



# VILLAGE OF RIVER FOREST REGULAR VILLAGE BOARD MEETING

Monday, December 12, 2022 – 7:00 PM  
Village Hall – 400 Park Avenue – River Forest, IL 60305  
Community Room

## AGENDA

Public comments sent in advance of the meeting shared with the Village President and Board of Trustees. You may submit your written public comments via email in advance of the meeting to: [vbot@vrf.us](mailto:vbot@vrf.us). You may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 895 9093 0031 and enter Passcode: 335830 or by clicking the link here: <https://us02web.zoom.us/j/89590930031?pwd=TWsxaW5ObG1zcVhIUlh5V1U5bEVxdz09> If you would like to speak during public comment, please email [mwalsh@vrf.us](mailto:mwalsh@vrf.us) by 4:00 PM on Monday, December 12, 2022. If you would like to watch the livestream, please go to the Village website: <https://www.vrf.us/events/event/2194>.

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Citizen Comments
4. Elected Official Comments & Announcements
5. Consent Agenda
  - a. Village Board of Trustees Meeting Minutes – November 14, 2022
  - b. Approval of an Ordinance Levying Taxes for Corporate Purposes for the Current Fiscal Year Commencing on the 1<sup>st</sup> Day of May, 2022 and Ending on the 30<sup>th</sup> Day of April, 2023 - Ordinance
  - c. Approval of Accessible Parking Space Request – 7373 North Avenue - Ordinance
  - d. Approval of Emergency Operations Plan
  - e. 2023 Public Notice of Meeting Schedule
  - f. Accounts Payable – November 2022 - \$2,873,992.97
  - g. Financial Report – November 2022
  - h. Department Reports
  - i. Village Administrator’s Report
6. Consent Items for Separate Consideration
7. Recommendations of Boards, Commissions, and Committees
  - a. Zoning Board of Appeals
    1. Approval of Zoning Variation Request for 935 Franklin Avenue – Front Yard Setback – Ordinance
    2. Approval of Zoning Variation Request for 7227 Thomas Avenue – Front Yard and Secondary Front Yard Setbacks – Ordinance
    3. Approval of Zoning Variation Request for 1037 Bonnie Brae Place – Side Yard setback and Yard Occupation – Ordinance
    4. Approval of Fence Variation Request for 1534 Park Avenue - Ordinance
  - b. Traffic and Safety Commission
    1. Approval of Bollard Installation at the Intersection of Thatcher & Oak
8. Unfinished Business
9. New Business
  - a. Review and Acceptance of FY22 Annual Comprehensive Financial Report
  - b. Approval of Purchase of Street Cameras and Related Hardware/Software from Griffon Systems in the amount of \$105,114 using monies from the FY 2023 Capital Improvement Fund
  - c. Approval of an Intergovernmental Agreement with the Village of Elmwood Park Regarding the North Avenue Streetscape Project – Resolution
10. Executive Session
11. Adjournment

**VILLAGE OF RIVER FOREST  
REGULAR VILLAGE BOARD OF TRUSTEES MINUTES  
Monday, November 14, 2022**

A regular meeting of the Village of River Forest Board of Trustees was held on Monday, November 14, 2022, at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:04 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Bachner, Gillis, Vazquez, Johnson, Brennan, O’Connell, Village Clerk Keller

Absent: None

Also Present: Village Administrator Brian Murphy, Assistant to the Village Administrator Matt Walsh, Fire Chief Thomas Gaertner, Police Chief James O’Shea, Finance Director Rosemary McAdams, Director of Public Works and Development Services Jeff Loster, Village Attorney Lance Malina.

**2. PLEDGE OF ALLEGIANCE**

President Adduci led the pledge of allegiance.

**3. CITIZEN COMMENTS**

Margie Cekander of 531 River Oaks Drive, introduced herself and read the following statement;

Thank you for the opportunity to comment tonight.

Regarding Agenda item 5b, Re-adoption of Grading Permit Ordinance, Section 4-17, there is new language. The Director of Public Works title was changed to the Director of Public Works and Development Services, held by Jeff Loster. Section 4-12-2 needs to be updated to reflect the title change from Director of Public Works. I recommend the title be broadened to include the current and past titles of Director of Public Works and Acting Director of Public Works, so that should the position change, the Code remains accurate.

Residents request advance notice when the upcoming Stormwater Master Plan is nearing completion, and well before it goes to Village Board for consideration.

Agenda item 4d lists the Accounts Payable check #54711 paid to Robert R. Andreas & Sons for “Replacement of Lake and La” for \$15,950 charged to the Village sidewalks

account. This amount matches the cost of the sidewalk replacement at Lake & Lathrop following residents' complaints. For expenses like this, incurred by the developer but paid by the Village, how is the Village reimbursed? How are related Village staff and legal expenses billed to the developer and where would residents see those?

This developer's other project, luxury condos at 146 W. Erie, Chicago, which has \$2 - \$5 million in liens against it, including a judgement for non-performance for failure to deliver a condo within four years. This raises concerns that the Village will not be promptly reimbursed if at all.

Lake & Lathrop received a No Further Remediation letter from the IL EPA. Residents understood that IL EPA would sign off with a NFR letter only after construction was completed to allow for inspection of venting as required by the remediation plan. Neighbors are particularly interested in that issue.

I request the Board state the ending time of Executive Sessions. Residents receive no information on these sessions, so an ending time would help with transparency as other taxing bodies report. Thank you.

#### **4. ELECTED OFFICIAL COMMENTS & ANNOUNCEMENTS**

Trustee O'Connell apologized for missing the October 24 Village Board meeting due to a business commitment. Trustee O'Connell complimented staff on the Fire Department Open House and congratulated Trinity High School on a successful fundraiser. Trustee O'Connell also reported he attended a fundraiser for the Animal Welfare League of Oak Park and encouraged everyone to visit. Trustee O'Connell stated the Kiwanis Luminary event would take place on December 17 and luminary kits are available for sale. Trustee O'Connell then wished everyone a Happy Veteran's day then asked Public Works Director Jeff Loster to provide an update on the alley improvement project.

Director Loster reported that two alleys scheduled to be reconstructed this fall have been rescheduled for the spring to avoid conflicts with the Madison Street demolition project. Director Loster stated that only two alleys remain closed and permeable pavers will be installed next week.

Trustee Johnson reminded residents to follow the leaf pickup schedule and encouraged residents to be safe with the colder weather and winter decorations.

Trustee Brennan thanked Village staff for posting the flyer for the Community Coat Drive. The deadline for the drive is extended through the end of Thanksgiving weekend. Trustee Brennan asked about new information that has appeared on compost bin stickers, including items that are not acceptable for those bins. She commented that the Village website still states that many of those items are still acceptable.

Director Loster stated that there have been challenges with collecting certain compostable items, and that the information would be reviewed on the website.

Director Loster added that other municipalities have different compost agreements with LRS, and the label may have been mistakenly placed. Loster stated staff would follow up with LRS.

Trustee Brennan then asked whether compostable cutlery and bags is acceptable. Director Loster responded that cutlery and bags has a longer time to degrade, but that staff needs to be clarify this with LRS. Trustee Brennan mentioned that compostable cups at LemonAid were not accepted by LRS this year.

Trustee Brennan then stated that residents have been asking for updates on the Lake & Lathrop project, and hoped that the developer is being invited to Board meetings. Village Administrator Brian Murphy stated that updates are monthly and are on the Village website.

Clerk Keller had nothing to add to the permanent record.

Trustee Vazquez wished everyone a belated Happy Veteran's Day and thanked everyone who has served in the armed forces. Trustee Vazquez added that he hopes everyone has a safe Thanksgiving.

Trustee Gillis reported that she attended the Interfaith Green Network annual breakfast and there were many great speakers and discussion on initiatives. Trustee Gillis provided additional information about the Kiwanis luminary fundraiser and stated the Oak Park River Forest Kiwanis is the regional leader on this event. Trustee Gillis added the holiday light recycling is coming soon and reminded residents to separate political signs from the metal stakes for recycling. Trustee Gillis also stated that November is Native American Heritage month.

Trustee Bachner began with a land acknowledgment. Trustee Bachner stated her excitement to present on the DEI Advisory group to the Metropolitan Mayor's Caucus this week, and mentioned that the DEI consultant meetings are upcoming. Trustee Bachner reported the Pumpkin Smash event was a success and reminded residents not to put pumpkins in their leaf piles. Trustee Bachner then asked about the preparation for a potential upcoming snow event.

Director Loster stated that several pieces of equipment have been modified for snow removal, however the ground temperature is likely high enough to prevent any accumulation. Typically, the RF Police Department personnel will notify Public Works staff if roads are dangerous.

Trustee Bachner added she had the opportunity to attend a Veteran's Day celebration at Lincoln School and complimented the students and staff for the event.

Trustee O'Connell asked for a copy of the presentation for the Mayor's Caucus. Trustee Bachner noted that a deck may not be prepared for that event, but one would be shared if available.

President Adduci asked Director Loster what the last day for leaf pickup will be. Director Loster stated Friday, December 9<sup>th</sup> is the target date.

President Adduci agreed with Trustee Bachner about the Lincoln School Veteran's Day event and stated she was proud to live in River Forest. President Adduci added that she will be attending the National League of Cities conference in Kansas City.

**5. CONSENT AGENDA**

- a. Village Board of Trustees Meeting Minutes – October 24, 2022
- b. Amendment to Title 4 of the River Forest Building Codes- Re-adoption of Grading Permit Ordinance.
- c. Ordinance approving intergovernmental agreement for Participation in the Mutual Aid Box Alarm System.
- d. *Removed from Consent Agenda*
- e. Monthly Financial Report – October 2022
- f. Department Reports
- g. Village Administrator's Report

Village Administrator Murphy stated that scrivener's errors in the grading permit ordinance would be corrected.

**MOTION** by Trustee O'Connell to approve consent agenda items A-G, excluding item d. Second by Trustee Johnson.

Roll call:

Ayes: Bachner, Gillis, Vazquez, Brennan, Johnson, O'Connell

Absent: None

Nays: None

Motion Passes.

**6. CONSENT ITEMS FOR SEPARATE CONSIDERATION**

- d. Accounts Payable – October 2022 -- \$2,533,956.06

**MOTION** by Trustee O'Connell to approve Consent Item d. Second by Trustee Gillis.

Trustee Brennan asked why there are payments to SafeSpeed in Accounts Payable, considering the Village has entered into an agreement with a new vendor.

Finance Director Rosemary McAdams confirmed that the Village no longer uses SafeSpeed and explained that the payments are for old violations. And, that recent payments to SafeSpeed are from several years ago.

Village Attorney Lance Malina stated that many violations are paid several years after an infraction.

Roll call:

Ayes: Bachner, Gillis, Vazquez, Brennan, Johnson, O'Connell

Absent: None

Nays: None

Motion Passes.

## **7. RECOMMENDATIONS OF BOARDS, COMMISSIONS, AND COMMITTEES**

**7.a.** Ordinance Approving Variations Related to the Installation of a Fence and the Use of a Hot Tub in the Secondary Front Yard.

**MOTION** by Trustee Vazquez to approve an Ordinance Approving Variations Related to the Installation of a Fence and the Use of a Hot Tub in the Secondary Front Yard. Second by Trustee Bachner.

Roll call:

Ayes: Bachner, Gillis, Vazquez, Brennan, Johnson, O'Connell

Absent: None

Nays: None

Motion Passes.

**7.b.** Appointment of Gary Lennon to the Sustainability Commission.

**MOTION** by Trustee Gillis to concur with the appointment of Gary Lennon to the Sustainability Commission. Second by Trustee Vazquez.

Village President Adduci introduced Gary Lennon and thanked him for volunteering for this opening on the Sustainability Commission.

Roll call:

Ayes: Bachner, Gillis, Vazquez, Brennan, Johnson, O'Connell

Absent: None

Nays: None

Motion Passes.

## **8. UNFINISHED BUSINESS**

None

## **9. NEW BUSINESS**

**9.a.** Approval of an Agreement with Ciorba for a Village Electric Vehicle Infrastructure Network Study in the not-to-exceed amount of \$31,078.22.

