisition or improvement is evaluated based on Village Board Goals, residents' concerns, current and future maintenance costs, revenue generation, ability to meet current levels of service, safety issues and legal requirements. Projects with currently available funding sources such as grant revenues may be prioritized. Following review the Capital Improvement Program is presented to the Village Board. The Program may be amended during the budget process as determinations are made for items to be moved forward or to be deferred based on current information.

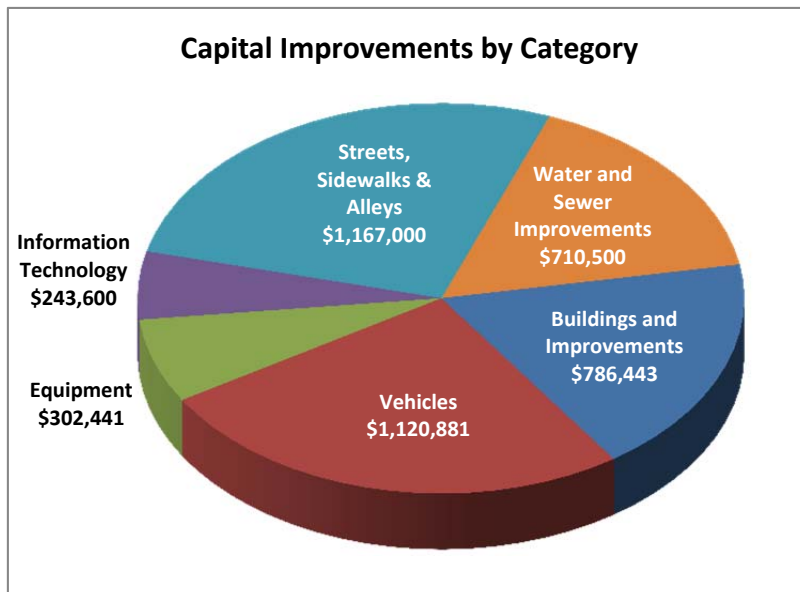
## Capital Improvement Categories

Capital Improvements included in the Fiscal Year 2017 budget total \$4,330,865 from the following categories:

### **Buildings and Improvements**

Village facilities include Village Hall which houses Administration, Finance, Building, Police, and Fire operations as well as the Public Works Village Yard which is located in a separate facility. Improvements at the Water Pumping Station are identified under the Water and Sewer CIP section.

### **3 Facilities**



### **Vehicles**

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

The vehicle section includes the replacement or acquisition of Village vehicles and is subdivided into police, fire, and public works sections. The detail page of each vehicle to be replaced in 2017 provides a picture 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 those capital equipment items that need to be replaced or acquired over the next five years. This section addresses equipment for the Administration, Fire, Police and Public Works operations.

### **Information Technology (IT)**

The Village updated the inventory and study of its information technology system in FY 2016. Current and previous recommendation from the IT studies are incorporated into the five-year CIP including upgrades to the Village's wireless network, power source, disaster recovery system, and storage area network for day-to-day operations as well as police arbitrator data. The Village will bring licensing up-to-date, create a schedule for regular personal computer replacements and make upgrades and security improvements to its network.

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

This section includes improvements to alleys, sidewalks, curbs and streets. The annual Street Improvement Program, formerly funded through bond proceeds, is currently funded through Motor Fuel Tax (MFT) Fund revenues.

### **31.6 miles**

# Capital Improvement Program

## Water and Sewer Improvements

The Village annually budgets for the improvements and maintenance of the sewer system, including sewer lining, rehabilitation and repairs. 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. The Village's water rate includes funding for water main improvements. Water main replacement is indicated when a history of line failure or a lack of adequate fire flow exists. Whenever possible, water main replacement is scheduled to coincide with street improvements to limit the impact of construction activity to a particular area. Water Pumping Station equipment is also included in this section.

**77.3 miles of sewer and water mains**

## **Capital Improvement Funding Sources**

The Five Year Capital Improvement Program (CIP) is financed through the following Village funds or specific revenue sources. The individual project sheet will indicate if a project is intended to be financed with a specific revenue source, such a grant, within the fund. The proposed FY 2017 funding sources are described below:

### General Fund

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 Fund (MFT)

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

### Water and Sewer Fund

The Water and Sewer Fund generates revenue via the water and sewer rates to assist in funding capital improvements. The Northside Stormwater Management Project, which is expected to be completed in FY 2016, was also funded via a bank and IEPA loan.

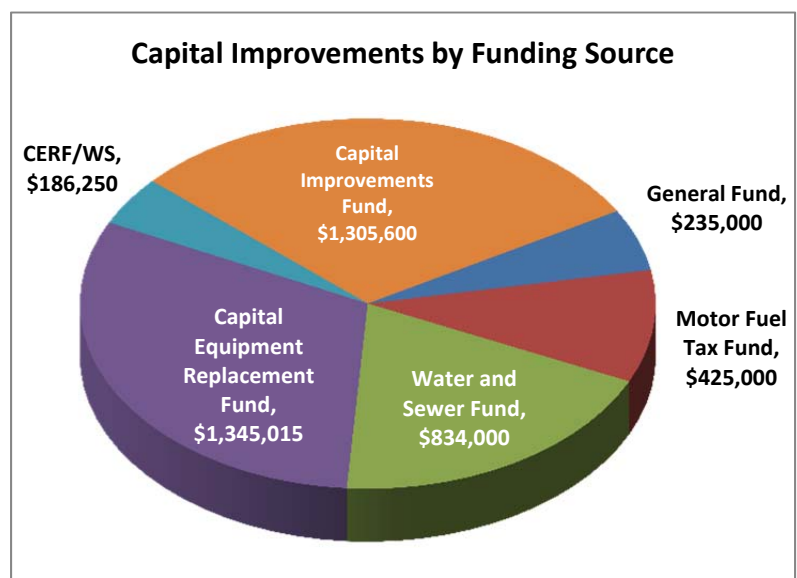
### Capital Equipment Replacement Fund

The Capital Equipment Replacement Fund (CERF) is a capital projects fund that accumulates transfers from the General and Water and Sewer Funds for the eventual replacement of equipment and vehicles. The Building & Development, Police, Fire and Public Works departments in the General Fund and the Water and Sewer Fund transfer monies to the CERF fund annually to cover future replacements. These annual transfers are intended to avoid significant fluctuations in the operating budgets from year to year. Water and Sewer Fund Vehicles and equipment to be replaced is designated with a funding source of CERF/WS.

### Capital Improvements Fund

The Capital Improvements Fund is used to account for improvements to buildings, parking lots, municipal lighting systems, alleys, streets and information technology. Revenue sources include red light camera revenue, parking lot fees, grants and transfers from other funds.

Five-Year Capital Improvement Program schedules and detailed project sheets for each capital item included in the FY 2017 Budget are included in this document.



**Village of River Forest, Illinois**  
**Five Year Capital Improvement Program**  
**Fiscal Year 2017 Budget**

CATEGORY	Fiscal Year					Five Year Total
	2017	2018	2019	2020	2021	
<b>Buildings and Improvements</b>	786,443	318,000	55,000	135,200	60,500	1,355,143
<b>Vehicles</b>	1,120,881	589,558	87,386	415,749	389,862	2,603,436
<b>Equipment</b>	302,441	46,000	172,500	33,000	150,000	703,941
<b>Information Technology</b>	243,600	55,000	25,000	25,000	180,000	528,600
<b>Streets, Sidewalks &amp; Alleys</b>	1,167,000	670,400	625,000	655,000	610,000	3,727,400
<b>Water and Sewer Improvements</b>	710,500	679,500	637,500	617,000	620,500	3,265,000
<b>Totals - All Categories</b>	<b>4,330,865</b>	<b>2,358,458</b>	<b>1,602,386</b>	<b>1,880,949</b>	<b>2,010,862</b>	<b>12,183,520</b>

PROPOSED FUNDING SOURCE	Fiscal Year					Five Year Total
	2017	2018	2019	2020	2021	
<b>General Fund (GF)</b>	235,000	250,000	255,000	240,000	240,000	1,220,000
<b>Motor Fuel Tax Fund (MFT)</b>	425,000	250,000	250,000	250,000	250,000	1,425,000
<b>Water and Sewer Fund (WS)</b>	834,000	806,500	712,500	697,200	696,000	3,746,200
<b>Capital Equipment Replacement Fund (CERF)</b>	1,345,015	635,558	259,886	118,749	539,862	2,899,070
<b>CERF/WS</b>	186,250	-	-	330,000	-	516,250
<b>Capital Improvements Fund (CIF)</b>	1,205,600	416,400	125,000	200,000	285,000	2,232,000
<b>CIF/Parking Reserve</b>	100,000	-	-	45,000	-	145,000
<b>Totals</b>	<b>4,330,865</b>	<b>2,358,458</b>	<b>1,602,386</b>	<b>1,880,949</b>	<b>2,010,862</b>	<b>12,183,520</b>



Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Buildings and Improvements  
Fiscal Year 2017 Budget

This Project is:		Fiscal Year					Five Year Total	Funding Source
		2017	2018	2019	2020	2021		
Police								
Firing Range Rehab	Recommended	107,943	-	-	-	-	107,943	CERF
Village Hall								
Village Hall Improvements	Recommended	160,000	25,000	-	40,000	55,000	280,000	CIF
Public Works								
Garage Improvements	Critical	465,000	236,000	50,000	85,000	-	836,000	CIF
Pumping Station Improvements	Critical	53,500	57,000	5,000	10,200	5,500	131,200	WS
Total		786,443	318,000	55,000	135,200	60,500	1,355,143	

Proposed Funding Source		Fiscal Year					Five Year Total
		2017	2018	2019	2020	2021	
Water and Sewer Fund (WS)		53,500	57,000	5,000	10,200	5,500	131,200
Capital Equipment Replacement Fund (CERF)		107,943	-	-	-	-	107,943
Capital Improvement Fund (CIF)		625,000	261,000	50,000	125,000	55,000	1,116,000
<b>Totals</b>		<b>786,443</b>	<b>318,000</b>	<b>55,000</b>	<b>135,200</b>	<b>60,500</b>	<b>1,355,143</b>

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

### **Firing Range Rehab**

FY 2017

\$ 107,943

CERF

Original Purchase Date FY 1998

Funding History FY 2016 \$ 19,851



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 17 years old. The range is used over 200 times per year for handgun and less lethal training. The Village's range requires upgrades in the bullet trap system, ventilation and the target rail systems. It was recommended FY 2015 that the project be consolidated as a comprehensive overhaul in FY 2016 and FY 2017 in lieu of four separate fiscal year phases. This will help ensure the Village's ability to save in both parts and labor, as part of an economy of scale. With local, regional, and national focus on police officers use of firearms, this project will help ensure we are continuing to maintain professional standards and safeguard the public's trust.

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

<b>Repair/Improvement</b>	<b>Estimated Cost</b>	<b>Fiscal Year</b>
Ventilation Direct Digital Control System	\$ 15,954	<b>FY2016</b>
Ventilation VFD for Make-Up Air Unit	\$ 2,647	<b>FY2016</b>
Ventilation Start Up and Commissioning	\$ 1,250	<b>FY2016</b>
<i>FY 2016 Subtotal</i>	\$ 19,851	

Bullet Trap Conversion	\$ 24,805	FY 2017
Combat/Protective Wall System	\$ 13,581	FY2017
Ballistic Ceiling Baffles	\$ 13,633	FY2017
Ventilation Custom Radial Diffusers	\$ 1,808	FY2017
Ventilation Control Piping and Wiring	\$ 2,332	FY2017
Range Master Control System	\$ 4,920	FY2017
Network Interface	\$ 1,333	FY2017
Rail Repair and Target Encasements	\$ 2,870	FY2017
Lateral Target with base	\$ 7,431	FY2017
Target Turners	\$ 2,665	FY2017
Electronic Enclosures	\$ 3,434	FY2017
Shooting Stalls	\$ 9,533	FY2017

Air Filtration Unit	\$ 19,598	FY2017
<i>FY 2017 Subtotal</i>	\$107,943	
<b>Total Project Cost</b>	<b>\$127,794</b>	

The approximate life expectancy of the equipment, with recommended maintenance, is an additional 15-20 years.