**MOTION** by Trustee Johnson to approve an agreement with Ciorba for a Village Electric Vehicle Infrastructure Network Study in the not-to-exceed amount of \$31,078.22 and authorize the Village Administrator to execute the contract. Second by Trustee O'Connell.

Director Loster provided a brief history of the process for seeking an electric vehicle study. \$25,000 was included in the FY23 budget for the sustainability initiative. The Village received two proposals that were both above budget, one for \$80K and one for \$300K, and Village staff negotiated with Ciorba to reduce the proposed scope. The Village Staff ended up with a figure of around \$31K. The proposed scope includes analysis of all Village owned parking areas, the universities, and River Forest Town Center. The scope does not include detailed electric or parking studies, community outreach or committee presentations.

Trustee O'Connell questioned why the study includes private locations and whether they would pay for the study.

Director Loster responded that there is a lot of vehicle turnover in those lots, and that there have not been discussions about sharing costs at this time.

Trustee O'Connell stated that he wants to remain consistent with providing services to institutions in town and would like the universities to be good neighbors.

President Adduci stated that the Village should explore sharing costs if possible, with some of those Institutions.

Trustee Gillis stated that the purpose of the study is to identify where the Village wants to place charging stations, and that this study would help provide the Village and institutions with the knowledge to negotiate.

Trustee Bachner mentioned that the Walgreens in Elmwood Park has charging stations and asked whether the study would include similar locations.

Director Loster mentioned that it would be a challenge to identify all the private locations, but that information could be shared with Ciorba. The CVS at the north/west corner of RF is a good example of that type of area, and the Village owns a small parking lot near that location.

President Adduci noted that this is within our Re-Development Agreement for new buildings, but that we're talking about existing buildings.

Trustee Vazquez mentioned that arrangements with private entities is tricky.

Director Loster stated that there are different controls available, including time limits and pricing.

Trustee Johnson asked if the private entities have performed similar studies, specifically the Town Center.

Director Loster stated that he was not aware of any, but that research would be included in the study.

President Adduci stated that it was a great suggestion by Trustee Johnson.

Trustee Brennan noted that national chains may have a policy and asked about available grants for the study and future implementation.

Director Loster stated that staff monitors available grants and added that the project manager with Ciorba indicated that additional grant funding may be made available in the future.

President Adduci stated that there is a significant amount of funding for sustainable initiatives through recent infrastructure bill.

Administrator Murphy clarified that there are pending funding opportunities, however the opportunities may be targeted at disadvantaged communities first.

Trustee Bachner asked about sharing costs with the Forest Preserve of Cook County.

Director Loster stated that the Trailside Museum is not included in the project scope.

Trustee Gillis shared that the Metropolitan Mayor's Caucus has grants available and stated that staff is actively researching these opportunities.

Trustee O'Connell asked if funds were available from the Volkswagen settlement.

Roll call:

Ayes: Bachner, Gillis, Vazquez, Brennan, Johnson, O'Connell

Absent: None

Nays: None

Motion Passes.

**9.b.** Approval of the Estimate of the 2022 Corporate (aggregate) Property Tax Levy- \$8,879,762.

**MOTION** by Trustee Vazquez to accept the estimated 2022 Corporate Property Aggregate Tax Levy in the Amount of \$8,879,762. Second by Trustee O'Connell.



Finance Director Rosemary McAdams explained the levy process and stated that the proposed levy is a 4% increase over the prior year's levy amount. She noted that the Village could have asked for a higher levy but did not. The levy also includes the police & fire prevention pension funds, based on actuarial assumptions. The levy will be formally adopted by Ordinance at the December meeting.

Trustee Vazquez complimented Director McAdams on the proposal and stated that many taxing bodies levy the full extension, simply because they can. He appreciated the thoughtfulness put into this budget and that sensitivity has been extended to our residents.

Trustee Bachner asked if any non-property tax revenues are increasing or decreasing. And, whether property values are increasing.

Administrator Murphy mentioned that cable franchise fees are shrinking, but sales tax revenues have remained stable.

Director McAdams added that use tax has decreased due to the new state formula.

President Adduci thanked staff for their work and stated that the right amount of tax is the amount allows for proper services to be provided to the residents. President Adduci listed the three promises to the residents are to keep the community safe, stabilize property taxes and improve property values. President Adduci added that the Village levy only makes up eleven percent of residents' property tax bills. President Adduci also mentioned that a decision was made to borrow money at a low rate which was a responsible financial decision.

Roll call:

Ayes: Bachner, Gillis, Vazquez, Brennan, Johnson, O'Connell

Absent: None

Nays: None

Motion Passes.

## **10. EXECUTIVE SESSION**

None.

## **11. ADJOURNMENT**

Motion by Trustee Vazquez to Adjourn. Second by Trustee Bachner.

Roll call:

Ayes: Bachner, Gillis, Vazquez, Brennan, Johnson

Absent: O'Connell

Nays: None  
Motion Passes.

The Village Board of Trustees Meeting adjourned at 8:12 p.m.

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Jonathan Keller, Village Clerk



## MEMORANDUM

**DATE:** December 12, 2022

**TO:** Brian Murphy  
Village Administrator

**FROM:** Rosey McAdams  
Finance Director

**SUBJECT:** 2022 Property Tax Levy

Attached is *An Ordinance Levying Taxes for Corporate Purposes for the Current Fiscal Year Commencing on the 1<sup>st</sup> Day of May, 2022 and Ending on the 30<sup>th</sup> Day of April, 2023*. The ordinance itemizes the levy to be approved for the Village’s General Fund, including Police Pension and Firefighter’s Pension contributions, and the River Forest Public Library. The amounts in the *Budgeted* column in the ordinance are taken from the approved Fiscal Year 2023 Budget. The amount of the annual budget intended to be paid by property taxes is in the *Levied* column. Following is a comparison of the 2021 and 2022 levies:

	Approved 2021 Levy	Extended 2021 Levy	Proposed 2022 Levy	Increase (Decrease)	% Inc (Dec)
Village Levy	\$ 3,423,145	\$ 3,443,978	\$ 3,776,020	\$ 332,042	9.64%
Police Pension Levy	\$ 1,934,942	\$ 1,946,715	\$ 1,896,778	\$ (49,937)	-2.57%
Fire Pension Levy	\$ 1,673,428	\$ 1,683,611	\$ 1,684,284	\$ 673	0.04%
River Forest Library Levy	\$ 1,417,644	\$ 1,429,581	\$ 1,499,468	\$ 69,887	4.89%
<b>Total Village Corporate Levy (Capped)</b>	<b>\$ 8,449,159</b>	<b>\$ 8,503,885</b>	<b>\$ 8,856,550</b>	<b>\$ 352,665</b>	<b>4.15%</b>
Levy Adjustment	\$ -	\$ 17,832	\$ -	\$ (17,832)	-100.00%
Fire Pension (non-capped)	\$ 39,954	\$ 41,153	\$ 23,212	\$ (17,941)	-43.60%
<b>Total Corporate Levy</b>	<b>\$ 8,489,113</b>	<b>\$ 8,562,870</b>	<b>\$ 8,879,762</b>	<b>\$ 316,892</b>	<b>3.70%</b>
Debt Service	\$ 264,540	\$ 288,139	\$ 274,418	\$ (13,721)	-4.76%
<b>Total Levy</b>	<b>\$ 8,753,653</b>	<b>\$ 8,851,009</b>	<b>\$ 9,154,180</b>	<b>\$ 303,171</b>	<b>3.43%</b>

The property tax increase for the Village on existing property will be 4.00%. Property tax increases are controlled by the Property Tax Extension Limitation Law (PTELL), which limits the increase to match the previous year’s Consumer Price Index (December 2020 to December 2021) with a 5% cap on the increase. The Consumer Price Index for the 12 months ending December 2021 rose 7.0%, which represents the largest increase since June 1982.

Property taxes on new construction, with an estimated value of \$8,000,000 as determined by building permits issued, are not included in the valuation. By not including the new construction dollars, River Forest property tax payers will benefit as a whole. Although the impact on individual homeowners will vary, the average increase in the corporate levy for individual homeowners should be less than the total 3.70% increase in the levy.

The Corporate Levy to be approved is for \$8,879,762. The debt service amount included above is the full amount of the 2022 available Debt Service Extension Base. A 2022 Property Tax Levy spreadsheet is attached, which details the levy calculation and allocation of the levy. The amounts included for the Police and Firefighters Pension Funds are based on Actuarial Reports prepared by our actuary, Todd Schroeder from Lauterbach & Amen, using the Village’s Pension Funding Policies.

Employer Pension Fund Contributions				
Fund	FY 2023 Budget	Actuarial Contribution Requirement	Statutory Minimum Requirement	2022 Property Tax Levy
<b>Police Pension</b>	\$1,959,903	\$1,896,778	\$1,538,093	<b>\$1,896,778</b>
<b>Fire Pension</b>	\$1,733,600	\$1,707,496	\$1,324,070	<b>\$1,707,496</b>

	Property Tax Rates		
	2021 Levy	2022 Levy (Estimated)	Increase (Decrease)
Village	\$1.2005	\$1.2419	\$0.0414
Debt Service	\$0.0485	\$0.0485	\$0.0000
Library	\$0.241	\$0.2523	\$0.0113
<b>Total</b>	<b>\$1.4900</b>	<b>\$1.5427</b>	<b>\$0.0527</b>

The Estimated 2022 Property Tax Levy was presented and accepted by the Village Board on November 14, 2022. No changes have been made to the levy since that time. The Property Tax Levy must be filed with Cook County by the last Tuesday in December.

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**Recommended Action:** *Motion to pass An Ordinance Levying Taxes for Corporate Purposes for the Current Fiscal Year Commencing on the 1<sup>st</sup> Day of May, 2022 and Ending on the 30<sup>th</sup> Day of April, 2023 for the Village of River Forest, Illinois.*

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE  
RIVER FOREST PUBLIC LIBRARY  
BEGINNING MAY 1, 2022 AND ENDING APRIL 30, 2023**

**BE IT RESOLVED** by the Board of Library Trustees of the Village of River Forest, Cook County Illinois as follows:

**Section 1:** That pursuant to Article 5/4-10 of Chapter 75, ILCS 2008 the following is a statement of the financial requirements of the River Forest Library for the fiscal year beginning May 1, 2022 and ending April 30, 2023 for the inclusion in the Budget Ordinance of the Village of River Forest, and a statement of the amount of money which has been determined in the judgment of the Board of Library Trustees, it will be necessary for the Village of River Forest to Levy in their annual Tax Levy Ordinance, said Levy to be made pursuant to section 3-5 of the Municipal Code.

<b>CORPORATE EXPENDITURES</b>	<b>FY 22-23 BUDGET</b>	<b>2022 LEVY</b>
Salaries	760,000	760,000
Health Insurance	60,000	60,000
IMRF	58,000	58,000
FICA/Medicare	58,200	58,200
Payroll Services	4,200	4,200
Insurance	20,000	20,000
Auditing	10,000	10,000
Staff Training & Development	9,000	9,000
Membership Dues	4,000	4,000
Staff Recognition	3,000	3,000
Programming	43,000	33,468
Trustee Training	900	900
ILL and RB Services	500	500
Tech Support Services	22,000	22,000
Automation-Admin	41,000	41,000
Youth Interventionist Contract	4,800	4,800
Consultant/Legal Fees	12,000	21,000
Postage & Delivery	3,500	3,500
Telephone/Internet	12,500	12,500
Copy Machine Lease	3,000	3,000
Books	73,000	73,000
Print Periodicals	6,000	6,000

Automated Subscription	9,800	9,800
Audio-Visuals/ Online Econtent	93,000	93,000
Office Supplies	4,000	4,000
Library Supplies	5,500	5,500
Copy and Printing Supplies	2,000	2,000
Advertising	3,500	3,500
Printing	5,500	5,500
Misc Expenses	2,500	2,500
Equipment and Furniture	7,000	7,000
Technology-Misc	4,500	4,500
Strategic Initiatives	10,000	10,000
Building Materials & Supplies	4,500	4,500
Custodial Services	70,000	70,000
Water	2,000	2,000
Natural Gas	9,000	20,000
Copier Maintenance	2,600	2,600
Capital Reserve	45,000	45,000
<b>Total Corporate Library</b>	<b>1,489,000</b>	<b>1,499,468</b>

**Section 2:** That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of River Forest within the time specified by law for inclusion in the Annual Budget Ordinance and Levy Ordinance of the Village of River Forest.

Adopted this 15th of November, 2022 pursuant to a roll call as follows:

AYES: 5  
 NAYS: 0  
 ABSTENTIONS: 2 (two absent)

Adopted on Nov. 15, 2022

Eleanor A Hong  
 Secretary Board of Trustees

**AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE CURRENT FISCAL YEAR COMMENCING ON THE 1ST DAY OF MAY, 2022 AND ENDING ON THE 30TH DAY OF APRIL, 2023 FOR THE VILLAGE OF RIVER FOREST, ILLINOIS**

BE IT ORDAINED by the President and Board of Trustees of the Village of River Forest, County of Cook, and State of Illinois:

**Section 1:** That the total amount budgeted for all corporate purposes legally made and eligible to be collected from the tax levy of the current fiscal year is hereby ascertained to be the sum of \$20,295,817.

**Section 2:** That a tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Village be and the same is hereby levied for the purpose specified against all the taxable property in the Village for the fiscal year commencing on the 1st day of May, 2022 and ending on the 30th day of April, 2023.

<b>PURPOSE</b>	<b>BUDGETED</b>	<b>LEVIED</b>
<b><u>ADMINISTRATION - 10</u></b>		
Salaries-Regular	758,575	\$ 30,363
Overtime	500	
FICA	42,090	2,655
Medicare	11,007	
IMRF	60,994	3,050
Employee Assistance Program	16,910	
Fringe Benefits	10,188	
Health Insurance	99,468	
Life Insurance	901	
HDHP Contributions	16,792	
Wellness Program	1,250	
Communications	49,255	
Auditing	24,500	980
Actuarial Services	4,300	
Consulting Services	131,500	
IT Support	137,073	
Vehicle Sticker Program	18,850	
Health/Inspection Services	15,915	
Unemployment Claims	5,000	750
Bank Fees	18,039	
Liability Insurance	261,353	
IRMA Liability Deductible	10,000	
Maintenance of Office Equipment	10,040	
Training	7,500	
Travel & Meeting	11,650	
Dues & Subscriptions	34,225	
Printing	2,200	
Medical & Screening	1,500	
Advertising/Legal Notice	2,000	
Community and Employee Programs	54,300	
Office Supplies	17,245	
Office Equipment	3,000	
Postage	10,615	
Sub-Total	<u>\$ 1,848,735</u>	<u>\$ 37,798</u>

<b>PURPOSE</b>	<b>BUDGETED</b>	<b>LEVIED</b>
<b>LEVY FOR CORPORATE PURPOSES</b>		\$ 30,363
<b>LEVY FOR FICA/MEDICARE</b>		\$ 2,655
<b>LEVY FOR IMRF</b>		\$ 3,050
<b>LEVY FOR AUDITING</b>		\$ 980
<b>LEVY FOR UNEMPLOYMENT COMPENSATION INSURANCE</b>		\$ 750
<b><u>DIVISION 14 - E911</u></b>		
Consulting Services	\$ 3,000	
IT Support	8,500	
Maint Operating Equip	500	
Training	1,050	
WSCDC Contribution	224,144	
Citizens Corps Council	5,000	
Medical Reserve Corp	500	
Sub-Total	\$ 242,694	\$ -
<b><u>BOARDS AND COMMISSIONS-15</u></b>		
FICA	\$ 665	
Medicare	155	
IMRF	885	
Fringe Benefits	720	
Consulting Services	150,000	
Secretarial Services	10,000	
Legal Services	10,000	
Training	500	
Travel & Meetings	10,175	
Dues & Subscriptions	385	
Medical & Screening	10,000	
Testing	8,000	
Advertising/Legal Notice	10,650	
Office Supplies/Equipment	100	
Postage	25	
Sub-Total	\$ 212,260	\$ -
<b><u>BUILDING AND DEVELOPMENT - 20</u></b>		
Salaries-Regular	\$ 337,084	
Overtime	500	
Insurance Refusal Reimbursement	1,350	
FICA	20,263	
Medicare	4,895	
IMRF	29,741	
Fringe Benefits	3,456	
Health Insurance	37,471	
Life Insurance	159	
HDHP Contributions	10,033	
Professional Services	13,680	
Recorder's Office Fees	1,000	
Inspections	65,000	
Plan Review	35,000	
Maintenance of Vehicles	500	
Training	3,500	
Dues & Subscriptions	235	
Office Supplies	500	
Office Equipment	150	
Gas & Oil	186	
Operating Supplies	500	
Transfer to CERF	1,934	
Sub-Total	\$ 567,137	\$ -



<b>PURPOSE</b>	<b>BUDGETED</b>	<b>LEVIED</b>
<b>LEGAL - 30</b>		
Legal Services	\$ 50,000	
Village Attorney	165,000	
Village Prosecutor	18,000	
Sub-Total	<u>\$ 233,000</u>	<u>\$ -</u>
<b>POLICE DEPARTMENT - 40</b>		
Salaries-Sworn	\$ 3,003,649	\$ 2,010,713
Salaries/ASO-Secretaries	135,041	90,000
Specialist Pay	43,718	
Holiday Pay	134,842	
Overtime Pay	252,903	90,000
IDOT STEP Overtime	9,609	
Educational Incentives	30,650	
Insurance Refusal Reimb	5,400	
Part-time Salaries	80,949	
FICA	13,391	3,341
Medicare	53,424	
IMRF	17,968	898
Fringe Benefits	2,640	
Health Insurance	419,501	
Health Insurance - Retirees	93,073	
Life Insurance	2,277	
HDHP Contributions	72,360	
Contribution to Police Pension	1,959,903	1,896,778
Communications	3,300	
Administrative Adjudication	26,140	
Data Processing Support	24,156	
Animal Control	1,775	
Maintenance Equipment	16,631	
Maintenance Vehicles	56,560	
Maintenance of Buildings	850	
Training	40,600	
Community Support Services	136,365	
Travel & Meeting	3,450	
Dues & Subscriptions	8,838	
Printing	5,900	
Medical & Screening	5,465	
Damage Claims	10,000	
Office Supplies	10,216	
Gas & Oil	40,898	
Uniforms/Sworn Personnel	36,925	
Uniforms Other Personnel	1,925	
Prisoner Care	3,650	
Operating Supplies	6,805	
Radios	8,350	
Firearms and Range Supplies	19,909	
Evidence Supplies	7,150	
DUI Expenditures	3,976	
Drug Forfeiture Expenditures	400	
Article 36 Seizures	1,517	
Cannabis Tax Act Expenditures	21,091	
Transfer to Cap Equip Fund	305,227	
Sub-Total	<u>\$ 7,139,367</u>	<u>\$ 4,091,730</u>
<b>LEVY FOR POLICE PROTECTION</b>		\$ 2,190,713
<b>LEVY FOR FICA/MEDICARE</b>		\$ 3,341
<b>LEVY FOR IMRF</b>		\$ 898
<b>LEVY FOR POLICE PENSION</b>		\$ 1,896,778

<b>PURPOSE</b>	<b>BUDGETED</b>	<b>LEVIED</b>
<b><u>FIRE DEPARTMENT - 50</u></b>		
Salaries-Sworn	\$ 2,109,605	\$ 1,251,663
Salaries-Regular	90,522	30,000
Specialist Pay	146,613	90,000
Holiday Pay	90,703	50,000
Overtime Pay	136,000	90,000
Educational Incentives	14,050	
Salaries-Part-Time	35,680	
Insurance Refusal Reimbursements	1,500	
FICA	9,963	2,301
Medicare	36,064	
IMRF	11,118	556
Fringe Benefits	1,440	
Health Insurance	278,357	
Health Insurance - Retirees	27,177	
Life Insurance	1,458	
HDHP Contributions	69,284	
Contribution to Fire Pension	1,733,600	1,707,496
Communications	4,000	
IT Support	12,695	
Maintenance of Equipment	7,300	
Maintenance of Vehicles	41,500	
Maintenance of Office Equipment	500	
Maintenance of Buildings	1,500	
Training	17,300	
Community Support Services	16,300	
Travel & Meetings	7,250	
Dues & Subscriptions	3,800	
Medical & Screening	15,000	
GEMT Expenses	50,000	
Office Supplies	1,500	
Office Equipment	600	
Gas & Oil	16,157	
Uniforms Sworn Personnel	19,650	
Operating Supplies/Equipment	28,300	
Transfer to Capital Equipment Fund	269,755	
Sub-Total	<u>\$ 5,306,241</u>	<u>\$ 3,222,016</u>
<b>LEVY FOR FIRE PROTECTION</b>		\$ 1,511,663
<b>LEVY FOR FICA/MEDICARE</b>		\$ 2,301
<b>LEVY FOR IMRF</b>		\$ 556
<b>LEVY FOR FIRE PENSION</b>		\$ 1,684,284
<b>LEVY FOR FIRE PENSION EXEMPT FROM PTELL</b>		\$ 23,212
<b><u>PUBLIC WORKS - 60-01</u></b>		
Full-Time Salaries	\$ 512,797	\$ 24,048
Certification Pay	6,750	
Overtime	50,000	
Insurance Refusal Reimbursements	250	
Part-time Salaries	9,000	
FICA	35,188	2,175
Medicare	8,319	
IMRF	50,545	2,527
Fringe Benefits	3,216	
Health Insurance	148,633	
Health Insurance - Retirees	15,513	
Life Insurance	267	
HDHP Contributions	6,433	
Communications	1,990	
<b>PURPOSE</b>	<b>BUDGETED</b>	<b>LEVIED</b>
Consulting Services	39,500	
IT Support	22,161	

JULIE Participation	1,250	
Maintenance of Equipment	3,500	
Maintenance of Vehicle	30,500	
Maintenance Traffic/St Lights	74,500	
Tree Maintenance	104,500	
Maint Buildings & Grounds	74,170	
Maintenance of Sidewalks	55,000	
Maintenance Streets	59,000	
Training	1,200	
Travel & Meeting	6,460	
Dues & Subscriptions	7,120	
Medical & Screening	1,350	
Advertising/Legal Notice	1,500	
Dumping Fees	13,000	
Damage Claims	25,000	
Street Light Electricity	29,000	
Office Supplies	1,000	
Gas & Oil	13,762	
Uniforms	5,875	
Vehicle Parts	12,000	
Operating Supplies & Equipment	38,770	
Trees	36,000	
Transfer to Capital Equipment Fund	224,862	
Sub-Total	<u>\$ 1,729,881</u>	<u>\$ 28,750</u>
<b>LEVY FOR STREET &amp; BRIDGE</b>		\$ 14,773
<b>LEVY FOR FORESTRY</b>		\$ 9,275
<b>LEVY FOR FICA/MEDICARE</b>		\$ 2,175
<b>LEVY FOR IMRF</b>		\$ 2,527
<b><u>SANITATION - 60-05</u></b>		
Collection and Disposal	\$ 1,176,068	
Leaf Disposal	72,000	
Operating Supplies	500	
Sub-Total	<u>\$ 1,248,568</u>	<u>\$ -</u>
<b>TOTAL GENERAL FUND</b>	<u>\$ 18,527,883</u>	<u>\$ 7,380,294</u>
<b>DEBT SERVICE FUND</b>		
Bank Fees	\$ 500	
GO Bond Principal and Interest	<u>278,434</u>	<u>274,418</u>
<b>TOTAL DEBT SERVICE FUND</b>	<u>\$ 278,934</u>	<u>\$ 274,418</u>