#### **Additional Justifications**

*FY 2016-* Improvements addressed most ventilation system upgrades needed to ensure compliance with OSHA air quality standards for firing ranges.

*FY 2017-* 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. Other improvements will address mechanical and technology upgrades required with regard to target rail and control systems as well as the potential for 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. Key components and mechanical parts are not available new or on the secondary rebuilt market. The proposed improvement costs are based on estimates from current contracted 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 would be 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 plus additional training in other weapons tactics. 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. Oak Park Police Department has entered into a onetime paid contract to use our range, with future opportunities pending. Staff will continue to look for additional like-sized departments to potentially lease time for use. This project will improve overall efficiency and effectiveness of department range operations.

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
TBD	TBD

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

<b>Village Hall Improvements</b>	FY 2017	\$160,000	CIF
	FY 2018	\$25,000	CIF
	FY 2020	\$40,000	CIF
	FY 2021	\$55,000	CIF



Critical



Recommended



Contingent on Funding

### **Spending History**

FY 2015      \$12,000 (Repair foundation and eliminate seepage: basement level adjacent to Fire Dept.)

### **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. A follow up to this assessment was conducted this past year by the Garland company to provide thermal scans of the current condition of the roof. Their report recommends one project for this facility in FY 2017.

The following facility improvement is recommended to be completed **in FY 2017**:

<b><u>Repair/Improvement</u></b>	<b><u>Estimated Cost</u></b>
1. Replace roof above 2 <sup>nd</sup> floor	\$160,000

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

<b><u>Repair/Improvement</u></b>	<b><u>Estimated Cost</u></b>	<b><u>Year</u></b>
1. FCA - Replace HVAC rooftop unit #3 (above WSCDC)	\$ 25,000	FY 2018
2. Tuck-pointing improvements	\$ 40,000	FY 2020
3. <u>Replace roof above 2<sup>nd</sup> floor (WSCDC area)</u>	<u>\$ 55,000</u>	<u>FY 2021</u>
Total	\$120,000	

### **2017 Recommended Project**

Replace roof above 2<sup>nd</sup> floor: This past year, the Garland Company provided an analysis of the current condition of the roof (the portion not covering the Fire Dept). This is an item that was on the DTZ report which was identified as in need of replacement. After performing thermal imaging scans it was determined that the roof above the 2<sup>nd</sup> floor (non-WSCDC area) is in poor condition and is holding excess moisture. This portion of the roof was put in in 1998 and is at the end of its useful life.

### **Project Alternative**

The alternative to this project is to not make this replacement, however, this is an item that will need to be done as the condition of the roof continues to deteriorate.

### **Project Impact**

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

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

<b>Public Works Garage Improvements</b>	FY 2017	\$465,000	CIF
	FY 2018	\$236,000	CIF
	FY 2019	\$50,000	CIF
	FY 2020	\$85,000	CIF
	FY 2021	\$0	CIF



Critical



Recommended



Contingent on Funding

### **Spending History**

FY 2016      \$10,000 (Structural Engineering Analysis)

### **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. As a result, the Village has been delaying needed improvements based on the possibility of site redevelopment.

Based on a recent structural engineering analysis and facility site assessment, the following critical and recommended facility improvements should be completed **in FY 2017**:

<u>Repair/Improvement</u>	<u>Estimated Cost</u>
1. Roof replacement	\$360,000
2. Rebuild west parapet wall	\$90,000
3. Project management	\$15,000
Total	\$465,000

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

<u>Repair/Improvement</u>	<u>Estimated Cost</u>	<u>Year</u>
1. Exterior wythe brick repair (east wall)	\$100,000	FY 2018
2. Grind & re-point remainder of all brick walls	\$90,000	FY 2018
3. Re-caulk window perimeters, copings, misc. areas	\$15,000	FY 2018
4. Replace single pane glass windows (26)	\$20,000	FY 2018
5. Replace two overhead garage doors	\$11,000	FY 2018
6. Replace salt storage shed	\$50,000	FY 2019
7. Resurface parking lot	\$85,000	FY 2020
Total	\$371,000	

## 2017 Recommended Projects

The following is a summary of the improvements that are proposed for FY 2017:

1. Roof Replacement: The roof is beyond its useful life and the current conditions contribute to problems on the adjacent walls by allowing poor drainage to worsen their condition as well.
2. Rebuild West 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. Sections of this portion 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.
3. Project Management: This is for the oversight of the large amount of work that needs to be accomplished with the roof replacement and rebuilding of exterior walls during an overlapping timeframe. Project management will be essential to the success of these needed improvements.

### Project Alternative

The alternatives to projects #1 and #2 are just delaying the work, which will result in further structural damage to the exterior walls. The deterioration is a result of water infiltration the exterior walls from the roof. 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.

### 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 2017	\$53,500	WS
	FY 2018	\$57,000	WS
	FY 2019	\$5,000	WS
	FY 2020	\$10,200	WS
	FY 2021	\$5,500	WS



Critical



Recommended



Contingent on Funding

### **Spending History**

FY 2016      \$47,000 (epoxy flooring and front door replacement)



### **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 2017**:

<u>Repair/Improvement</u>	<u>Estimated Cost</u>	
1. Replace windows (2 <sup>nd</sup> Floor only)	\$40,000	FY 2017
2. Replace / add exterior lighting fixtures	\$9,000	FY 2017
3. <u>Replace security camera system and PC</u>	<u>\$4,500</u>	<u>FY 2017</u>
Total	\$53,500	

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 lower roof	\$20,000	FY 2018
2. Replace boiler and radiator heater system	\$25,000	FY 2018
3. Paint soffit, fascia and metal work on exterior of building	\$12,000	FY 2018
4. Replace fire detection system	\$5,000	FY 2019
5. Replace interior electrical system	\$10,200	FY 2020
6. <u>Replace staircase</u>	<u>\$5,500</u>	<u>FY 2021</u>

Total

\$77,700

### 2017 Recommended Projects

The following is a summary of the improvements that are proposed for FY 2017:

1. Replace 2<sup>nd</sup> floor windows: Replace 2<sup>nd</sup> floor windows to complete the removal and replacement of all windows in the building.
2. Replace exterior lighting fixtures with LED luminaires: These eight replacement fixtures would be a mix of photo and motion controlled to increase security around the perimeter of the building. Motion controlled fixtures would be used to reduce spillover light on to neighboring properties.
3. Replace security cameras and computer: Replace all old security cameras with new high definition color cameras that are night vision capable and do not require proprietary video capture cards or software. These cameras would also have night vision capabilities, so the loss of light from the new motion controlled LED fixtures would not affect the ability to detect or record motion around the facility.

### Project Alternative

There are essentially no alternatives to these 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



**Village of River Forest, Illinois**  
**Five Year Capital Improvement Program**  
**Vehicles**  
**Fiscal Year 2017 Budget**

<b>Vehicles</b>	<b>Fiscal Year</b>					<b>Five Year Total</b>	<b>Funding Source</b>
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>		
Police	111,131	168,058	87,386	85,749	219,862	672,186	CERF
Fire	599,750	64,500	-	-	-	664,250	CERF
Public Works	410,000	357,000	-	330,000	170,000	1,267,000	CERF & CERF/WS
<b>Total</b>	<b>1,120,881</b>	<b>589,558</b>	<b>87,386</b>	<b>415,749</b>	<b>389,862</b>	<b>2,603,436</b>	

<b>Proposed Funding Source</b>	<b>Fiscal Year</b>					<b>Five Year Total</b>
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	
CERF- General Fund (CERF)	965,881	589,558	87,386	85,749	389,862	2,118,436
CERF- Water and Sewer (CERF/WS)	155,000	-	-	330,000	-	485,000
<b>Totals</b>	<b>1,120,881</b>	<b>589,558</b>	<b>87,386</b>	<b>415,749</b>	<b>389,862</b>	<b>2,603,436</b>

**Village of River Forest, Illinois**  
**Five Year Capital Improvement Program**  
**Vehicles-Police**  
**Fiscal Year 2017 Budget**

Police Department	Year	Vehicle #	This Project is:	Fiscal Year					Five Year Total	Funding Source
				2017	2018	2019	2020	2021		
Marked Squad Car	2014	1	Recommended	-	42,510	-	-	45,698	88,208	CERF
Marked Squad Car	2015	2	Recommended	-	42,723	-	-	45,714	88,437	CERF
Marked Squad Car	2015	3	Recommended	-	44,663	-	-	47,789	92,452	CERF
Marked Squad Car	2013	4	Recommended	-	-	44,663	-	-	44,663	CERF
Marked Squad Car	2013	5	Recommended	-	-	42,723	-	-	42,723	CERF
Marked Squad Car	2013	6	Recommended	41,474	-	-	44,585	-	86,059	CERF
Community Service Vehicle	2007	10	Critical	31,365	-	-	-	-	31,365	CERF
Detectives Vehicle	2011	12	Recommended	38,292	-	-	41,164	-	79,456	CERF
Unmarked Surveillance	2012	13	Recommended	-	38,162	-	-	41,024	79,186	CERF
Chief's Vehicle	2015	17	Recommended	-	-	-	-	39,637	39,637	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>111,131</b>	<b>168,058</b>	<b>87,386</b>	<b>85,749</b>	<b>219,862</b>	<b>672,186</b>	

Proposed Funding Source				Fiscal Year					Five Year Total
				2017	2018	2019	2020	2021	
Capital Equipment Replacement Fund (CERF)				111,131	168,058	87,386	85,749	219,862	672,186
<b>Totals</b>				<b>111,131</b>	<b>168,058</b>	<b>87,386</b>	<b>85,749</b>	<b>219,862</b>	<b>672,186</b>

## Vehicles-Police

### Marked Squad Car Squad 6

FY 2017	\$41,474	CERF
FY 2020	\$44,585	CERF

☐ Critical ☒ Recommended ☐ Contingent on Funding

Make	Ford
Model	Explorer
Year	2013
Cost	\$38,580
Useful Life	3 yrs
Current Life	2 yrs

### Project Description & Justification

An estimated cost to replace Squad #6 is \$41,474. 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. The current mileage is 53,511 (as of 11/01/15). Approximately 2,000 miles are driven per month and therefore the estimated mileage at time of replacement will be 77,000.

### Vehicle Description

The recommended replacement model is a Ford Explorer. This vehicle would serve as a multi-purpose utility vehicle for deploying the speed trailer and carrying evidence technician equipment. It will also accommodate taller officers who have trouble fitting into the Ford Taurus. This vehicle will be a marked squad car also 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, video equipment will be removed and reinstalled in the new cars. The condition of these vehicles will be analyzed when they are removed from service to determine if they are suitable to be rotated to another department for administrative use, or if they should be disposed of at auction.

Maintenance Costs FY 2013-2017	
Routine Maintenance as of November, 2015	\$336 (14 @ \$24)
Cost of Repairs	\$2,927
Total Spent on Maintenance and Repairs	\$3,263

### 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
Approximately \$2,735	Routine maintenance and periodic repairs

## Vehicles - Police

### Community Service Vehicle Squad 10

FY 2017	\$31,365	CERF
FY 2023	\$33,056	CERF

☒ Critical ☐ Recommended ☐ Contingent on Funding

Make	Ford
Model	Ranger Pick-Up
Year	2007
Cost	\$22,500
Useful Life	7 yrs
Current Life	9 yrs

### Project Description & Justification

An estimated cost to replace unit #10 is \$31,365. 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 animals, large equipment transport and deploying the Speed Trailer. Depending on the condition of the vehicle at replacement time, this vehicle could be offered to another department or offered for sale at auction. The replacement vehicle will be a Ford Transit cargo van. This type of van has a lower rear cargo step allowing easier access to equipment as well as increasing the usable space to transport larger items. It will also have front wheel drive which will make handling in inclement weather safer and more reliable. The current mileage is 90,116 (as of 11/02/15). Estimated mileage at time of replacement: 97,370.

Maintenance Costs FY 2007-2016	
Routine Maintenance as of November, 2015	\$120 (5 @ \$24)
Cost of Repairs	\$4,220
Total Spent on Maintenance and Repairs	\$4,340*

\*Includes two year history of maintenance and repairs

### 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
Approximately \$2,735	Routine maintenance and periodic repairs

## Vehicles - Police

### Ford F150 Detectives Vehicle Squad 12

FY 2017	\$38,292	CERF
FY 2020	\$41,164	CERF

☐ Critical ☒ Recommended ☐ Contingent on Funding

Make	Ford
Model	F150
Year	2011
Cost	\$34,037
Useful Life	5 yrs
Current Life	4 yrs

### Project Description & Justification

An estimated cost to replace unit #12 is \$38,292. An estimated cost of the vehicle incorporates an all-wheel drive (AWD) Pick-up Truck, \$8,000 for covert equipment and installation, including hidden light emitting diode (LED) emergency lights, radio antennae, and miscellaneous items needed to facilitate the installation of major components.

### Vehicle Description

This is an unmarked detective unit used daily for tactical patrol and covert surveillance. The unit is equipped with a laptop computer and car radios, and a secure storage vault in the pick-up bed. Depending on the condition of the vehicle at replacement time, this vehicle could be offered to Public Works as a replacement for their department or offered for sale at auction. The current mileage is 25,549 (as of 11/5/15).

Maintenance Costs FY 2011-2015	
Routine Maintenance as of November, 2015	\$96 (4 @ \$24)
Cost of Repairs	\$810
Total Spent on Maintenance and Repairs	\$906*

\*Includes 2 year history of maintenance and repairs

### Project Alternative

Deferral beyond its estimated life is not recommended for a tactical vehicle. The reliability decreases as age increases, and maintenance and repair costs often increase. In 2015, Cook County began charging a fee for any seized vehicle they process through their seizure court, thus reducing the attraction to seize vehicles for covert investigations. Due to the tactical use of this vehicle and limited mileage accumulation, replacement creates an opportunity to explore a cost saving lease program that allows the Village to exchange automobiles more regularly and maintain the undercover/covert nature of this vehicle.

### Operational Impact

Breakdowns have a direct impact on the department's ability to respond to and investigate criminal activity.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Approximately \$2,735	Routine maintenance and periodic repairs

Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Vehicles-Fire  
Fiscal Year 2017 Budget

Fire Department	Year	Vehicle #	This Project is:	Fiscal Year					Five Year Total	Funding Source
				2017	2018	2019	2020	2021		
Chief's Vehicle	2006	200	Recommended	24,750	-	-	-	-	24,750	CERF
Deputy Chief's Vehicle	2011	201	Contingent	-	26,500	-	-	-	26,500	CERF
Ambulance	2015	215	Recommended	-	-	-	-	-	-	CERF
Utility Pick-up Truck	2006	218	Contingent	-	38,000	-	-	-	38,000	CERF
105' Aerial Quint	2013	219	-	-	-	-	-	-	-	CERF
Pumper	2001	222	-	-	-	-	-	-	-	CERF
Ambulance	1999	224	-	-	-	-	-	-	-	CERF
Pumper	1992	226	Critical	575,000	-	-	-	-	575,000	CERF
Fire Prevention Bureau Vehicle	1999	299	-	-	-	-	-	-	-	CERF
<b>Total</b>				<b>599,750</b>	<b>64,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>664,250</b>	

Proposed Funding Source				Fiscal Year					Five Year Total
				2017	2018	2019	2020	2021	
Capital Equipment Replacement Fund (CERF)				599,750	64,500	-	-	-	664,250
<b>Totals</b>				<b>599,750</b>	<b>64,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>664,250</b>

## Vehicles–Fire

### Administrative Vehicle–C200

FY 2017

\$24,750

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* 10 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	120,624 as of 11/24/15

Maintenance/Repair Costs for Past 3.5 Years	
Routine Maintenance	\$1,002 (8 items)
Cost of Repairs	\$3,386
Total Spent on Maintenance and Repairs	\$4,388

### 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 year useful life that is extended to nine years. This vehicle will be traded-in or sold at auction and removed from the Village fleet.

### Project Impact

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

### Carryover History

Carry over from FY 2016

## Vehicles–Fire

### Pumper–FD-211 (226)

FY 2017

\$575,000

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***

25 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	48,097 as of 11/24/2015	7,381.4	184,535
*Fire and EMS vehicles use a conversion of 25 miles per engine hour due to the on scene time at an emergency call.					

Maintenance/Repair Costs for Past 3.5 Years	
Routine Maintenance	
226	\$ 1,333 (4 items)
222	\$ 3,046 (11 items)
Cost of Repairs	
226	\$11,342
222	\$24,972
Total Spent on Maintenance and Repairs	



226	\$12,675
222	\$28,018

At the most recent preventative maintenance evaluation by Certified Fleet Service, mechanics found several deficiencies and have estimated repair costs at \$27,200, 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 (seven years-\$1,800), rusted out frame for booster tank (\$5,000-\$7,000), 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 not 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. Since 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.

### **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 14 year old vehicle.

### **Carryover History**

Carry over from FY 2016

Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Vehicles-Public Works  
Fiscal Year 2017 Budget

Public Works Department	Description	Year	Vehicle #	This Project is:	Fiscal Year					Five Year Total	Funding Source
					2017	2018	2019	2020	2021		
Large Int'l Dump Truck	International 4000 Series	2002	30	Critical	145,000	-	-	-	-	145,000	CERF
Large Int'l Dump Truck	International	2004	32	Critical	-	150,000	-	-	-	150,000	CERF
Pick-up Truck w/ Dump Body	Ford F350 Super Duty	2006	33	Critical	-	57,000	-	-	-	57,000	CERF
Street Sweeper	Elgin Pelican	2003	34	Critical	220,000	-	-	-	-	220,000	CERF/WS
Large Int'l Dump Truck	International 4000 Series	2001	40	Critical	-	-	-	-	-	-	CERF
Large Int'l Dump Truck	International 4000 Series	1998	44	Critical	-	-	-	-	170,000	170,000	CERF
Aerial Truck	International 4400	2003	46	Critical	-	150,000	-	-	-	150,000	CERF
Skid Steer Loader	Bobcat 763	2000	N/A	Critical	-	-	-	-	-	-	CERF
Pick-Up Truck (Engineering)	Ford Ranger Super	2007	62	-	-	-	-	-	-	-	CERF/WS
Cargo Van	Dodge Sprinter	2006	64	Critical	45,000	-	-	-	-	45,000	CERF/WS
Sewer Truck	Vac-Con	2007	65	Critical	-	-	-	330,000	-	330,000	CERF/WS
Pick-Up Truck	Ford F350 Super Duty	2008	66	Critical	-	-	-	-	-	-	CERF/WS
Cargo Van	Ford Transit Connect	2015	68	Recommended	-	-	-	-	-	-	WS
<b>Total</b>					<b>410,000</b>	<b>357,000</b>	<b>-</b>	<b>330,000</b>	<b>170,000</b>	<b>1,267,000</b>	

Proposed Funding Source					Fiscal Year					Five Year Total
					2017	2018	2019	2020	2021	
Capital Equipment Replacement Fund (CERF)					255,000	357,000	-	-	170,000	782,000
CERF- Water and Sewer (CERF/WS)					155,000	-	-	330,000	-	485,000
<b>Totals</b>					<b>410,000</b>	<b>357,000</b>	<b>0</b>	<b>330,000</b>	<b>170,000</b>	<b>1,267,000</b>

## Vehicles-Public Works

### Dump Truck #30

FY 2017

\$145,000

CERF



Critical



Recommended



Contingent on Funding

*Make* International  
*Model* 4000 SERIES  
*Year* 2002  
*Purchase Cost* \$67,350  
*Purchased* FY 2002  
*Useful Life* 12 years  
*Current Life* 16 years



### Vehicle Description

Various personnel in the Operations Division operate this truck. The vehicle is equipped with a 11' dump body, stainless steel v-box salt spreader (with manual controls), liquid salt pre-wetting system, 11' power angling snowplow, dump body tarp, emergency lighting, and two-way radio.

Total Vehicle Miles	39,954 (As of 11/16/2015)
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### Recent Maintenance Costs

Date	Maintenance Performed	Cost
8/2013	Repair brakes	\$1,317.00
8/2013	Repair instrument cluster	\$1,338.00
1/2014	Replace oil hose	\$34.32
1/2014	Replace front and rear springs	\$1,930.06
1/2014	Oil and filter change	\$54.73
7/2014	Replace oil pan	\$1,788.40
1/2015	Replaced leaf springs	\$726.46
Total		\$7,188.97

### Project Alternative

This vehicle was originally scheduled for replacement in FY 2014. Since this vehicle is in good mechanical condition, Staff recommends deferring its replacement to FY 2017.

### 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

### Carryover History

This vehicle is a carry-over from FY 2014

## Vehicles-Public Works

### Street Sweeper #34

FY 2017

\$110,000 CERF

\$110,000 WS



Critical



Recommended



Contingent on Funding

Make

Elgin

Model

Year

2003

Purchase Cost

\$124,212

Purchased

FY 2003

Useful Life

8 years

Current Life

14 years



### Vehicle Description

This is the only vehicle in the Village's fleet that sweeps Village streets and State routes. State routes are swept in accordance with the intergovernmental street maintenance agreement with the Illinois Department of Transportation.

The street sweeper performs an important function as it removes debris (leaves, twigs, garbage, etc.) from Village streets and prevents such debris from entering into the Village's combined sewer system. It also improves the appearance of the Village. By removing debris from Village streets and keeping it out of the Village's sewer system, street sweeping ultimately prevents debris from being discharged into the Des Plaines River during combined sewer overflow events.

Total Equipment Hours/Miles	6,530 /25,647 (As of October 15, 2015)
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### Recent Maintenance Costs

Date	Maintenance Performed	Cost
4/2010	New hydraulic motor	\$638.00
5/2010	Replaced steering shaft – guide wheel fell off	\$8,582.00
5/2011	New conveyor belt	\$650.00
5/2012	Fuel tank straps	\$100.00
6/2012	New tires and new broom mandrel	\$1,900.00
8/2012	New fuel tank	\$700.00
9/2012	Numerous repairs (conveyor belt, bearings, variable shields)	\$8,500.00
12/2012	Replace windshield	\$125.00
6/2013	Replace main broom, passenger side window and track	\$854.00
3/2015	Replace fuel, oil and hydraulic filters. Replace door lift pistons	\$143.60
Total		\$22,192.60

### Project Alternative

For FY 2014, Staff recommended outsourcing routine street sweeping and retaining the Village's sweeper as a fully depreciated vehicle to be utilized for supplemental sweeping (leaves, special events,

storms, accidents, etc.). This outsourcing was intended to occur on a trial basis and allow for the replacement of the sweeper in FY 2015 if service level expectations were not met.