**PUBLIC LIBRARY**

Salaries	\$ 760,000	\$ 760,000
Health Insurance	60,000	60,000
IMRF	58,200	58,200
FICA/Medicare	58,000	58,000
Payroll Services	4,200	4,200
Insurance	20,000	20,000
Auditing	10,000	10,000
Staff Training	3,000	3,000
Membership Dues	4,000	4,000
Professional Development	9,000	9,000
Programs	43,000	33,468
Trustee Training	900	900

**PURPOSE****BUDGETED**

Inter-Library Expenses	500	500
Tech Support Services	22,000	22,000
Automation-Swan/Rails	41,000	41,000
Youth Interventionist Contract	4,800	4,800
Consultant Fees	12,000	21,000
Postage & Delivery	3,500	3,500
Telephone/Internet	12,500	12,500
Copier Lease	3,000	3,000
Books	73,000	73,000
Periodicals	6,000	6,000
Automation Subscription	9,800	9,800
Audio-Visual/Online	93,000	93,000
Office Supplies	4,000	4,000
Library Supplies	5,500	5,500
Copy and Printing Supplies	2,000	2,000
Advertising	3,500	3,500
Printing	5,500	5,500
Misc Expenses	2,500	2,500
Equipment and Furniture	7,000	7,000
Technology Equipment	4,500	4,500
Strategic Incentives	10,000	10,000
Building Materials and Supplies	4,500	4,500
Custodial Services	70,000	70,000
Utilities	11,000	22,000
Copier Maintenance	2,600	2,600
Capital	45,000	45,000
<b>TOTAL PUBLIC LIBRARY</b>	<u>\$ 1,489,000</u>	<u>\$ 1,499,468</u>
<b>GRAND TOTAL</b>	<u>\$ 20,295,817</u>	<u>\$ 9,154,180</u>

**LEVY SUMMARY**

<b>PURPOSE</b>	<b>AMOUNT LEVIED</b>
Levy For General Corporate Purposes	\$ 30,363
Levy for Auditing	980
Levy for Police Protection	2,190,713
Levy for Fire Protection	1,511,663
Levy for Street & Bridge	14,773
Levy for Forestry	9,275
Levy for Unemployment Compensation	750
Levy for FICA/Medicare	10,472
Administration	2,655
Police	3,341
Fire	2,301
Public Works	2,175
Levy for Illinois Municipal Retirement Fund	7,031
Administration	3,050
Police	898
Fire	556
Public Works	2,527
Levy for Fire Pension Fund	1,684,284
Levy for Fire Pension Fund exempt from PTELL	23,212
Levy for Police Pension Fund	1,896,778
Levy for Debt Service	274,418
Levy for Public Library	1,499,468
<b>TOTAL AMOUNT OF LEVY</b>	<b>\$ 9,154,180</b>

**Section 3:** That there is hereby levied upon all property subject to taxation within the Village according to the assessed valuation thereof, to be collected from the tax levy for the current fiscal year for the purposes herein stated, the respective amounts itemized in the preceding Section.

**Section 4:** The Village Clerk is hereby authorized and directed to file with the County Clerk of Cook County, Illinois, a certified copy of this Ordinance as required by law.

**Section 5:** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

AYES:

NAYS:

ABSENT:

ADOPTED this 12th day of December 2022.

ATTEST:

\_\_\_\_\_  
Catherine Adduci, Village President

\_\_\_\_\_  
Jonathan Keller, Village Clerk

Published in pamphlet form December 12, 2022



## TRUTH IN TAXATION

### CERTIFICATE OF COMPLIANCE

I, Catherine Adduci, Village President, hereby certify that I am the presiding officer of the Village of River Forest, Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 8-85.

This certificate applies to the 2022 levy.

---

Catherine Adduci, Village President

---

Date



## MEMORANDUM

**DATE:** December 12, 2022

**TO:** Brian Murphy, Village Administrator

**FROM:** Jeff Loster, Director of Public Works and Development Services

**SUBJECT:** Accessible Parking Space Request – 7373 North Avenue

---

**Issue:** Leon Gilmore of 7373 North Avenue has requested that an ADA-accessible parking space be designated along the south side of North Avenue in front of his residence. Mr. Gilmore is handicapped and as a result, the use of area and off-street parking is often unsafe and inconvenient.

**Analysis:** North Avenue currently has a “Time Limit – 2 Hr” zone in this area, from William Street to Clinton Place. As such, parking is currently allowed in the area where the ADA-accessible parking space is requested. The designation of an ADA-accessible parking space does not appear to adversely impact the existing parking zone or traffic flow in this area.

**Recommendations:** Staff recommends the designation of the ADA-accessible space with the following motion: Motion to designate an ADA-accessible parking space along the south side of North Avenue centered on the property located at 7373 North Avenue in accordance with the attached ordinance.

**Attachments:**

Written request from Resident  
Aerial Exhibit  
Ordinance

## Jeff Loster

---

**From:** Leon Gilmore [REDACTED]  
**Sent:** Wednesday, November 16, 2022 8:29 PM  
**To:** Jeff Loster  
**Subject:** Re: ADA Parking

Hi Jeff,

Everything that you have submitted looks ok. The preferred street parking location is on North Avenue in front of the residence at 7373 North Avenue. The Williams Avenue location is the second choice. I would even prefer Williams Avenue if I thought no one else would park in that spot. I realize that even on North avenue it's not my spot exclusively. Under the circumstances I suspect that North Avenue would be the best choice.

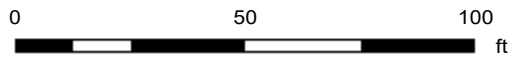
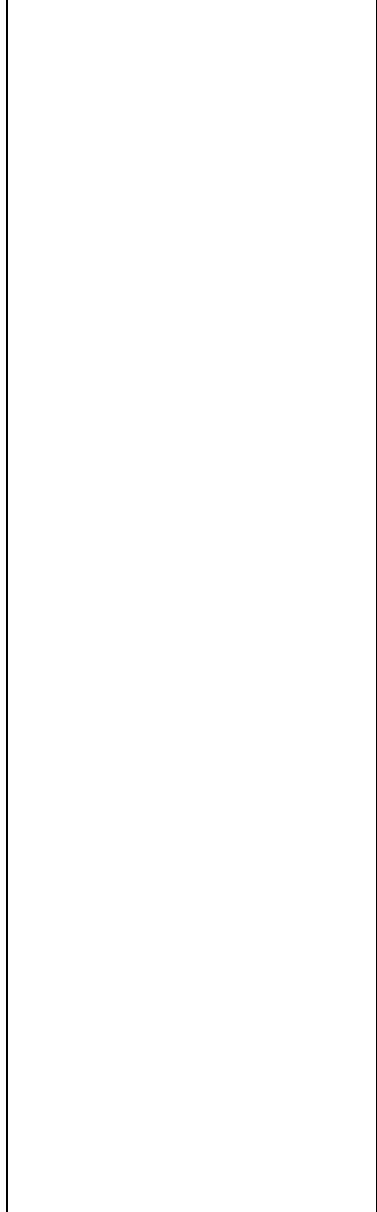
If you need anything else, please call me at [REDACTED].  
I really appreciate your assistance.  
Best regards,

Leon Gilmore





**Legend**



Print Date: 10/3/2022

**Notes**



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 9, ENTITLED "TRAFFIC REGULATIONS, CHAPTER 3, ENTITLED "TRAFFIC SCHEDULES," OF THE RIVER FOREST VILLAGE CODE**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois:

**Section 1:** That Title 9, entitled "Traffic Regulations," Chapter 3, entitled "Traffic Schedules," of the River Forest Village Code, Section 9-3-20 thereof, entitled "Schedule 20, Accessible Parking Zones Designated" be amended by adding the following:

NORTH AVENUE, the south side beginning at a point one hundred feet east of the east curb of William Street extending east for a distance of thirty feet.

**Section 2:** That the appropriate signage be installed in accordance with Section 1.

**Section 3:** That all Ordinances or parts of Ordinances in conflict with this Ordinance are hereby expressly repealed.

**Section 4:** This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

**ADOPTED** this 12<sup>th</sup> day of December, 2022, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this 12<sup>nd</sup> day of December, 2022.

---

Catherine Adduci, Village President

ATTEST:

---

Jonathan Keller, Village Clerk



## MEMORANDUM

DATE: December 6, 2022

TO: Cathy Adduci  
Village President

Brian Murphy  
Village Administrator

FROM: Thomas Gaertner  
Fire Chief

SUBJECT: Revised River Forest Emergency Operations Plan

**Issue:** The Village's Emergency Operation Plan has not been revised/updated since 2016.

**Analysis:** Over the past few months I have been working on updating and revising information in the plan. Most of the revisions have been updated contact information position descriptions, contact information and confirmation of existing agreements. I also worked with all of the department heads on updating their respective departments responsibilities and procedures. The entire document was reviewed by the village's legal counsel as well. All of their recommendations, additions and changes have been added to the document.

The biggest change to the document was the revision to the old Homeland Security Advisory System (HSAS). In 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the HSAS with the National Terrorism Advisory System (NTAS), designed to more effectively communicate information about terrorist threats by providing timely, detailed information to the American Public.

**Recommendation:** Motion to approve the revised River Forest Emergency Operations Plan and distribute to the appropriate stakeholders.

**Attachment:** Revised River Forest Emergency Operations Plan dated December 2022

Thomas D. Gaertner  
Fire Chief

# **Emergency Operations Plan**

**Village of River Forest**

**River Forest, Illinois**

---

Catherine M. Adduci, Village President

---

Thomas D. Gaertner, Fire Chief/Emergency Management Coordinator

**December 2022**

## **TABLE OF CONTENTS 301.230a6**

Table of Contents _____	1-5
Restricted Document _____	6
Foreword _____	8
Letter of Approval _____	9
Record of Changes _____	10
Certification of Acceptance _____	11
Distribution List _____	12
Glossary of Acronyms _____	13
<b>BASIC DOCUMENT</b>	
Statement of Purpose _____	14
Assumptions _____	14-15
Special Consideration Regarding Weapons of Mass Destruction (WMD) _____	15
Identification of Hazards _____	16-18
Concept of Operations _____	18-20
National Incident Management System (NIMS) _____	20
Incident Management System _____	20-24
Continuity of Government _____	24-25
Organizational and Responsibilities _____	25
Direction and Control _____	25-34
Responsibility Matrix _____	35
Maps _____	36
Mutual Assistance Agreement _____	36 see attached pages
Authority _____	37
Plan Development and Maintenance _____	37
Plan Evaluation Procedure _____	37
Map of Jurisdiction _____	37-38 see attached pages

# ANNEXES

## Annex A Direction and Control

<b>Emergency Operation Center Annex A1</b>	<b>39-43</b>
Appendix A1 Pre-Emergency Operation Checklist	44
Appendix A2 Response Operation Checklist	45-46
Appendix A3 Recovery Operation Checklist	47
Appendix A4 Emergency Operation Floor Plan	47 see attached pages
<b>Emergency Management Agency A2</b>	<b>48-50</b>
Appendix A6 Pre-Emergency Operation Checklist	51
Appendix A7 Response Operation Checklist	52
Appendix A8 Recovery Operation Checklist	52
<b>Law Enforcement Annex A3</b>	<b>53-57</b>
Appendix A9 Pre-Emergency Operation Checklist	58
Appendix A10 Response Operation Checklist	58
Appendix A11 Recovery Operation Checklist	59
Appendix A12 Securing Disaster Perimeter Checklist	59
Appendix A13 Illinois State Police – Disaster Pass System	61-64
<b>Fire, Rescue and EMS Annex A4</b>	<b>65-73</b>
Appendix A14 Fire Pre-Emergency Operation Checklist	74-75
Appendix A15 Fire Response Operation Checklist	75
Appendix A16 Fire Recovery Operation Checklist	75
Appendix A17 EMS Pre-Emergency Operation Checklist	76
Appendix A18 EMS Response Operation Checklist	77
Appendix A19 EMS Recovery Operation Checklist	77
<b>Public Works Annex A5</b>	<b>78-81</b>
Appendix A20 Public Works Pre-Emergency Operation Checklist	82-83
Appendix A21 Public Works Response Operation Checklist	83
Appendix A22 Public Works Recovery Operation Checklist	84