In FY 2015, the Village began contractual sweeping with Roy Strom Company at a cost of \$2,973.00 per sweep plus \$45.50 per ton for debris disposal costs. The weight of debris that is picked up can vary and is based on weather conditions (wet or dry) and the growth cycle of parkway trees, but generally averages 11 tons per month.

In conclusion, Staff recommended the following for FY 2016:

1. Retain the Village's sweeper as a fully depreciated vehicle;
2. Budget \$27,788 for eight contractual sweepings during the year ( $\$2,973 + 11 \text{ tons of debris} \times \text{eight events}$ )

For FY 2017, staff recommends purchasing a new street sweeper and bringing the task of sweeping back in-house. Contractual sweeping with Roy Strom Company was not as efficient as anticipated. There were mechanical issues, inconsistent scheduling and the quality of the work was not as good as expected. Additionally, the cost for contractually sweeping the needed 16 times per year would cost \$48,000 (based on \$3,000 per sweep) not including the disposal cost. Based on this pricing, a new Village-owned sweeper will have paid for itself in 4.58 years and provide greater control over operations.

#### **Operational Impact**

The operational impact would be critical as the Village would lose its ability to perform in-house street sweeping on an as-needed or emergency basis.

#### **Project Impact**

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

#### **Carryover History**

This is a carryover from FY 2013.

## Vehicles-Public Works/Water and Sewer

### Cargo Van #64

FY 2017

\$45,000

CERF/WS



Critical



Recommended



Contingent on Funding

*Make* Dodge  
*Model* Sprinter Cargo Van  
*Year* 2006  
*Purchase Cost* \$32,088  
*Purchased* FY 2006  
*Useful Life* 10 years  
*Current Life* 11 years



### Vehicle Description

Various personnel in the Water Division use this cargo van. The vehicle is equipped with emergency lighting, a 2000 watt AC converter and two-way radio.

Total Vehicle Miles	45,460 (As of 11/16/2015)
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### Recent Maintenance Costs

Date	Maintenance Performed	Cost
7/2011	New tires, brakes	\$650.00
7/2013	Repair headlight and change cabin air filter	\$153.00
10/2013	Replace driver's side wiper arm	\$57.00
6/2014	Replace fan belt	\$29.88
6/2014	Replace fan belt and pulleys	\$544.82
6/2015	Replace batteries	\$226.50
Total		\$1,661.20

### Project Alternative

This vehicle was scheduled for replacement in FY 2016. Staff recommends replacing this vehicle in FY 2017 and retaining it as a fully depreciated vehicle until major repairs are necessary, at which time it would be sold at auction. The vehicle would be repurposed to carry additional water department equipment and can be used as a work station for the new sewer televising equipment.

### Operational Impact

Used by the Water Department to carry all tools and equipment needed for water meter installations, meter reading, fire hydrant repairs, and water main breaks.

### Project Impact

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

### Carryover History

This vehicle is a carryover from FY 2016 to FY 2017

**Village of River Forest, Illinois**  
**Five Year Capital Improvement Program**  
**Equipment**  
**Fiscal Year 2017 Budget**

This Project is:		Fiscal Year					Five Year	Funding
		2017	2018	2019	2020	2021	Total	Source
<b>Police Department</b>								
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	Critical	50,046	-	-	-	-	50,046	CERF
Street Camera System	Recommended	71,800	-	52,500	-	-	124,300	CERF
<b>Fire Department</b>								
SCBA Air Compressor	Recommended	25,000	-	-	-	-	25,000	CERF
ALS Defibrillator	Recommended	-	-	-	25,000	-	25,000	CERF
<b>Public Works</b>								
Stump Grinder	Recommended	-	46,000	-	-	-	46,000	CERF
Stainless Steel V-Box Salt Spreader	Critical	-	-	20,000	-	-	20,000	CERF
Chipper - 1800 Model	Critical	-	-	100,000	-	-	100,000	CERF
Tandem Axle Trailer	Recommended	-	-	-	8,000	-	8,000	CERF
Fuel System Improvements	Critical	-	-	-	-	150,000	150,000	CERF
Salt Brine Equipment	Recommended	25,000	-	-	-	-	25,000	CERF
Water Valve Operator	Critical	31,250	-	-	-	-	31,250	CERF/WS
<b>Total</b>		<b>302,441</b>	<b>46,000</b>	<b>172,500</b>	<b>33,000</b>	<b>150,000</b>	<b>703,941</b>	

Proposed Funding Source		Fiscal Year					Five Year
		2017	2018	2019	2020	2021	Total
Capital Equipment Replacement Fund (CERF)		271,191	46,000	172,500	33,000	150,000	672,691
CERF- Water and Sewer (CERF/WS)		31,250	-	-	-	-	31,250
<b>Totals</b>		<b>302,441</b>	<b>46,000</b>	<b>172,500</b>	<b>33,000</b>	<b>150,000</b>	<b>703,941</b>

## Equipment-Police

### Automatic License Plate Reader

FY 2017

\$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 a first generation plate reader currently installed in squad car #6. It 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 11, 2015, it has read 3.2 million license plates and has 8,880 "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 20 vehicles eligible for the boot at a minimum fee of \$500 dollars (some boot fees are double or triple this fee) per vehicle. The ALPR the department currently has is one of the original versions and had limited vendors from which to choose. With new vendors available such as ELSAG, COBAN, Vigilant and others, the department will be in a better position to compare costs and negotiate a price that may be lower than estimated.

### 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
\$ None w/ three year warranty	\$1,800/year to continue annual maintenance after warranty period.

### Carryover History:

This Item is a carryover from a FY 2016 and with the replacement of squad #6 in FY 2017 will be an optimal time to upgrade to the new generation of ALPR and software.



## Equipment-Police

### Live Scan System

FY 2017

\$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 Police Department, 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

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
\$ None	Repairs covered by Cook County

### Carryover History:

This item has been carried over for several fiscal years. Replacement is dependent on Cook County's time frame for upgrading to a new system.

## Equipment-Police

### Overweight Truck Scales

FY 2017

\$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. The Police Department 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. Overweight trucks are a detriment to village streets by decreasing the life of the pavement through excessive wear. The scales are certified by the Illinois State Police annually. The useful life expectancy of the scales is 10 years.

### Project Alternative

Without the portable truck scales the enforcement officers will have to seek alternate weigh scales. This would require the truck enforcement officer following the truck to an alternate location outside the Village's jurisdiction increasing 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
\$ 1,000/per year	Annual re-certification

### Carryover History:

Although the scales have reached their useful life expectancy, replacement of these scales has been carried over from FY 2016 and they are currently in working order. Each year the scales are re-certified and will require replacement if found deficient by the State.

## Equipment-Police

### Speed Monitor Trailer

FY 2017

\$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 and Police Departments work together to identify locations where vehicles are known to travel at higher rates of speed and the trailer is placed in those areas. The trailer is also placed in areas based on complaints/requests from residents or police officers. The new speed trailers have the ability to conduct traffic counts and average speed traveled and will be beneficial to both the Police and Public Works Departments. The message board will have the ability to alert drivers to detours, and remind drivers to watch their speed. Some models have the ability to take photos of violator's vehicles.

### Project Alternative

The alternative to this equipment would be an officer monitoring an area for speeding violations. Although this does happen 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
\$30/month for possible data package	Periodic maintenance- Battery Replacement

### Carryover History:

This item has been carried over from FY 2016.

## Equipment-Police

### Digital In-Car Cameras

FY 2017

\$50,046 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 30 days or longer depending on the type of incident. Upgrades to the In-Car camera system will require upgrades to the data storage system on the Village's computer network. Corresponding funds appear in the IT Capital Plan under "Police Arbitrator Data Storage."

The In-Car camera system is currently using outdated software that is no longer supported. New cameras will give the Department added abilities such as real-time remote viewing of critical incidents.

### Project Alternative

This is a necessary tool that helps protect the Village and its officers 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
One time cost of \$2,835 included in purchase	One time cost includes an extended warranty for 5 years.

### Carryover History:

This item was carried over from FY 2016, with the recent upgrades to the wireless access point at the rear of the station improving downloading performance, and the unlimited wireless data support. The Village is now in a better position to upgrade the cameras.

## Equipment-Police

### Street Camera System

FY 2017	\$71,800	CERF
FY 2019	\$52,500	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 30 days and are 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 years.

This program has been very successful as a force multiplier. Officers routinely refer to the cameras to assist in identifying suspects involved in criminal activity and the Detectives use the footage to create still shots of suspects for bulletins. Below are some images of suspects who were captured on the camera system and later identified as perpetrators of a crime.



Retail Theft



Retail Theft



Bike Theft



Burglary



Drug Deal



Robbery



Not only are the cameras used for helping to identify criminal suspects, the cameras have been used for situational awareness including the Blizzard of 2011 where the Public Works department was able to monitor the snow accumulation and effects on traffic along the Lake St. business corridor.

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 also coincided with the FY 2017 anticipated upgrades to the street PTZ cameras.

<b>Repair/Improvement</b>	<b>Estimated Cost</b>	<b>Fiscal Year</b>
Camera System Servers	\$36,800	FY 2017
Street Camera System	\$35,000	FY 2017
<i>FY 2017 Subtotal</i>	\$71,800	
Wireless Point to Point Antenna/Backhaul	\$52,500	FY 2019
<i>FY 2019 Subtotal</i>	\$52,500	
<b>Total</b>	<b>\$124,300</b>	

#### **Project Alternative**

Due to the nature of this system, there is no alternative if the project is not funded in the future. The continuation of this program is highly recommended.

#### **Project Impact**

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

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
\$ None	3 year warranty on parts and labor

#### **Carryover History:**

None

## Equipment-Fire

### SCBA Breathing Air Compressor

FY 2017

\$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. Staff intends to send two maintenance personnel to the SCBA workshops to training on maintenance of air packs in an attempt to further reduce Village costs.

### Carryover History

Carry over from FY 2016

## Equipment-Public Works

### Salt Brine Equipment

FY 2017

\$25,000

CERF



Critical



Recommended



Contingent on Funding

Make

SnowEx

Model

Brine Pro 2000

Year

2017

Purchase Cost

\$25,000

Purchased

FY 2017

Useful Life

10 yrs

Current Life

0 yrs



### Equipment Description

This equipment is used to produce a salt brine solution that is applied to roadways in advance of a winter weather event. The solution provides melting at the onset of an event and helps prevent snow and ice from bonding with the pavement. This proactive technique has become popular in recent years and is used to improve winter road conditions while reducing overall material and operating costs.

### Project Alternative

Continue treating roadway surfaces on a reactive basis.

### Operational Impact

The Village currently owns equipment that can be used to apply salt brine solution, so having the ability to produce the brine gives staff the ability to pre-treat pavement areas.

### Project Impact

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

### Carryover History

None



## Equipment-Public Works/Water and Sewer

### Water Valve Operator

FY 2017

\$31,250

CERF/WS



Critical



Recommended



Contingent on Funding

*Purchase Cost* \$16,069  
*Purchased* FY 2002  
*Useful Life* 15 yrs  
*Current Life* 15 yrs



### Equipment Description

The water valve operator is utilized to exercise water main valves in order to keep the valves in good operating condition. Valves that are not exercised regularly have a tendency to freeze or lock up which could prevent proper closure of the valve during a water shut-off. There are approximately 390 valves in the Village's water distribution system and the Village has established a four year cycle on valve exercising.

Water shut-offs are most often required during the repair of water main breaks and it is the Village's goal to minimize the impact of these shut offs on residential and commercial properties.

### Recent Maintenance Costs

- None in the past two years.

### Project Alternative

In 2001 and 2002, the Village outsourced valve operating services for approximately two-thirds of the Village's water system's valves (one-third in each year). Subsequent to performing an analysis on outsourcing this program compared to purchasing the equipment and performing the service in-house, the Village opted to purchase the current valve operator. Alternatives to replacing the valve operating equipment in FY 2017 are as follows:

1. Defer replacing the equipment until it breaks down completely.
2. Purchase new or used equipment.
3. Lease valve operating equipment.
4. Outsource all valve operating services.

The current valve operator is mounted on a Public Works pickup truck. This truck-mounted configuration requires modifications to the truck that are expensive and ultimately reduce the resale value of the truck. The replacement valve operator should be replaced with a trailer mounted self-contained unit that is not dedicated to a specific truck and can be towed by different vehicles.

### 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 maintain the Village's water system valves that could result in water shut-offs affecting a significantly higher number of residents and/or businesses than desired or necessary.

### Project Impact

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

**Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Information Technology  
Fiscal Year 2017 Budget**

This Project is:		Fiscal Year					Five Year Total	Funding Source
		2017	2018	2019	2020	2021		
Storage Area Network Upgrades	Critical	29,100	-	-	-	-	29,100	CIF
Network Improvements	Critical	35,900	-	-	-	-	35,900	CIF
Cloud Back-up	Critical	19,500	-	-	-	-	19,500	CIF
PC Replacements	Recommended	25,000	25,000	25,000	25,000	25,000	125,000	CIF
Licensing	Critical	39,000	15,000	-	-	-	54,000	CIF
Power Source Upgrades	Critical	10,550	-	-	-	-	10,550	CIF
Police Arbitrator Data Storage	Critical	49,000	-	-	-	-	49,000	CIF
Wireless Network Upgrades	Critical	35,550	-	-	-	-	35,550	CIF
AV System Replacement	Contingent	-	-	-	-	125,000	125,000	CIF
Server Replacement	Critical	-	15,000	-	-	30,000	45,000	CIF
<b>Total</b>		<b>243,600</b>	<b>55,000</b>	<b>25,000</b>	<b>25,000</b>	<b>180,000</b>	<b>528,600</b>	

Proposed Funding Source		Fiscal Year					Five Year Total
		2017	2018	2019	2020	2021	
Capital Improvement Fund (CIF)		243,600	55,000	25,000	25,000	180,000	528,600
<b>Totals</b>		<b>243,600</b>	<b>55,000</b>	<b>25,000</b>	<b>25,000</b>	<b>180,000</b>	<b>528,600</b>

## Information Technology-Administration

### Storage Area Network Upgrades

FY 2017

\$29,100

CIF



Critical



Recommended



Contingent on Funding

#### Funding History

N/A

#### Project Description & Justification

Servers function as the brain of the Village's computer network handling all data processing needs. The servers store Village data on a SAN (Storage Area Network). A SAN is a group of smaller drives that are combined to create one or more larger drive(s).

The Village's previous Server & SAN configuration was too small to handle the organization's growing requirements, so a second SAN was added in FY 2016. Village Staff and its IT Consultant, ClientFirst, reconfigured existing resources, removed non-essential data from the network and modified staff practices to utilize space more efficiently until additional resources could be identified and funded.

When the Village outgrew the two SAN configuration, two new servers and a third SAN were added. The Village currently has servers and data storage stretched across multiple hardware and software platforms making support, maintenance and future growth a difficult and time consuming process. Now that the Village has multiple Servers and SAN's, ClientFirst recommends restructuring the configuration to adhere to industry best practices and consolidate server and storage needs. To accomplish this, ClientFirst must first clear space off some of the existing equipment and must then expand the hardware to increase speed and storage. Once the expansion is complete, ClientFirst can start to build the solid foundation for the servers and begin migrating them onto the new hardware and software platforms.

8 Expansion Hard Drives (600 GB 15k) & 2 Server RAM (128 GB)	\$9,400
IT Consulting Hours (200 hours – IT support, 20 hours Network Engineer)	\$19,700
Total	\$29,100

#### Project Alternative

If storage resources are exhausted it could have an immediate effect on the organizations and halt computer operations. Deferral of this project is not recommended.

#### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
N/A	N/A

## Information Technology-Administration

### Network Improvements

FY 2017

\$ 35,900

CIF



Critical



Recommended



Contingent on Funding

### Funding History

N/A

### Project Description & Justification

The Village's network consists of numerous computing devices that are connected and exchange electronic information. This network is supported by various pieces of software and hardware that make these connections possible. Village operations are largely conducted on its computer network and require a stable, secure environment to ensure efficient and effective service delivery to the community.

*Switches (\$19,950)* - The Village utilizes switches to connect multiple devices together on the computer network. The Village currently has network switches that are at the end of their life, are no longer supported by the manufacturer and need to be replaced. The new switches will help to stabilize the network and improve its performance. They will also allow the isolation of data network and traffic between the servers, the storage area network (SAN) and other network devices in order to streamline communication paths. The additional network switches will also allow the Village to create a redundant core network that eliminates a critical single point of failure on the network. The Village's IT consultant, ClientFirst, is recommending that the Village purchase four switches and 14 converters that will connect the switches to network devices. The cost also includes the time needed by the consultant to install and configure the new network switches.

4 Switches & 14 Converters	\$16,900
IT Consulting Hours	\$3,050
Total	\$19,950

*Network Restructuring (\$15,950)* - The Village and West Suburban Consolidated Dispatch Center (WSCDC) previously utilized the same IT support service provider and shared a single network infrastructure. Based on the unique needs of each organization, new IT consultants were selected in FY 2016. As WSCDC and the Village continue to grow, the existing network structure will no longer support both entities. ClientFirst recommends separating the organizations' networks into two. Network redesign and separation will provide additional security for both organizations while improving response times. To enable additional services to share the same network without interfering with each other, ClientFirst recommends implementing industry best practice configurations by segmenting the Village network with TCP/IP and VLAN structure and standards. This new structure will allow for future expansion and stabilization of the local network. No new hardware or software will be needed for the restructuring and the cost consists strictly of consulting hours for the ClientFirst IT support team and Network Engineer.

### Project Alternative

An alternative to these proposed projects would be to leave the existing switches in place and replace them as needed as they fail and the leave the existing shared network in place. As the Village improves its computer network performance and security, however, it is recommended that the Village follow industry standards and best practices as closely as possible.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
N/A	

## Information Technology-Administration

### Cloud Back-Up

FY 2017

\$19,500

CIF



Critical



Recommended



Contingent on Funding

### Funding History

N/A

### Project Description & Justification

Currently, all Village data is backed up locally, copied to a hard drive and stored in a safe at a Village-owned location. The primary and secondary backup storage locations are too close together to be effective. The Village's IT consultant, ClientFirst, recommends implementing a new Cloud based backup solution using Barracuda equipment. Village data would first be backed up locally on daily, cyclical basis. The Barracuda equipment would then push an encrypted copy of the backup to the Cloud in small amounts using the Village's existing bandwidth. Greater bandwidth would allow the encrypted data to be sent faster, allowing the data on the Cloud to be more current. The Village may seek to expand bandwidth in the future but it is not critical to the operation in FY 2017.

The Cloud backup will allow the Village to maintain complete control over its data retention policies without the need to purchase additional drive space to hold on to the revisions on site. The Village will then be able to restore current data locally and if needed, retrieve older data from the Cloud. This will also enhance the Village's disaster recovery preparedness and provide redundancy of data backups by storing the data in multiple locations. Staff and ClientFirst also expect that the Cloud-based backup process will eliminate time spent transferring backups offsite.

To achieve the Cloud backup, ClientFirst recommends the Village purchase a Barracuda storage device and annual license. The FY 2017 cost includes the first year licensing fee and the consultant's time to install and configure the new device.

Barracuda Equipment	\$12,000
First Year License Fee	\$4,000
IT Consulting Hours	\$3,500
Total	\$19,500

### Project Alternative

Continue to utilize existing local devices to backup data, however, this solution is not recommended.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
\$4,000.00	Annual licensing fee.

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

<b>PC Replacements</b>	FY 2017	\$25,000	CIF
	FY 2018	\$25,000	CIF
	FY 2019	\$25,000	CIF
	FY 2020	\$25,000	CIF
	FY 2021	\$25,000	CIF



Critical



Recommended



Contingent on Funding

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### **Funding History**

N/A

### **Project Description & Justification**

The purpose of this program is to upgrade the central processing units (CPUs) of the Village desktop and laptop computer inventory. The estimated service life of a computer is four to six years; however, the Village generally does not recommend keeping equipment after its warranty has expired. Replacements are prioritized based upon the job responsibilities of employees and some workstations may be assigned older by serviceable PCs while other workstations may receive a new computer on a more frequent basis.

Village staff recommends the Village build a fund reserve for the purpose of replacing large quantities of computer equipment at one time. Staff and the Village's IT consultant have been in the process of updating the inventory of Village-owned IT/communication equipment, identifying warranty periods for each piece and determining a replacement schedule. Based on that information, equipment can be rotated out when warranties expire. Funding IT replacements in this manner will standardize equipment throughout the organization, allow the Village to explore bulk purchase pricing, improve IT support service efficiency, improve staff efficiency with fewer projected system interruptions, enhance system security, and avoid spikes in IT expenditures.

Periodic replacement of peripheral equipment such as monitors, keyboards and printers may still be required on an ad hoc basis and money has been set aside for that purpose in the General Fund.

### **Project Alternative**

If this project is not funded, PCs would continue to be replaced in smaller quantities and over a longer period of time, potentially reducing the productivity of the units and ability to support newer versions of software.

### **Project Impact**

<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
\$1,000	Minor maintenance costs to update software, monitors and minor repairs

## Information Technology-Administration

Licensing	FY 2017	\$39,000	CIF
	FY 2018	\$15,000	CIF



Critical



Recommended



Contingent on Funding

### Funding History

N/A

### Project Description & Justification

In prior years, the Village's former IT support service provider utilized their software licensing agreement with Microsoft to procure additional licenses for the Village. With a pending upgrade to the most current version of Microsoft server, this process must be revised, with the Village purchasing and registering software licenses as a unique entity. Some of the software licensing that will need to be purchased includes new 2012 Server Licensing and 2012 CALS. A CAL is a Client Access License. Many pieces of software will require one License for the Server and then a CAL for each workstation or user on the network. This budget for licensing will bring all Village services current and up to date on the required licensing. The cost of this item includes the cost of the licenses as well as the consultant's time.

2012 Server	\$6,750
2012 Server User CALS	\$2,500
2012 SQL User CALS	\$21,000
2012 Exchange User CALS	\$6,000
IT Consulting Hours	\$2,750
Total	\$39,000

The Village uses Springbrook as its enterprise resource planning software to collect, organize, store, manage and interpret data from various operational activities such as utility billing, service requests, payroll, budgeting, building permits, licensing, code and compliance issues, etc. In FY 2018 the Village anticipates the need to upgrade to the Springbrook Sequel license, which will require purchasing the license and some IT consulting time to implement it. The cost of this upgrade is projected at \$15,000. This is not a version upgrade but a back-end licensing issue that should not impact staff or operations.