<b>Annex B Communication</b>	<b>86-88</b>
Appendix B1 Pre-Emergency Operation Checklist	89
Appendix B2 Response Operation Checklist	90
Appendix B3 Recovery Operation Checklist	90
Appendix B4 Incident Radio Communication Plan	91
<b>Annex C Warning/Emergency Information</b>	<b>92-94</b>
Appendix C1 Pre-Emergency Operation Checklist	95-96
Appendix C2 Response Operation Checklist	97
Appendix C3 Recovery Operation Checklist	97
Appendix C4 Local Storm Report	98
Appendix C5 Community’s Warning Systems and Severe Weather Guidelines	99-106
Appendix C6 Homeland Security Advisory System	106-108
<b>Annex D Emergency Public Information</b>	<b>109-111</b>
Appendix D1 Pre-Emergency Operation Checklist	112
Appendix D2 Response Operation Checklist	112-114
Appendix D3 Recovery Operation Checklist	114
Appendix D4 Media Outlets	114
<b>Annex E Disaster Intelligence/Damage Assessment</b>	<b>116-119</b>
Appendix E1 Pre-Emergency Operation Checklist	120
Appendix E2 Response Operation Checklist	121-122
Appendix E3 Individual Damage Assessment Worksheet	123-124
Appendix E4 Disaster Situation Report	125-128
Appendix E5 CCDEMRS Incident Flash Report	129
<b>Annex F Evacuation</b>	<b>130-133</b>
Appendix F1 Pre-Emergency Operation Checklist	134
Appendix F2 Response Operation Checklist	135-136
Appendix F3 Recovery Operation Checklist	136
Appendix F4 Evacuation Routes	137

## Annex G Mass Care

### **Shelter Annex G1 \_\_\_\_\_ 138-141**

Appendix G1 Shelter Pre-Emergency Operation Checklist_____	142
Appendix G2 Shelter Response Operation Checklist_____	143
Appendix G3 Shelter Recovery Operation Checklist_____	144
Appendix G4 Emergency Relocation Registration Form_____	145

### **Animal Care and Relief Annex G2 \_\_\_\_\_ 146-148**

Appendix G5 Animal Care Pre-Emergency Operation Checklist____	149
Appendix G6 Animal Care Response Operation Checklist_____	149
Appendix G7 Animal Care Recovery Operation Checklist_____	150

### **Annex H Health and Medical \_\_\_\_\_ 151-154**

Appendix H1 Health and Medical Pre-Operation Checklist_____	155-156
Appendix H2 Health and Medical Response Operation Checklist____	156
Appendix H3 Health and Medical Recovery Operation Checklist____	156

### **Annex I Mortuary Services \_\_\_\_\_ 158-160**

Appendix I 1 Mortuary Services Pre-Operation Checklist_____	161
Appendix I 2 Mortuary Services Response Operation Checklist____	162-163
Appendix I 3 Mortuary Services Recovery Operation Checklist____	163

### **Annex J Resource Management \_\_\_\_\_ 164**

Resources _____	164-165
Finance _____	165-167
Donations _____	167
Volunteer _____	168-178
Appendix J1 Resource Management Pre-emergency Operation Checklist _____	179
Appendix J2 Resource Management Response Operation Checklist__	179
Appendix J3 Resource Management Recovery Operation Checklist__	180
Appendix J4 Finance Pre-Emergency Operation Checklist_____	181
Appendix J5 Finance Management Response Operation Checklist____	181
Appendix J6 Finance Management Recovery Operation Checklist____	182
Appendix J7 Volunteers Pre-Emergency Operation Checklist_____	183
Appendix J8 Volunteers Response Operation Checklist_____	183
Appendix J9 Volunteers Operation Checklist_____	183
Appendix J10 – Resource Request Form_____	184



<b>Annex K Hazardous Materials</b>	<b>186-189</b>
Appendix K1 Accident Classification System	190-191
Appendix K2 Local Government Emergency Action Checklist	192-196
Appendix K3 Owner/Operator Emergency Action Checklist	197-199
<b>Annex L Weapons of Mass Destruction</b>	<b>200-207</b>
Appendix L 1 Terrorism/Weapons of Mass Destruction	208
Appendix L 2 WMD Hazardous Agent Guide-Biological and Chemical	209
Appendix L 3 Pre-Emergency Operation Checklist	210
Appendix L 4 Response Operation Checklist	211
Appendix L 5 Recovery Operation Checklist	212
Appendix L 6 Key Definitions	213-215
Appendix L7 Acronyms	216-218
<b>Chapter 7 Local Emergency Operation Plan (EOP) Requirements</b>	
<b>Plan Development &amp; Review (PDR) Document</b>	<b>219</b>
Basic Plan Requirements Foreword	220
Basic Plan Overview	221
Functional Annex Requirements	222-223
Functional Annex # 1 – Direction and Control	224-225
Functional Annex # 2 – Communications	226
Functional Annex # 3 – Warning / Emergency Information	227
Functional Annex # 4 – Public Information	228
Functional Annex # 5 – Disaster Intelligence / Damage Assessment	229
Functional Annex # 6 – Evacuation	230
Functional Annex # 7 – Mass Care	231
Functional Annex # 8 – Health and Medical	232
Functional Annex # 9 – Mortuary Services	233
Functional Annex # 10 – Resource Management	234
Hazard Specific Annexes – Section 301.250	235
Hazardous Material Annex	236
Other Annexes, Section 301.260	237
Emergency Operational Plan Submission and Review Requirements	238-239
Glossary of Terms	241-251

**THE VILLAGE OF RIVER FOREST  
EMERGENCY OPERATIONS PLAN**

**PREFACE**

**This document contains privileged information and is therefore declared to be**

**A**

**“RESTRICTED DOCUMENT.”**

**Any reproduction or duplication requires prior approval of the  
Village of River Forest, 400 Park Ave. River Forest, IL 60305, 708-366-8500.**

**Copy # \_\_\_\_\_**

**Issued to: \_\_\_\_\_**

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## FOREWORD

Preparation for major emergencies and disasters requires contingency planning not only on the part of the Principal Executive Officer, i.e., the Village President and EMA Coordinator, but by all Departments and agencies of the Village of River Forest (the “Village” or “River Forest”). The major situations that this Plan emphasizes are those that require the coordination and direction of all Departments, and may require assistance and support from the County, State, and federal governments. It is this need for coordinated emergency operations that distinguishes major emergencies and disasters from the emergencies that police and fire forces or hospitals and doctors deal with every day. Planning is essential to emergency operations since the margin for indecision is so small. How the Village reacts in the time span before a disaster strikes, to a few hours after, will substantially influence the impact of the disaster on the Village. In major emergency situations, the Village cannot wait - even for a few hours - for state assistance or direction. It must be prepared to immediately mobilize and coordinate the operations of available local forces to minimize the loss of life and property. For this reason, a major responsibility for emergency and disaster preparedness must be assumed by Village Departments and agencies.

The Illinois Emergency Services and Disaster Agency Act, which was replaced by the Illinois Emergency Management Agency Act (“IEMA Act”) 20 ILCS 3305/1 et seq., authorizes the Village to establish, by ordinance, an agency or department responsible for emergency management. 20 ILCS 3305/10(c). In response, the Village created the River Forest Emergency Services and Disaster Agency (hereafter referred to as the “Village’s Emergency Management Agency” or “EMA”) (See Section 7-6-1 of Chapter 6, Title 7, of the Village Code.) The Act requires such agencies to prepare an emergency operations plan, 20 ILCS 3305/10(g), which is the basis for this Emergency Operations Plan (the “Plan”). It also requires, that “(t)he effect of the declaration of a local disaster is to activate the emergency operations plan of the political subdivision and to authorize the furnishing of aid and assistance thereunder.” 20 ILCS 3305/11(b). As such, this Plan is written to include activities that occur within the Village following the activation of the Plan. Preparedness activities, taken prior to the onset of an emergency or disaster, are not the focus of this document.

The River Forest Incident Command System (ICS), created under the IEMA Act and the National Incident Management System (NIMS), provide a management structure and system for coordinating emergency operations between the Village’s Emergency Operation Center (EOC) and the Incident Commander (IC).

The ICS, NIMS and this Plan are applicable to small scale daily operational activities, as well as major mobilization of County, State, and federal responses. The ICS provides the EOC and operational staff with a standardized operational structure and common terminology. Because of this, ICS provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional or multi-disciplinary responses. ICS provides the flexibility needed to rapidly activate and establish an organizational format around the functions that need to be performed.

A properly designed EOC will serve as an effective and efficient facility for coordinating the Village’s emergency response efforts. It may serve in several capacities, including operations, training, meeting, and other operational uses. As such, it can optimize communication and coordination by effective information management and presentation.

**Letter of Approval 301.230a1**

If any section, provision or clause of this Emergency Operations Plan shall be held invalid, the invalidity shall not affect any other provision of this Plan.

This Emergency Operations Plan shall be in full force and effect from the date of its approval.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

By: \_\_\_\_\_  
Village President of the Village of River Forest

VILLAGE ATTORNEY: \_\_\_\_\_

Fire Chief/EMA Coordinator: \_\_\_\_\_

Attest: \_\_\_\_\_

Village of River Forest Clerk \_\_\_\_\_



## **RECORD OF CHANGES**

When changes are made to this Plan, the following procedures should be followed.

1. The River Forest EMA Coordinator will issue major changes on hard copy pages. New pages should be inserted as directed, and the old pages removed and destroyed.
2. Pen and ink changes will be promulgated by memorandum and accomplished directly on existing pages.
3. When any change is made, an entry should be made in the following log:

<b>Change Number</b>	<b>Date Entered</b>	<b>Pages or Sections Changed</b>	<b>Entered by</b>

**CERTIFICATION OF ACCEPTANCE**

We, the undersigned, have participated in the development of our respective sections of this Emergency Operations Plan. We accept and acknowledge, on behalf of our respective Departments and government agencies, the duties, responsibilities and relationships herein established. We further agree to provide all resources in both manpower and material to perform the assigned task.

CHIEF OF FIRE \_\_\_\_\_ DATE: \_\_\_\_\_

CHIEF OF POLICE \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR OF PUBLIC WORKS \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDING/ZONING ADMINISTRATOR \_\_\_\_\_ DATE: \_\_\_\_\_

PARK DISTRICT DIRECTOR \_\_\_\_\_ DATE: \_\_\_\_\_

FINANCE DIRECTOR \_\_\_\_\_ DATE: \_\_\_\_\_

VILLAGE ADMINISTRATOR \_\_\_\_\_ DATE: \_\_\_\_\_

**DISTRIBUTION LIST 301.230a4**

A numbered and signed copy of the River Forest Emergency Operations Plan will be kept by the individuals set forth below as representatives of their respective Departments and/or agencies. The Village's Fire Chief will update copies.

VILLAGE PRESIDENT

VILLAGE ADMINISTRATOR

ASSISTANT VILLAGE ADMINISTRATOR

CHIEF OF FIRE

CHIEF OF POLICE

DIRECTOR OF PUBLIC WORKS

BUILDING/ZONING ADMINISTRATOR

PARK DISTRICT DIRECTOR

FINANCE DIRECTOR

VILLAGE ATTORNEY

VILLAGE CLERK



## GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Definition</u>
ALS	Advanced Life Support (Paramedic)
BLS	Basic Life Support (EMT)
CIC	Citizen Information Center
CISM	Critical Incident Stress Management
CMS	Central Management Services
CMT	Crisis Management Team
CCDEMRS	Cook County Dept. of Emergency Management/Regional Security
DMIS	Disaster Management Information System
DMORT	Disaster Mortuary Services Team
DOD	Department of Defense
DRC	Disaster Relief Center
DWINS	Disaster Welfare Inquiry System
EAS	Emergency Alert System
EBS	Emergency Broadcast System
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EMA	Emergency Services and Disaster Agency
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FCP	Forward Command Post
FEMA	Federal Emergency Management Agency
HHS	Department of Health & Human Services
IDNS	Illinois Department of Nuclear Safety
IDOT	Illinois Department of Transportation
IEMA	Illinois Emergency Management Agency
IEPA	Illinois Environmental Protection Agency
IMS	Incident Management System
JIC	Joint Information Center
MABAS	Mutual Aid Box Alarm System
MBS	Media Briefing Center
NWS	National Warning System
NSS	National Shelter Survey
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
SSO	Shelter System Officer
VA	Department of Veterans Affairs

## **BASIC DOCUMENT**

### **STATEMENT OF PURPOSE 301.230b1**

The objective of preparing emergency plans is to create the capacity for local government to save the maximum number of lives in the event of a major emergency or disaster, minimize injuries, protect property, preserve functioning civil government, and maintain and support economic activities essential for the survival and eventual recovery from the emergency or disaster.