### Project Alternative

Neither staff nor ClientFirst recommend deferral of licensing requirements.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
N/A	N/A

## Information Technology-Administration

### Power Source Upgrades

FY 2017

\$10,550

CIF



Critical



Recommended



Contingent on Funding

### Funding History

N/A

### Project Description & Justification

The Village's IT consultant, ClientFirst, recommends a base level UPS (uninterruptible power source) to provide emergency power when there is an outage. A UPS is a large battery that sits between computer hardware and the electrical outlet. If the power is ever interrupted for any reason, the UPS automatically switches the power onto the built in battery to protect the equipment that is plugged into it. The power supply from the UPS is used in the period of time that can elapse before the Village's generator begins supplying power. It also provides for proper shutdown of the system in order to prevent against data corruption and loss. A UPS can be connected to the network and monitored remotely, allowing IT staff to monitor it and be alerted to power loss, spikes, etc. The Village currently has two primary network racks in the server room. One of these racks contains the Servers and Data Storage devices and the other contains the Network Switches/Routers/Firewalls/Appliances, etc. ClientFirst is recommending the Village purchase two new UPS's and utilize one per Network Rack in the server room to help protect all the hardware listed above.

Rackmount UPS 3000 (2 @ \$3,000 each) & Network Access PDU	\$8,000
IT Consulting Hours	\$2,550
Total	\$10,550

### Project Alternative

An alternative to this project is to defer purchase of the UPS and rely on generator power. The Village has been relying on generator power; however, it creates risks and could compromise the stability of the Village's computer network. Village staff ClientFirst recommend the Village improve both the reliability and security of its computer network.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
N/A	N/A



## Information Technology-Administration

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Police Arbitrator Data Storage	FY 2017	\$49,000	CIF
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Critical



Recommended



Contingent on Funding

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### Funding History

N/A

### Project Description & Justification

The FY 2016 budget includes \$38,000 for the Police Department to purchase new digital in-car cameras, however, this purchase is being deferred as the next generation of technology enters the marketplace. These cameras record and store their data into the Arbitrator system. The new cameras will be recording in High Definition (HD) quality which will significantly increase the size of the data storage requirements. As an example, one hour of HD camera footage is equivalent to approximately six gigabytes of drive space. To accommodate these storage needs, the Village's IT consultant, ClientFirst, worked closely with the camera vendor, Panasonic, to design a storage system that can be implemented and expanded over time without having to replace the core hardware on a frequent basis.

ClientFirst initially identified a system that consisted of a Server and SAN that would allow the Village to satisfy existing requirements and increase storage 20% over the next five years without replacing the chassis. However, should officers be required to wear body cameras in the future, the storage needs will increase at significantly faster pace.

Server, SAN, 8TB Drives, 3 Years of Support	\$41,200
IT Consulting Hours	\$7,800
Total	\$49,000

### Project Alternative

When the Village purchases new camera equipment it is not recommended that the storage system purchase be delayed or deferred as the Arbitrator storage needs could exhaust the storage space needed for other critical Village functions.

### Project Impact

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
N/A	N/A

## Information Technology-Administration

### Wireless Network Upgrades

FY 2017

\$35,550

CIF



Critical



Recommended



Contingent on Funding

### Funding History

N/A

### Project Description & Justification

*Wireless Point to Point Connection – Pump House (\$12,500):* Previously, VPN over internet was used to connect the Public Works Garage to the Village Hall through a Comcast X-finity connection. The connection to Public Works was extremely slow, making it difficult for Public Works employees to access information on the network. In FY 2016 the Village installed wireless point to point access. Village staff and its IT consultant, ClientFirst, recommend a similar upgrade for the Village's pump station to improve the connection between locations.

Wireless Antenna	\$10,000
IT Consulting Services	\$2,500
Total	\$12,500

Once the point to point connection is established and stabilized the Village may be able to turn off the Comcast service at the pump station, provided it is not used for anything else. However, if this connection remains it can be used as a back-up should the point to point connection be interrupted. ClientFirst recommends that the Village establish a redundant internet connection in the future for all Village facilities. These connections would allow the Village to split traffic, improve speeds and performance, and one merge traffic if one connection is interrupted.

*Wireless Enterprise Solution (\$23,050):* A wireless access point provides local Wi-Fi for anyone in that area. The Village currently uses a residential grade wireless network that was installed several years ago and doesn't support many of the new features currently available such as faster speeds, improved security, and improvements in manageability. ClientFirst recommends the Village implement a new Cloud-based, enterprise grade wireless solution from Cisco called Meraki. This new wireless network technology is already in use at the Police Department for the police cars to off load the video data and expansion of the network will be seamless. This will allow for the Village to have two wireless networks at the Village Hall. One network will be dedicated solely for staff use and the second network will provide basic internet access on a guest network. Even if staff eliminated the guest network the upgrade is still recommended to improve security on the network for Village operations. An enterprise-wide solution would also give the ability to identify the devices that are connected to the Village's network.

The guest network traffic will be segmented from the rest of the Village's network to provide a safe, secure barrier between guests and the Village's local network traffic. The Village staff's wireless network will be secured with the latest security enhancements and will follow industry best practices. ClientFirst recommends installing 11 access points and a switch to accommodate this upgrade. The cost of the project includes IT consulting services.

Wireless Access Points and POE Switch	\$20,000
IT Consulting Services	\$3,050
Total	\$23,050

**Project Alternative**

An alternative to this project would be to completely remove the Village's wireless connection and require that all devices use their data plan for internet access. A wireless connection would still be provided to police personnel so that they can offload in-car camera videos. The Village would also have to install a cable in the Community Room so that equipment could connect during Board/Commission meetings as well as Red Light Camera Hearings. The Village could also target specific areas in the building for connections, expand the system as the needs grow and leave other areas as "dead zones". If internet access is critical to certain emergency functions the existence of dead zones could impact operations.

If funding becomes limited, that Meraki system upgrades can be deferred to FY 2018, however, staff recommends that the pump station improvements be implemented in FY 2017. The internet and network connection has become increasingly unreliable and has impacted the efficiency of operations for the Village's Public Works staff.

**Project Impact**

Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
N/A	N/A

Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Streets, Sidewalks, Alleys  
Fiscal Year 2017 Budget

		Fiscal Year					Five Year Total	Funding Source
		2017	2018	2019	2020	2021		
	<b>This Project is:</b>							
Street Patching Program	Critical	90,000	95,000	100,000	85,000	85,000	455,000	GF/WS
50/50 Sidewalk, Curb & Gutter	Critical	65,000	65,000	65,000	65,000	65,000	325,000	GF/WS
Alley Improvement Program	Recommended	230,000	50,000	50,000	50,000	50,000	430,000	CIF
Parking Lot Improvements	Recommended	100,000	-	-	45,000	-	145,000	CIF/Parking Reserve
Street Improvement Program (SIP)	Critical	200,000	300,000	300,000	300,000	300,000	1,400,000	MFT /WS
Street Maintenance Program	Critical	100,000	110,000	110,000	110,000	110,000	540,000	GF
Surface Transportation Program (STP)	Critical	275,000	-	-	-	-	275,000	MFT
Municipal Lighting Systems	Recommended	107,000	50,400	-	-	-	157,400	CIF
<b>Total</b>		<b>1,167,000</b>	<b>670,400</b>	<b>625,000</b>	<b>655,000</b>	<b>610,000</b>	<b>3,727,400</b>	

		Fiscal Year					Five Year Total
		2017	2018	2019	2020	2021	
<b>Proposed Funding Source</b>							
General Fund (GF)		235,000	250,000	255,000	240,000	240,000	1,220,000
Motor Fuel Tax (MFT)		425,000	250,000	250,000	250,000	250,000	1,425,000
Water and Sewer Fund (WS)		70,000	70,000	70,000	70,000	70,000	350,000
Capital Improvement Fund (CIF)		337,000	100,400	50,000	50,000	50,000	587,400
CIF/Parking Reserve		100,000	-	-	45,000	-	145,000
<b>Totals</b>		<b>1,167,000</b>	<b>670,400</b>	<b>625,000</b>	<b>655,000</b>	<b>610,000</b>	<b>3,727,400</b>

## ***Streets, Sidewalks, Alleys-Public Works***

<b>Street Patching Program</b>	FY 2017	\$80,000	GF	\$10,000	WS
Streets and Alleys	FY 2018	\$85,000	GF	\$10,000	WS
	FY 2019	\$90,000	GF	\$10,000	WS
	FY 2020	\$75,000	GF	\$10,000	WS
	FY 2021	\$75,000	GF	\$10,000	WS

☒ Critical
 ☐ Recommended
 ☐ Contingent on Funding

<b>Spending History</b>	<b>GF</b>	<b>WS</b>	<b>Total</b>
FY 2016	\$66,465	\$8,860	\$75,325
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

### **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 is provided to the Village's contractor. Village Staff now also includes alleys in their inspections and identifies patching needs throughout the Village. 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.

### **FY 2017 Recommended Project**

Due to the amount of streets that have been 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 2017. 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**

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

## ***Streets, Sidewalks, Alleys-Public Works***

### **50/50 Sidewalk, Curb & Gutter**

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
FY 2021	\$55,000	GF	\$10,000	WS



Critical



Recommended



Contingent on Funding

### **Spending History**

	<b>GF</b>	<b>W &amp; S</b>	<b>Total</b>
	(sidewalk & aprons)	(curb & gutter)	
FY 2016	\$47,979	\$8,482	\$56,461
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

### **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 sidewalks 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:

<b>Sidewalk Condition</b>	<b>Joint Displacement</b>	<b>Recommended Action</b>
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 offers participation in the 50/50 sidewalk replacement cost share program for sidewalk with a "B" rating upon request. 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 2017:

General Fund:

Sidewalk – Condition C (100% Village):	\$42,500
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	2018, 2021, 2024
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 sidewalks 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 and private courtesy walks 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 settling 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 2017	\$ 230,000	CIF
FY 2018	\$ 50,000	CIF
FY 2019	\$ 50,000	CIF
FY 2020	\$ 50,000	CIF
FY 2021	\$ 50,000	CIF

☐ Critical      ☒ Recommended      ☐ Contingent on Funding

### **Spending History**

FY 2016	\$59,153 (Alleys incorporated into SIP)
FY 2015	\$508,901 (Green Alleys - projected)
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 conducts the annual Street Rating Survey, the alleys are also rated. This is 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.

### **FY 2017 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. In order to alleviate the stormwater problems previously indicated, the intent of this project is to install permeable pavers within the alley. This project was identified in previous years but was not completed and has subsequently been moved to FY 2017.
2. Local Alley Project – Staff has received multiple complaints regarding the alley south of North Avenue, between William Street and Clinton Place. The problem is that the west end of the alley contains slopes that do not allow for efficient stormwater drainage. In addition, multiple



downspouts from the adjacent properties drain to this area and create ponding and icy conditions during the winter months. This alley was originally scheduled for reconstruction as part of the Village's "Green Alleys Project" with help from an Illinois Green Infrastructure Grant (IGIG) however, funding levels were insufficient and this alley had to be removed from the scope of work. This project will involve reconstruction of approximately 150 feet of the west end of the alley to more efficiently drain stormwater out to William Place.

#### **FY 2017 Cost Summary for Alley Improvement Program**

Full reconstruction of the alley at 7200 Quick Avenue with permeable pavers will cost approximately \$195,000. 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.

Reconstruction of the west end of the William Street alley will cost approximately \$35,000. Survey of the area was already completed as part of the Green Alleys Project. Staff will utilize this survey to design the reconstruction of the west end over the winter.