In the past, emergency and disaster plans were written to deal with the effects of one or more disaster situations. It is now felt that all emergencies and disaster situations have certain commonalities. This Plan will focus on developing an emergency management system capable of operating in any type of emergency or disaster whether natural, technological, or civil. Specific actions that are further described in the Concept of Operations will be outlined in functional annexes developed for each operational Village Department.

**The Plan adopts and incorporates by reference the Homeland Security Presidential Directives and regulations of IEMA and the Federal Emergency Management Agency (FEMA), referenced herein, and will adopt any such Directives and regulations that become effective hereafter, all to the extent required or otherwise necessary for the Plan's viability. To the extent feasible, any new or revised such Directives and regulations should be specifically incorporated by reference at least during annual review of the Plan.**

(Note: The Plan often refers to "resident(s)" but applies to all persons within the Village.)

### **ASSUMPTIONS 301.230b2**

Officials of the Village of River Forest can assume:

Response and recovery shall remain the responsibility of the officials described herein. Local resources shall be used first, then mutual aid resources, and finally County, State and federal Assistance. Individuals and agencies shall be used in their responsible roles to the extent practical, and non-essential functions will be offered so that these resources may be diverted to the emergency.

The EMA Coordinator shall serve as staff assistant to the Village President or his/her Interim Successors, as described in Continuity of Government in the Basic Document below. For purposes of this Plan, the then-acting Fire Chief shall be the Coordinator, unless otherwise provided by the Village President and Village Board. All agency or Department Heads will continue to control their organizations at the direction of the Village Administrator. (Village Code Section 1-7-3)

Representatives of designated local organizations shall staff the EOC for the purpose of coordination and centralized direction and control.

In addition, the following may be assumed:

1. The Village has capabilities and resources, which, if effectively employed, will minimize or eliminate the loss of life and damage to property in the event of a major emergency or disaster.
2. Through their coordinating agencies, the Cook County (County) Emergency Management Agency (County EMA) and the Illinois Emergency Management Agency (IEMA) have resources available to assist it in emergency or disaster response and recovery efforts.
3. Some of the hazards that may affect the Village may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.
4. Initial response to any emergency will be made by the first response agencies of the Village including Police, Fire/EMS and Public Works (the “Departments”) and EMA.
5. Depending on the severity and magnitude of the emergency, it may be necessary to request additional assistance to control the situation. This assistance may be provided in the form of auxiliary or paid-on-call police officers and firefighters, as well as trained volunteers. Additional assistance may be provided by governmental mutual aid organizations or from the private sector.
6. This Plan has been prepared, integrating all operational Departments, in a comprehensive effort to prepare for major emergencies and disasters following the “all hazards” approach. Each Department has developed standard operating procedures to support everyday operations and their assignments, as outlined in this Plan.

### **SPECIAL CONSIDERATIONS REGARDING WEAPONS OF MASS DESTRUCTION (WMD)**

As in all incidents, WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are several factors surrounding WMD incidents that are unlike any other type of incident and must be taken into consideration when planning a response. First responders’ ability to identify aspects of an incident (e.g., signs and symptoms exhibited by victims) and report them accurately are key to maximizing the use of critical local resources and triggering State and federal responses. The following items identify differences between WMD incidents and other natural and technological hazards:

1. The situation may not be recognizable until there are multiple casualties. Most chemical and biological agents are not detectable by methods used for explosives or firearms. Most agents can be carried in containers that look like ordinary items.
2. There may be multiple events, e.g., one event in an attempt to influence another event’s outcome.
3. Responders are placed at higher risk of becoming casualties. Because agents are not readily identifiable, responders may become contaminated before recognizing the agent involved. First responders may, in addition, be targets for secondary releases or explosions.
4. The location of the incident will be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions on-scene are coordinated between response organizations to minimize conflicts between law enforcement authorities, who view the incident as a crime scene, and others who view it as a hazardous materials or disaster scene.
5. Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors’ offices, walk-in medical clinics, or emergency rooms because they do not realize that they are contaminated. First responders may carry the agent to fire or police stations, hospitals, or to other locations of subsequent calls.

6. The scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.
7. There will be a stronger reaction from the public than with other types of incidents. The thought of exposure to a chemical or biological agent or radiation evokes terror in most people. The fear of the unknown also makes the public's response more severe.
8. Time is working against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemical and biological agents worsen with time.
9. Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.
10. Specialized local and State response capabilities may be overwhelmed.

## **IDENTIFICATION OF HAZARDS**

The Village is vulnerable to many different types of natural, technological/industrial and civil/political hazards capable of creating a major emergency or disaster situation. Specific hazards determined to be of major concern are listed below, in order of their level of threat (301.220a1, 301.220a2, 301.220a3, 301.220b1, 301.220b2, 301.220c):

### **A. Natural Hazards**

1. **Severe Thunderstorm/High Winds/Lightning/Wild land fires**  
Severe Thunderstorm/High Winds/Lightning are common occurrences within the Village and the effect is minimized with early warning of weather spotters. Wild land fires are contained primarily to the Forest Preserve area of the community and occur rarely.
2. **Winter Storms/Snow/Ice**  
Winter Storms/Snow/Ice are common occurrences within the Village and the effect is minimized with early warning. Tree branches and power lines are the leading causes for response. Health issues (heart attack and falls) also increase during these occurrences.
3. **Severe and Excessive Heat or Cold**  
Severe and Excessive Heat or Cold occur minimally (once or twice a season) and have a short duration (one to five days) without relief.
4. **Floods**  
Flooding is possible primarily in the western portion of the Village along the Des Plaines River. Previous flooding resulted in the creation of our 'Deep Tunnel' project that has dramatically reduced the potential dangers of future flooding.
5. **Tornadoes**  
Tornadoes occur infrequently during the storm season and our early warning system is close and accurate for the Village. If a tornado does reach the Village, mutual aid assistance is available through the Mutual Aid Box Alarm System (MABAS) and the Statewide Mutual Aid System.
6. **Earthquakes**  
Earthquakes are possible, stemming from the New Madrid fault line running through southern Illinois. Most activity is centered in the Mississippi Valley, but shock waves have been felt in the Chicago area. MABAS technical rescue teams are available for structural collapse.
7. **Drought**  
Drought has a minimal effect on the Village outside of water restrictions and potential brush fires. If need be, a request for additional Lake Michigan Water allotment will be made.

## B. Technological / Industrial Hazards

### 1. Fire/Explosion

Fire/Explosions can happen at any time. Fire prevention inspections and public education, along with new and current building codes minimize the threat of fire or explosion. Twenty-four-hour response by career Fire Department employees, along with mutual aid, is available.

### 2. Commercial Transportation Accidents (Air, Rail, Road)

Commercial Transportation Accidents, primarily rail and road, can occur with two rail lines running through the center of the Village and two major state roadways on its borders. Hazardous materials and mutual aid response is available.

### 3. Utility Failure (electric, gas, phone, sewer, water)

Utility Failure can be a common occurrence with all utilities considered. Power, internet and phone outages usually happen during storms and are handled adequately as crews are available. Gas failure is uncommon due to good infrastructure. Further, water and sewer failure is sporadic and every day occurrences are handled by the Public Works Department. A catastrophic failure of water or sewer will initiate a response from Illinois Environmental Protection Agency (IEPA) and/or Metropolitan Water Reclamation District (MWRD) to ensure safety within the Village.

### 4. Hazardous Material Incident (Fixed Site, Transportation, Nuclear)

Hazardous Material Incidents are limited to fueling/service stations and transportation (roadway and railway) accidents. Hazardous materials and mutual aid response is available.

### 5. Structural Collapse

Structural Collapse can be of any structure. The Village has several structures greater than three stories, with eight stories being the highest. In addition to height, the Village has expansive buildings including eleven gymnasiums, ten churches, three universities, one high school and seven elementary schools. MABAS technical rescue teams are available for structural collapse, along with structural engineers through the Building Department.

## C. Civil/Political Hazards

### 1. Terrorism

There have been no acts of terrorism committed in the Village in the past. The most likely target of any such acts in the future would be either freight or passenger trains which frequently travel through the Village.

### 2. Civil Disturbance/Strikes

There have been no such incidents in the past, and it is highly unlikely any such incidents would occur in the future.

### 3. Riots

There have been no such incidents in the past, and it is highly unlikely any such incidents would occur in the future.

### 4. Sabotage

There have been no such incidents in the past, and it is highly unlikely any such incidents would occur in the future.

### 5. Hostage Situations

There have been no such incidents in the past. Any such incidents in the future, should they occur, would most likely be connected to criminal activity, such as an armed robbery discovered while in progress, rather than an act of terrorism.

6. Extortion

There have been no such incidents in the past. Any such incidents in the future, should they occur, would most likely be connected to criminal activity.

7. Active Shooter

There have been no such incidents in the past. Any such incidents in the future, should they occur, would most likely be connected to criminal activity.

**CONCEPT OF OPERATIONS 301.230b3**

The difference between normal day-to-day operations and emergency operations must be understood if emergency management is to be effective. During non-emergency periods, operational Departments go about their daily business under the direction of a Department Head or Chief. During a period of emergency or disaster, the Village President is authorized to declare a state of emergency within the Village, based upon certain criteria. (Village Code Section 1-5-7(A)). Department Heads, who previously provided direction to their forces, continue to do so in times of emergency. During a major emergency or disaster situation, however, Department Heads function and coordinate their Department's responses from the Emergency Operations Center (EOC) located at 400 Park Avenue, River Forest, IL. Departments and agencies tasked with response and recovery missions under this Plan make up the River Forest Crisis Management Team (CMT) with the support and assistance of the River Forest Emergency Management Agency. The CMT, functioning from the EOC, is responsible for making strategic decisions necessary to support the Incident Management System (IMS) and to ensure the overall safety of the Village.

A comprehensive emergency management program is concerned with all types of hazards that might occur in the Village. Prior to an emergency, the following strategies are applied to these hazards:

**PRE-INCIDENT MITIGATION**

Mitigation activities are those that eliminate or reduce the probability of a major emergency or disaster. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Examples include establishing building codes, flood plain building restrictions, etc.

**PREPAREDNESS**

Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, training, exercising, and development of public information and warning systems are among activities conducted under this phase.

Following the onset of an emergency or disaster, government and private agencies must be prepared to immediately swing into action and provide a variety of services. Pursuant to the Illinois Emergency Management Act (the IEMA Act), the effect of the declaration of a local disaster is to activate the Village's Plan and to authorize the furnishing of aid and assistance thereunder. 20 ILCS 3305/11(b). As such, this Plan is written to consider activities that occur within the County and its municipalities following the activation of the Plan. The Pre-Incident Mitigation and Preparedness activities, described above, which are taken prior to the onset of an emergency or disaster, other than planning itself, are not the focus of this document.

## RESPONSE

During the response phase, emergency services necessary to reduce injury and death, and protect property are provided. These activities help to reduce casualties and damage and to speed up recovery. Response activities include warning, evacuation, firefighting and rescue, emergency medical services, and other similar operations addressed in this Plan.

Presidential Decision Directive (PDD) 39 divides response activities for a WMD incident into two operational phases: crisis management and consequence management.