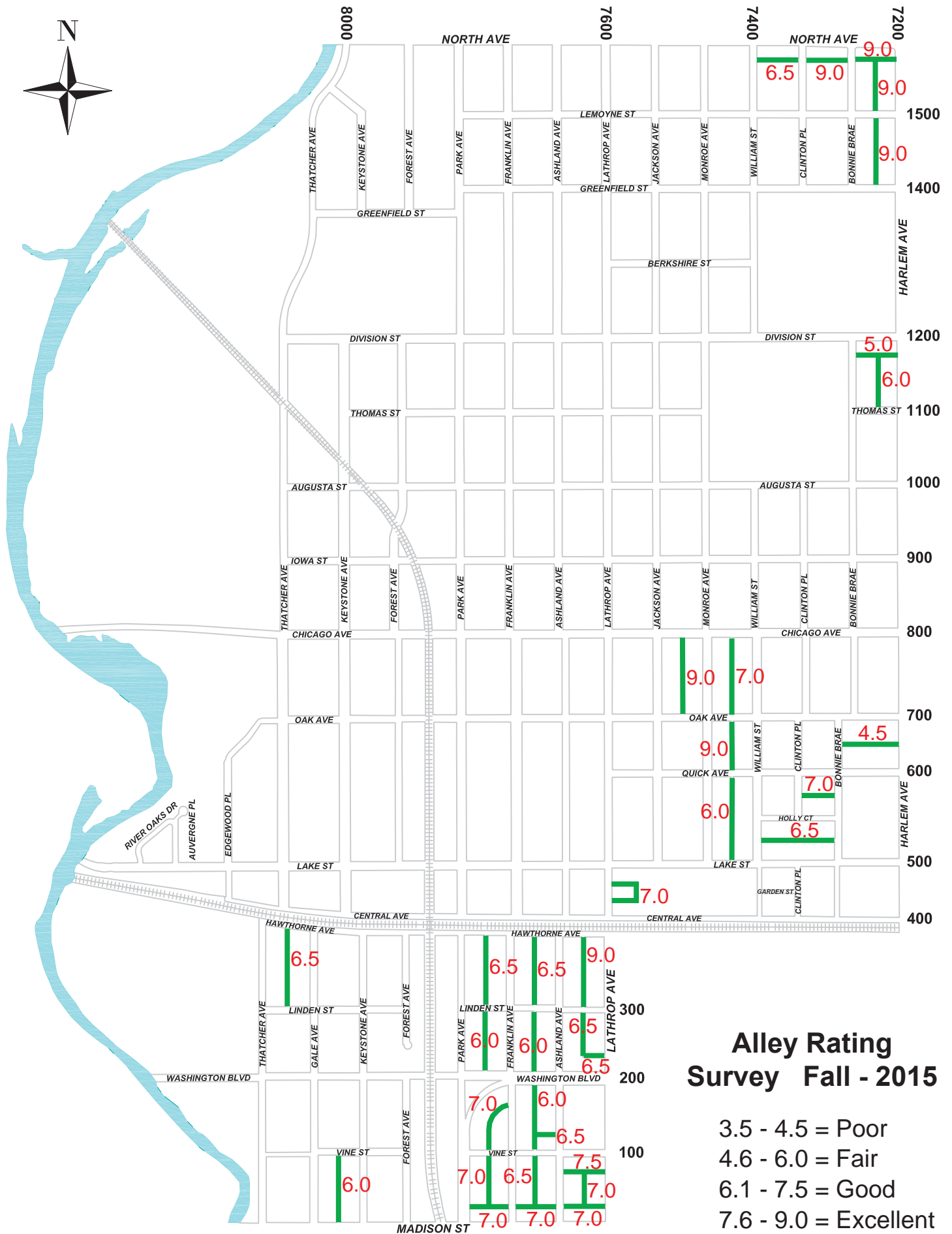
#### **Program Alternative**

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**

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



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>	FY 2017	\$100,000	Capital Imp Fund/Parking Reserve
	FY 2020	\$45,000	Capital Imp Fund/Parking Reserve

☐ Critical      ☒ Recommended      ☐ Contingent on Funding

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### **Original Purchase Date & Cost**

N/A

### **Spending History**

FY 2013      \$3,920 (Lot A, sealcoating)  
FY 2012      \$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 – **Resurfacing Scheduled for FY 2020**
- 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 2017**
- 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 2017 Recommended Project**

The West Commuter Lot was previously scheduled for resurfacing during FY 2015. 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. Staff has 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 \$35,000 - \$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 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

<b>Street Improvement Program</b>	FY 2017	\$150,000	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
	FY 2021	\$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 2016	\$393,243	\$47,964	\$441,207
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

### 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) 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 2017 Recommended Projects

#### Street

1. Berkshire St from Lathrop to William
2. Keystone Ave from Lake to Central
3. Holly Ct from William to Bonnie Brae
4. William St from Quick to Lake
5. Clinton Pl from Quick to Holly

The projected cost to resurface these streets is \$200,000.

#### Pavement Rating

Fair  
Fair  
Fair  
Good/Fair  
Good

It is worth noting that due to the amount of streets resurfaced as part of the Northside Stormwater Management Project, the budget for the FY 2017 Street Improvement Project has been substantially reduced from that of previous years.

While the Capital Improvement Plan proposes funding for street improvements through FY 2021, 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

## ***Streets, Sidewalks, Alleys-Public Works***

<b>Street Maintenance Program</b>	FY 2017	\$100,000	GF
Streets	FY 2018	\$110,000	GF
	FY 2019	\$110,000	GF
	FY 2020	\$110,000	GF
	FY 2021	\$110,000	GF



Critical



Recommended



Contingent on Funding

<b>Spending History</b>	<b>Crack Sealing</b>	<b>Microsurfacing</b>	<b>Total</b>
FY 2016	\$48,390	\$23,056(rejuvenation)	\$71,446
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

### **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.

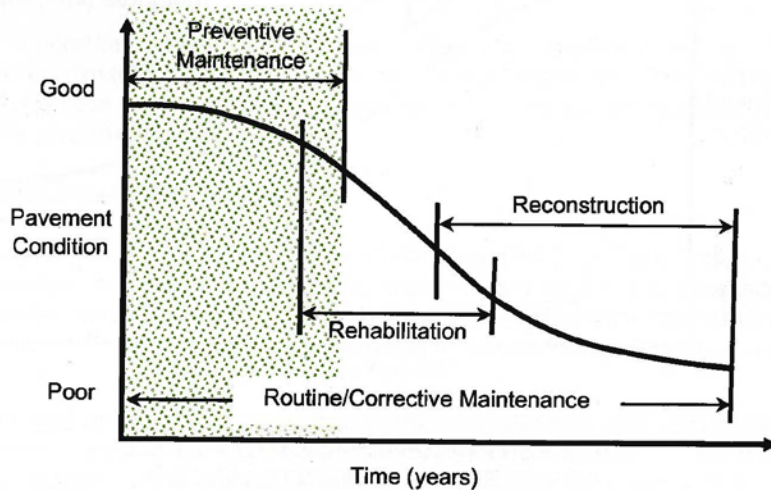
In recent years, the practice of microsurfacing has been analyzed to determine its effectiveness. While creating an aesthetically pleasing surface, this type of treatment does nothing to rejuvenate/rehabilitate the existing pavement course. The microsurfacing layer can also create an uneven driving surface at manholes and other locations and can be dislodged due to cracking or during winter plowing activities. For these reasons, Staff conducted research of pavement rejuvenation materials during FY 2016 and bid a project to install a product called GSB-88. 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. The project went well and Staff anticipates continuing with this type of application in FY 2017.

In addition to GSB-88, an additional product was researched and the contractor provided a test application on Central Avenue behind Village Hall. The product is called Biorestor, a 100% natural and agricultural-based product. Allegedly, it is as effective as GSB-88 but requires less time to dry and is even more environmentally friendly. Staff will continue to review this product (and others) to determine the best applications for our pavements.

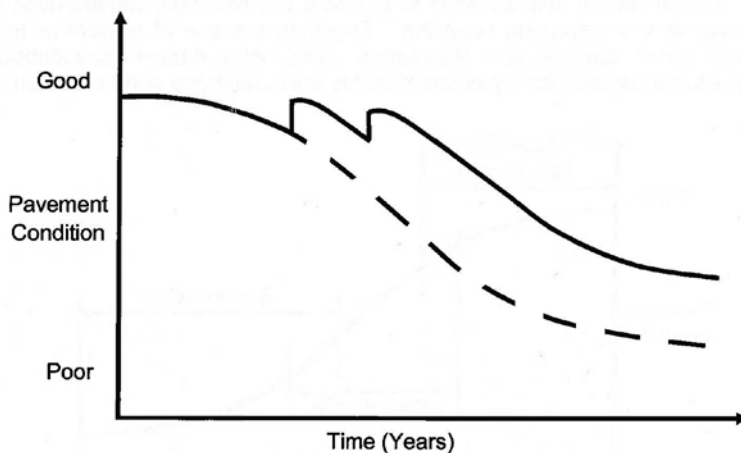
Conversely, Village Staff believes the practice of Crack Sealing to be invaluable. Ideally, this work is completed when the pavement is still in good condition with minimal cracking. Village Staff will continue to bid this work jointly with the Village of Oak Park in an effort to optimize unit pricing.

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 2017 Recommended Projects**

Due to the amount of streets being recently 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 \$50,000 for crack sealing and \$50,000 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>
LeMoyne St (Harlem to Park)	Good	\$17,000
Park Ave (Division to Chicago)	Good	\$10,100
Franklin Ave (Division to Chicago)	Good	\$10,100
FY 2017 SIP Streets	Excellent	\$12,800



### Crack sealing

In addition to the streets to be rejuvenated, additional streets will be identified for crack sealing during late winter/early spring of 2016.

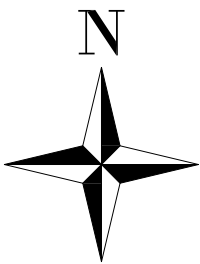
### **Program Alternative**

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:

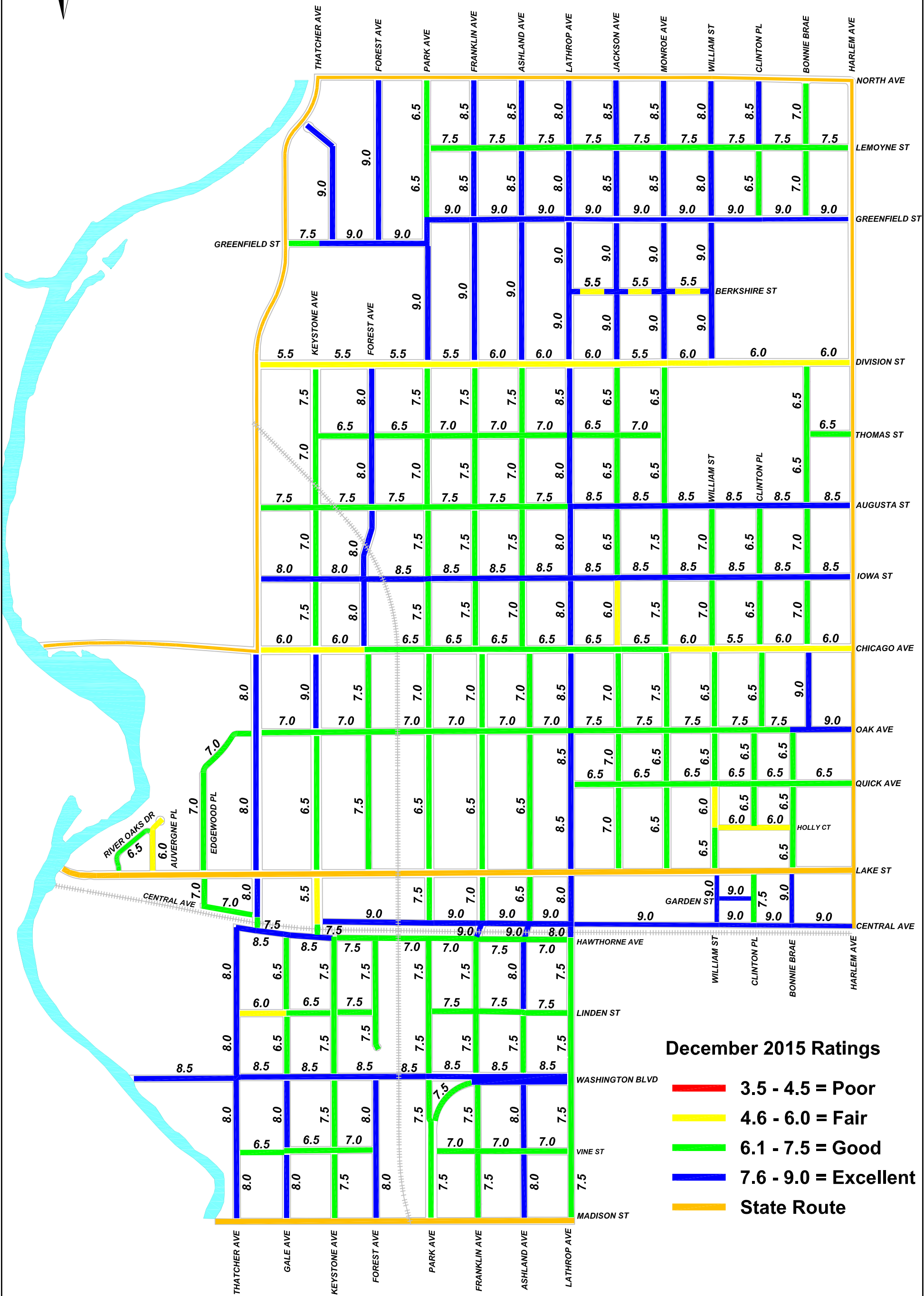
- Resurfacing: This is a more costly improvement that requires the removal and replacement of the existing worn pavement and minimal base improvement. This type of construction is normally completed over a several week period while rejuvenation can be completed in a few hours.
- Reconstruction: This is a significantly more costly improvement that is necessary in situations of surface pavement failure along with extensive base failure.

### **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



## December 2015 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***

### **Surface Transportation Program (STP)**

FY 2017

\$275,000

MFT



Critical



Recommended



Contingent on Funding

#### **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. Staff typically applies for the option that involves 80% federal funding of the construction and construction engineering costs, with the remaining 20% being the responsibility of the Village.

#### **FY 2017 Recommended Project**

##### Street

##### Pavement Rating

1. Division Street from Thatcher Ave to Harlem Ave

Fair

The preliminary estimate to resurface this street is \$1,250,000 for construction and \$125,000 for Construction Engineering, with the Village's share being approximately \$275,000.

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**

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

## Public Works

### Municipal Lighting Systems

FY 2017	\$107,000	CIF
FY 2018	\$50,400	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.
- **Side Street Lighting**: Phase I (FY 2016) all side street post top light fixtures using mercury vapor bulbs were retrofitted with LED luminaires. This project consisted of retrofitting approximately 675 fixtures.
- **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:

### **2017 Recommended Project**

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 LED. In summary, the recommended project for this year involves the replacement of 214 overhead fixtures/lamps with LED fixtures at an estimated cost of \$107,000 . Staff will seek to reduce the cost of this project by seeking out grant funds from DCOE and ICE.

Fixtures 214 X \$400 = \$85,600

Labor 214 X \$100 = \$21,400

Total \$107,000

Phase III (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. It is estimated that the cost of that project will be approximately \$50,400. Staff will seek to reduce the cost of this project by seeking out grant funds from DCOE and ICE.

Fixtures 96 X \$400 = \$38,400

Labor 96 X \$125 = \$12,000

Total \$50,400

### **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

**Village of River Forest, Illinois  
Five Year Capital Improvement Program  
Water and Sewer Improvements  
Fiscal Year 2017 Budget**

This Project is:		Fiscal Year					Five Year Total	Funding Source
		2017	2018	2019	2020	2021		
Sewer System								
Sewer Relining	Critical	140,000	140,000	140,000	140,000	140,000	700,000	WS
Sewer Point Repairs	Critical	35,000	35,000	35,000	35,000	35,000	175,000	WS
Northside Stormwater Management Project	Critical	-	-	-	-	-	-	WS
Pumping Station								
Water Distribution System	Critical	19,000	18,000	26,500	19,000	20,000	102,500	WS
Water Distribution Improvements								
Water Meter Replacements	Critical	16,000	18,500	18,000	5,000	7,500	65,000	WS
Water Main Replacement	Critical	482,500	450,000	400,000	400,000	400,000	2,132,500	WS
Hydrant Replacement	Recommended	18,000	18,000	18,000	18,000	18,000	90,000	WS
Total		710,500	679,500	637,500	617,000	620,500	3,265,000	

Proposed Funding Source		Fiscal Year					Five Year Total
		2017	2018	2019	2020	2021	
Water and Sewer Fund (WS)		710,500	679,500	637,500	617,000	620,500	3,265,000
<b>Totals</b>		<b>710,500</b>	<b>679,500</b>	<b>637,500</b>	<b>617,000</b>	<b>620,500</b>	<b>3,265,000</b>

## ***Water and Sewer Improvements-Public Works***

### **Sewer Relining Program**

Public Sewers

FY 2017	\$140,000	WS
FY 2018	\$140,000	WS
FY 2019	\$140,000	WS
FY 2020	\$140,000	WS
FY 2021	\$140,000	WS



Critical



Recommended



Contingent on Funding

### **Spending History**

FY 2016	\$69,956
FY 2015	\$92,100 (Projected)
FY 2014	\$57,992
FY 2013	\$79,466
FY 2012	\$50,779

### **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.

In addition to the typical sewer lining completed each year, Village Staff has researched potential options for lining manholes. Many manholes throughout the Village consist of brick construction and when exposed to sewer gases over several decades, the mortar between bricks starts to decay. While not an emergency, this decay can lead to holes in the manhole which will eventually lead to a sinkhole in the street. In order to prevent this from occurring, Staff will be including some manhole lining work within this year's sewer lining project.

Since the Village's first sewer relining project, over 36,000 lineal feet of sewers have been relined. This represents approximately 21% 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.

## ***Water and Sewer Improvements-Public Works***

### **Sewer Point Repairs**

Public Sewers

FY 2017	\$35,000	WS
FY 2018	\$35,000	WS
FY 2019	\$35,000	WS
FY 2020	\$35,000	WS
FY 2021	\$35,000	WS



Critical



Recommended



Contingent on Funding

### **Spending History**

FY 2016	\$28,875
FY 2015	\$32,800
FY 2014	\$0
FY 2013	\$7,337
FY 2012	\$2,650

### **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. Most 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



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 growth 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

#### **FY 2017 Recommended Projects**

<u>Segment No.</u>	<u>Location/Address</u>	<u>Present Condition</u>
1	Park Ave, 926 to Iowa St	C
2	Franklin Ave, 1112 to Thomas St	B-
3	Forest Ave, Division St to 1135	B-
4	Forest Ave, 926 to 900	C
5	Keystone Ave, 1144 to 1120	C
6	Keystone Ave, 924 to Iowa St	B-
7	Forest Ave, 1434 to 1424	B-
8	North Ave, 7827 to Park Ave	B
9	Park Ave, 1335 to 1319	C

Public Works Staff has also identified the need to line combined sewer manholes. As these manholes are subject to the same corrosion as the piping, they too need to be replaced or lined before they are corroded to the point where their structural integrity is sacrificed. It is the intent of staff to line as many manholes as possible within this project budget based on any funds remaining after the sewer lining costs are established.

#### **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***

<b>Water Distribution System - Pumping Station</b>	2017	\$19,000	WS
	2018	\$18,000	WS
	2019	\$26,500	WS
	2020	\$19,000	WS
	2021	\$20,000	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 2017**:

<u>Repair/Improvement</u>	<u>Estimated Cost</u>	<u>Year</u>
Replace four water valves in basement of Pumping Station	\$19,000	FY 2017
<b>Total</b>	<b>\$19,000</b>	

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 four water valves in basement of Pumping Station	\$19,000	FY 2017
Replace four water valves in basement of Pumping Station	\$18,000	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	\$19,000	FY 2019
Replace four water valves in basement of Pumping Station	\$19,000	FY 2020
Replace four water valves in basement of Pumping Station	\$20,000	FY 2021
<b>Total</b>	<b>\$102,500</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 recommended replacing four valves in FY 2015 and initiated 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 Staff 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 #5</b>	12" Main shutoff for the Chicago supply	Leaking
<b>Valve #18</b>	8" Discharge valve for pump #2	Leaking
<b>Valve #20</b>	8" Discharge valve for pump #3	Leaking
<b>Valve #21</b>	8" Discharge valve for pump #3	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 2017	\$16,000	WS
	FY 2018	\$18,500	WS
	FY 2019	\$18,000	WS
	FY 2020	\$5,000	WS
	FY 2021	\$7,500	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 2017 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 98 meters will be replaced in-house utilizing Water Division personnel.

### **Meters greater than 20 years old (>4/30/1995 and <5/1/1996)**

Qty.	Size	Ea.		
66	0.625	\$115.00	\$7,590.00	
19	0.75	\$134.00	\$2,546.00	
9	1	\$168.00	\$1,512.00	
4	1.5	\$479.00	\$1,916.00	
0	2	\$673.00	\$0	
98			13,564.00	<b>Total</b>

### **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 2017	\$482,500	WS
	FY 2018	\$450,000	WS
	FY 2019	\$400,000	WS
	FY 2020	\$400,000	WS
	FY 2021	\$400,000	WS



Critical



Recommended



Contingent on Funding

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### **Spending History**

FY 2016	\$17,600
FY 2015	\$491,175 (Projected)
FY 2014	\$0
FY 2013	\$116,416
FY 2012	\$175,887

### **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 2017 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 does not start until the existing water main structurally fails.

This project was originally scheduled for construction during FY 2016. The project has been designed and was advertised for public bid in August, 2015, however, all bids came in substantially higher than the project budget and the project was cancelled. The intent is to review the bids that were submitted to determine what caused the increase in unit pricing. By bidding the project at a more opportune time (late winter or spring of 2016) the hope is that more attractive unit pricing will be submitted.

The cost estimate for this project is as follows:

- \$25,000 for construction engineering
- \$450,000 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: \$400,000 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: \$450,000 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***

<b>Hydrant Replacement Program</b>	FY 2017	\$18,000	WS
	FY 2018	\$18,000	WS
	FY 2019	\$18,000	WS
	FY 2020	\$18,000	WS
	FY 2021	\$18,000	WS

☐ Critical      ☒ Recommended      ☐ Contingent on Funding

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### **Spending History**

FY 2016	\$23,606
FY 2015	\$7,400
FY 2014	\$0
FY 2013	\$14,590
FY 2012	\$28,708

### **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 2017 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. 633 Ashland
2. 7350 Oak
3. 1448 Park Ave

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:	Land, improvements to land, building, building improvements, vehicles, machinery, equipment, infrastructure and other assets that are used in operations and have initial useful lives extending beyond a single reporting period.
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.

# Glossary

Capital Improvement Fund (CIF):	A fund used to account for infrastructure improvements including alleys, commuter parking lots and streets.
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.

# Glossary

Division:	A component of the budget dedicated to a particular purpose in order to identify the costs related to that purpose.
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	The EAB is a destructive, small, metallic-green beetle native to Asia that (EAB): 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.
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.

# Glossary

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.
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	



# Glossary

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.