**Crisis Management** is defined as a law enforcement function, which includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. In a terrorist incident, a crisis management response may include traditional law enforcement missions, such as intelligence, surveillance, tactical operations, negotiations, forensics, and investigations, as well as, technical support missions, such as, agent identification, search, render safe procedures, transfer and disposal, and limited decontamination. In addition to the traditional law enforcement missions, Crisis Management also includes assurances of public health and safety. PDD-39 assigns the Federal Bureau of Investigation (FBI) as the lead agency in charge of operations under the Crisis Management phase of operations. The laws of the United States assign primary authority to the federal government to prevent and respond to acts of terrorism or potential acts of terrorism.

**Consequence Management** is predominantly an emergency management function and includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. In an actual or potential terrorism incident, a Consequence Management response will be managed by FEMA using the structures and resources of the Federal Response Plan. These efforts will include support missions as described in other federal operational plans, such as predictive modeling, protective action recommendations, and mass decontamination. *PDD-39* assigns the Federal Emergency Management Agency (FEMA), as the lead agency in charge of operations under the Consequence Management phase of operations. The laws of the United States assign primary authority to State and local governments to respond to the consequences of terrorism, and the federal government provides assistance, as required.

## RECOVERY

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the Village and provide for the basic needs of the public. Long-term recovery focuses on restoring the Village to its normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to a recent disaster. Examples of recovery actions include temporary housing, restoration of non-vital governmental services, and reconstruction of damaged areas.

## POST-INCIDENT MITIGATION

Post-incident mitigation activities are those that eliminate or reduce the probability of future events or damage by altering or permanently changing the area that was affected by an incident. Examples may include buy-out and demolition of flood-prone structures, construction of flood

control/storm water retention facilities, and modification or development of more stringent building codes.

## **NATIONAL INCIDENT MANAGEMENT SYSTEM**

The National Management System (NIMS) includes “a core set of concepts, principles, terminology and technologies covering the incident command system,” among other things.

The Incident Command System (ICS) is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade, including acts of catastrophic terrorism. All levels of Government - federal, State, local, and tribal, use ICS, as well as by many private sector and nongovernmental organizations. ICS is usually organized around five major functional areas: command, operations, planning, logistics, and finance and administration. A sixth functional area, intelligence, may be established if deemed necessary by the Incident Commander (IC), depending on the requirements of the situation at hand.

Some of the more important "transitional steps" that are necessary to apply ICS in a field incident environment include the following:

- Recognizing and anticipating the requirement that organizational elements will be activated and taking the necessary steps to delegate authority as appropriate;
- Establishing incident facilities as needed, strategically located, to support field operations;
- Establishing the use of common terminology for organizational functional elements, position titles, facilities, and resources; and
- Rapidly evolving from providing oral direction to the development of a written Incident Action Plan (IAP).

## **INCIDENT MANAGEMENT SYSTEM**

Response to major emergencies and disasters is based upon an integrated Incident Management System (IMS), which includes municipal and County involvement, and may require support and assistance from the State and federal government. Operations conducted under this Plan will be accomplished based on that model.

Most major emergencies and disasters occur with little warning. The first notification usually comes from a call to the 911-telecommunication system or visual manifestation of the emergency or disaster, as in the case of a devastating tornado, a train derailment or an airline accident.

In each instance, the first to respond to the event are the Village’s first response agencies: Fire and Police Departments. Response is as follows:



**Step 1 - Arrival and establishment of command** - Upon arrival at a scene, an Incident Commander (IC) will be identified and the Incident Command System (ICS) initiated. A Formal Command Post (FCP) will be established and clearly identified; staff officers from each responding discipline will report to that site.

**Step 2 - Assessment of the situation** - The Incident Commander and his/her staff will begin a rapid assessment of the situation to determine if first responders can handle the incident, or if additional assistance is needed. If the situation requires resources above those normal resources at the disposal of the Incident Commander, the Village President will be notified.

**Step 3 - Activation of the Village's Emergency Management Agency (Village's EMA)** – If the situation appears to exceed normal resources, the Village's EMA will be notified and this Plan, the Crisis Management Team (CMT), and Emergency Operations Center (EOC) activated. Cook County's Emergency Management Agency (County EMA) should also be notified at this point. Once the EOC is activated, joint communications will be maintained between the Forward Command Post, the EOC, and the County's Mobile Communication Center or EOC.

The County Emergency Management Agency will notify the Illinois Emergency Management Agency of the potential emergency and follow its Standard Operation Procedures (SOPs).

**Step 4 - Assessment of the Village's ability to cope with the situation** - If it is determined that a situation can be handled locally, with the available normal resources, the EMA may be notified and this Plan, the CMT and EOC may be activated.

Steps 3 and 4 – Declaration of State of Emergency or Disaster

In either Step, the Village President may declare a “State of Emergency,” pursuant to Section 1-5-7 of the Village Code, subject to the following:

A. The Village President is authorized to declare a State of Emergency, including the Declaration of a Local Disaster, within the Village based on the following findings and supporting facts:

1. There has occurred, or there is actual imminent danger of occurring, a natural disaster, catastrophe, pestilence or contagious disease, which is likely to cause loss of life, loss of productivity, hardship or suffering to the persons residing in or doing business in the Village.

2. That the Declaration of a State of Emergency is necessary in order to prevent loss of life or injury, alleviate damages, loss, hardship, or suffering.

B. During a declared State of Emergency, the Village President is authorized to exercise, by executive order, such powers of the Village President and Board of Trustees as may be reasonably necessary to respond to the emergency.

C. A Declaration of a State of Emergency shall:

1. Be executed under oath.
2. Set forth the basis and underlying facts supporting the Declaration of a State of Emergency.
3. Make reference to published statements of federal, State or County agencies whose duty it is to address emergency matters.
4. To the extent possible, specify the procedures and protocols to be followed during the state of emergency.
5. To the extent possible, make specific reference to any regulations which may be subject to suspension during the state of emergency.
6. Consistent with division C.8. below, set forth the duration of the State of Emergency.
7. Be filed with the village clerk as soon as practicable.
8. Expire no later than the adjournment of the first regular or special meeting of the village president and board of trustees after the state of emergency has been declared.

D. A Declaration of a State of Emergency pursuant to this authority may not suspend in any way the rights of persons under the Illinois or United States Constitutions.

The Declaration authorizes the activation of the Plan and the rendering of assistance by the Village. If the Village is unable to manage the situation, then a Declaration of “State of Disaster” should be initiated as a State of Emergency. The Disaster Declaration formally identifies that the situation is larger than the Village can handle and Cook County’s assistance is formally requested.

**Step 5 – Requesting Assistance** – The mechanism for requesting disaster assistance is for the Village to contact County EMA. Prior to going further, the County must expend its available resources, such as equipment owned by the County and that available from neighboring municipalities and townships, before going to the State.

If State assistance is needed, i.e., National Guard, etc., the Village President must so indicate to the County EMA. Again, the County must have expanded its available resources, and then must make that request through the State Emergency Management Agency, which will forward that request to the Governor. **301.230b8**

**CCDEMRS - 24/7 phone number 708-865-4766 and IEMA – Region 4 phone number 847-297-4717, after hours 217-782-7860.**

**Step 6 - Activation of the Cook County Emergency Management System** - Following a request for Cook County assistance, the County’s primary agencies will be activated and respond. A situation assessment process will then begin. This assessment will assist County officials in determining if its resources will be adequate to meet the Village’s request for assistance, or if State or federal assistance will be required. Finally, a representative from the Cook County Department of Emergency Management and Regional Security (“CCDEMRS”) will be dispatched to the EOC to confer with Village officials. This representative will assist Village officials as needed. A CCDEMRS representative can be dispatched to the Command Post to interface with the Incident Commander and his/her staff.

**Step 7 - Assessment of the County’s ability to cope with the situation** - Based upon information from the Village CCDEMRS, and the County’s primary agencies, a decision

will be made if the assistance can be provided strictly using the County's normal resources. If the situation can be handled by the County, the Coordinator of the County EMA will request the County Board Chairman to declare a "State of Emergency", authorizing the implementation of the County Emergency Operations Plan, and authorizing departments and agencies identified in the Plan to perform their assigned emergency duties. If the disaster is widespread, and cannot be handled by the County's normal resources, the Cook County Board Chairman will proclaim a "State of Disaster", which directs the Coordinator of the Cook County Department of Emergency Management and Regional Security to request assistance from the State through IEMA. This disaster declaration formally declares that the situation is larger than the County can handle and State assistance is requested.

**Step 8 - Preparing a countywide damage assessment** - The County, through the Cook County Department of Emergency Management and Regional Security, will work with Village officials to develop a detailed damage assessment. This document, for example the CCDEMRS "Incident Flash Report", (see Annex E, appendix E 6), will detail the number of individuals injured and dead, buildings damaged and destroyed, damage to the infrastructure, etc. This detailed damage assessment will be filed with the State following the impact of the disaster. While an initial response from the State will be forthcoming during this assessment period, federal assistance is based on the data generated by this assessment.

**Step 9 - State disaster assistance** - Resources from a variety of State government agencies can be dispatched to assist the Village and/or the County. Some of the resources are immediately dispatched, such as the Illinois State Police and the Department of Transportation, while others are dispatched following coordination through the State Emergency Operations Center in Springfield.

Following notification, the Illinois Emergency Management Agency (IEMA) will dispatch a Regional Coordinator to the Primary EOC to serve as a liaison between the Village and the State. This liaison officer acts as a conduit for requests for any State assistance.

IEMA also has a major responsibility for preparing the request for a Presidential Disaster Declaration for the Governor. If the disaster is widespread, and State resources will be overtaxed, IEMA, in cooperation with the County and Village officials, will provide a detailed assessment of the damage and its effect on the Village and its residents to the Federal Emergency Management Agency (FEMA). Based on the severity and magnitude of the situation, the Governor will request the President to declare a major disaster or an emergency for the State, and the President will issue a declaration, as warranted. The declaration process will be carried out under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) (Public Law 93-288), as amended, see 42 USC 5170.

**Step 10 - The Presidential declaration** - If criteria are met, the President of the United States can declare Cook County either an emergency or disaster area. This declaration will authorize the rendering of a variety of aids, primarily financial, to affected residents and units of government. An emergency declaration will authorize limited assistance from specific agencies, while a disaster declaration will authorize the full range of federal assistance to the County.

For certain situations, the President may declare an emergency, with or without a Governor's request, as specified in Title V of PL 93-288, as amended. Under Title V, the President may direct the provision of emergency assistance under the authority of:

- a) Section 501 (a) - based on a request of the Governor, or
- b) Section 501 (b) - upon the determination of the President that an "emergency exists for which the primary responsibility for response rests with the United States."

42 USC 5191

FEMA, using the Federal Response Plan, directs and coordinates all federal response efforts to manage the consequences in domestic incidents for which the Presidents has declared, or expresses an intent to declare, an emergency or disaster.

Federal agencies have been grouped together under functional Emergency Support Functions (ESF's) to facilitate the provision of response and recovery assistance to the County through the State. All Federal response assistance will be provided using some or all of the ESF's, as necessary.

A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate Federal activities. The FCO will work with the State Coordinating Officer (SCO) to identify overall requirements, including unmet needs and evolving support requirements, and coordinate these requirements with the ESF's. The FCO will coordinate response activities with the ESF representatives to ensure that Federal resources are made available to meet the requirements identified by the County and State.

#### **CONTINUITY OF GOVERNMENT 301.230b4**

Effective emergency management operations depend on two important factors to ensure continuity of government. These factors include (1) lines of succession for officials, department heads, and supporting staff; and (2) preservation of records vital to the community.

In the event that the Village President is "unavailable", the powers of the office shall be exercised and duties shall be discharged by his/her designated emergency Interim Successors in the order specified. The emergency Interim Successor shall exercise the powers and discharge the duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes; or until the officer, or his/her deputy or a preceding emergency Interim Successor, again becomes available to exercise the powers and discharge the duties of his office, based on the authority set forth in the Emergency Interim Executive Succession Act, 5 ILCS 275/1 et seq., which defines "emergency interim successor", as follows:

- (A) person designated pursuant to this Act, in the event the officer is unavailable, to exercise the powers and discharge the duties of an office until a successor is appointed or elected and qualified as may be provided by the constitution, statutes, charters and ordinances or until the lawful incumbent is able to resume the exercise of the powers and discharge the duties of the office. 5 ILCS 275/3(b).

The Village President is unavailable if:

A vacancy in office exists and there is no deputy authorized to exercise all of the powers

and discharge the duties of the office, or that the lawful incumbent of the office (including any deputy exercising the powers and discharging the duties of an office because of the powers and discharging the duties of an office because of a vacancy) and his duly authorized deputy are absent or unable to exercise the powers and discharge the duties of the office.” 5 ILCS 275/3(a).

Pursuant to Section 7 of the Emergency Interim Executive Succession Act, 5 ILCS 275/7, the Village President may issue regulations designating emergency interim successors and their order of succession. For purposes of this Plan, the Village President designates the following line of succession, subject to modification by the Village President:

1. Village President
2. Village President Pro-Tem (Senior Trustee)
3. Village Administrator
4. 2<sup>nd</sup> Senior Trustee

An oath of office may be required upon taking office as an Interim Successor, 5 ILCS 275/8, and removal of an Interim Successor may be with or without cause. 5 ILCS 275/10.

The phrase “Interim Successor” shall refer to these individuals acting as successor to the Village President in the order provided. The phrase “Village President”, when used in this Plan, shall include “his/her Interim Successor” to the extent applicable.

The Village Clerk is responsible for the identification of those records deemed to be vital to the restoration of the Village. As these records and their storage method may vary from time to time, a listing of those records and the location of the alternate storage facility(s) can be found under separate cover.

## **ORGANIZATION AND RESPONSIBILITIES 301.230b5**

Most Village Departments have emergency functions in addition to their normal day-to-day duties; however, these functions usually parallel or compliment normal responsibilities. Each Village Department is responsible for the development of specific standard operating procedures (SOPs) detailing how they will function in support of the responsibilities outlined in this Plan.

The purpose of this section is to identify areas of major concern in the Village’s emergency management program, and further identify which Village Department is responsible for managing a particular function. Specific details, checklists, and supporting documentation can be found in an annex corresponding to the functional areas described below.

## **DIRECTION AND CONTROL - ANNEX A**

### **Emergency Operation Center - Annex A1**

The following Departments are responsible for overseeing the operations of the Village’s Emergency Operations Center (EOC) in the following order: The Village Coordinator, the Village Administrator’s Office, the Fire Department, the Police Department, and the Public Works Department. The primary EOC will be located on the first level of the Village Hall in the

Community Room, located at 400 Park Avenue, River Forest, IL.

The EOC serves as the strategic direction and control center responsible for supporting tactical decisions made at the Incident Command Post and for issues relating to the community as a whole. The Village President and operational Department Heads will staff this facility and provide support staff when fully activated.

Alternate EOCs shall be the Community Center (south) and Dominican University (north). A mobile EOC shall be the Cook County's Command and Communications Van (Cook County/MABAS).

Detailed information including staffing, operational checklists, location of community vital records, etc., may be found in Annex A1.

### **Emergency Management Agency Annex A2**

Emergency management can be applied to all emergencies, whether they are minor accidents or major events. In the Village, its Departments must be prepared act to protect lives and property when an emergency strikes. In addition, industry, agriculture, commerce, and other elements of its economy must be protected. The Village's government activities are designed to provide such protection.

Illinois law provides the Chief Executive Officer of the Village, i.e., the Village President, with overall authority in the event of an emergency or disaster, 20 ILCS 3305/10, as does the Village Code (Chapter 6, Section 7-6-1 e seq.) In addition, upon the declaration of an emergency or disaster, Village services must be provided in a professional and effective matter. Therefore, it is essential that its first responders and support personnel know and understand their responsibilities prior to the onset of an emergency or disaster. They must also know where they are expected to operate from during an emergency.

It is essential that all emergency response personnel know who is in charge during an emergency. Lines of succession must be established, prior to an emergency, to ensure continuity of operations in the event of the absence of the Village President and/or Coordinator. It must also be clearly known which Department is responsible for providing which functions.

Emergency organizations basically perform the same functions in an emergency that they perform during daily activities. Operating personnel should report through the same command structure during all types of situations.

The Village's Emergency Management Coordinator (Coordinator) is the vital ingredient in the development of the Village's EMA program. He/she serves as a key leader in organization, training, administration and operations, chief of staff to the Village President during emergency response, community liaison to build the emergency program, and supporter of mitigation efforts.

The Coordinator is appointed by the Village President and Board of Trustees to serve until removed by the Board, (Village Code Section 7-6-2), and has the responsibility for coordinating all the components of the Village's EMA. These components consist of police, fire, emergency medical services, public works, volunteers, and other groups contributing to the management of

emergencies. The parts of the EMA are no different than the parts of government and the private sector that manage the day-to-day affairs of the Village.

Detailed information regarding Emergency Management operations and capabilities can be found in Annex A2.

### **Law Enforcement - Annex A3**

The River Forest Police Department is the primary agency responsible for the provision of law enforcement services. The Police Department is made up of full-time and part-time, sworn and civilian, personnel.

The Police Department is responsible for law enforcement and crime prevention activities in addition to traffic and crowd control during periods of emergency. Additional law enforcement resources are available from neighboring communities, Cook County Sheriff's Office, the Illinois State Police, and Federal law enforcement agencies. National Guard assistance is available only following the declaration of a local emergency and through direct request of the Village President to the Cook County EMA for relay to the Illinois EMA, provided that the Guard is not already activated as part of its national mission. The State of Illinois will determine whether the National Guard or other State law enforcement assets are appropriate to handle the requested mission.

The Chief of Police is responsible for coordinating the law enforcement function from the EOC during times of emergency or disaster.

Detailed information regarding Law Enforcement operations and capabilities can be found in Annex A3.

### **Fire, Rescue and Emergency Medical Services (EMS) - Annex A4**

The Fire Department of River Forest is responsible for providing Fire, Rescue, and EMS services. The Fire Department is responsible for fire prevention and suppression, providing ambulance services, as well as conducting light and heavy-duty rescue operations. The Fire Chief will coordinate the functions of the Fire, Rescue, and EMS program from the EOC during times of emergency or disaster. The Fire Department is made up of full-time employees.

In times of emergency, neighboring communities and Fire Districts can provide additional resources through formalized mutual assistance agreements. The Village is a member of the Mutual Aid Box Alarm System (MABAS), Division XI, a mutual aid system of participating communities. As a result, considerable amounts of mutual aid fire and rescue equipment can be provided by surrounding communities.

The following hospitals serve the River Forest Community: West Suburban Medical Center, Oak Park Hospital, Loyola University Medical Center, Gottlieb Hospital, and MacNeal Hospital.

Detailed information regarding the operation and capabilities of the Fire, Rescue, and EMS can be found in Annex A4.

## **Public Works - Annex A5**

Director of Public Works (708) 366-8500 office  
400 Park Ave, River Forest, IL (708) 366-3702 fax

The Public Works Department of River Forest will provide for debris clearance, repair and installation of public facilities, support assistance to other agencies, and maintenance of equipment, as required by an emergency or disaster.

The Public Works Director is responsible for the water supply and sewerage disposal system, debris clearance, the repair, maintenance and operation of Village utilities and streets, decontamination assistance, refuse disposal, control of construction and operation of a salvage depot. **301.240c2e**

Detailed information regarding the Public Works function can be found in Annex A5.

## **COMMUNICATIONS – ANNEX B**

The West Suburban Consolidated Dispatch Center (WSCDC) is responsible for the operation of a community-wide dispatch service, including 911 (911 Communications Center). From its communications center located immediately above the primary EOC, telecommunicators can communicate with all municipal Departments. The WSCDC is supervised by its Director on a daily basis.

Notification plans are maintained in the 911 Communications Center and EOC for notifying key officials of emergency situations.

Detailed information regarding communications capabilities of the Village can be found in Annex B.

## **WARNING/EMERGENCY INFORMATION – ANNEX C**

During an emergency, the 911 Communications Center serves as a source of intelligence for EOC staff and a location for dissemination of warnings to the public.

Depending on the type of emergency and time available to warn the public, notifications may be made in several ways, including, but not limited to:

- a. Siren system
- b. Cable and local TV
- c. Village web site
- d. Public radio
- e. Public address system of Police and Fire
- f. Door to door by police, fire, EMA volunteers



## **EMERGENCY PUBLIC INFORMATION – ANNEX D**

The Village Administrator is responsible for the development of media releases during an emergency or disaster, as well as, coordinating the development of the Emergency Public Information annex. The EMA Coordinator, Fire Chief, Police Chief, and Public Works Director support the Public Information Officer (PIO) in this effort. The primary purpose of the emergency s information system is to provide up-to-date warnings and advisory information to the public. Public information during pre-emergency periods utilizes all available media outlets including the following: newspaper, radio, commercial and cable television stations.

The Village will utilize media outlets, such as, radio and television, to provide information to residents during an emergency or disaster.

Following implementation of this Plan, a Media Briefing Center will be established to provide consolidated information from the Village to the media. The Media Briefing Center will be located in the Gymnasium of Lincoln School at Franklin and Lake Street, or such other location as may be required.

All emergency media releases should be cleared through the Village President prior to release.

During large-scale situations, involving multiple municipalities or the County, media releases should be coordinated with all affected jurisdictions to ensure the release of actual and timely information. The Village may also participate in a Joint Information Center, staffed with representatives of other affected municipalities, the County, and involved State and federal agencies.

Detailed information regarding the Emergency Public Information system can be found in Annex D.

## **DISASTER INTELLIGENCE/DAMAGE ASSESSMENT - ANNEX E**

The Village's EMA is responsible for conducting damage assessments in the Village with the assistance of the Public Works Department. The damage assessment process will be accomplished jointly by the Village, supported by the County and State.

The Village's damage estimate information will be forwarded, as soon as possible, to the Cook County Department of Emergency Management and Regional Security (using the CCDEMRS Incident Flash Report) and will be included in a consolidated countywide damage estimate. This consolidated damage estimate will be forwarded to IEMA.

The Village's EMA Coordinator and the Assistant Director of Public Works will coordinate the EMA's damage assessment during times of emergency or disaster.

Detailed information regarding the operations and procedures of the damage assessment system can be found in Annex E.

## **EVACUATION - ANNEX F**

The Police and Fire Departments are responsible for developing and coordinating evacuations in the Village. Requests for resources from municipal response agencies will be handled through Mutual Aid Agreements with other municipalities, the County and State during periods of multi-jurisdictional disasters. These Mutual Aid Agreements include MABAS, Statewide Mutual Aid, ILEAS and NIPAS.

Protective actions are defined as measures taken to protect the population from the effects of a hazard. These actions may include sheltering in place or evacuation.

Sheltering in place involves directing the population to remain indoors and closing off sources of outside ventilation. This method may be recommended in the event of a short-term release of hazardous materials, or when the general population would be placed at greater risk to the hazard through attempts to evacuate.

Evacuation is a procedure that involves moving the civilian population from an actual or potential hazard area to one that offers safety. Evacuations can be divided into two specific classifications, “limited evacuation” and “general evacuation.”

The Police or Fire Chief may initiate a limited evacuation in the event of a fire, small hazardous materials incident, or hostage situation. This type of evacuation would only involve a limited area, perhaps only a square block.

A general evacuation would involve the movement of either a large portion or the entire population of the Village. This may be due to a large hazardous materials spill, impending flood, terrorist action, or other impending disaster agent. The Village President has authority to direct the implementation of a general evacuation, following the declaration of a state of emergency.

Detail information regarding the evacuation plan and procedures can be found in Annex F.

## **MASS CARE - ANNEX G –**

The Cook County Department of Public Health (CCDPH), Salvation Army and American Red Cross are responsible for developing and coordinating the Mass Care function.

### **Shelter – Annex G1**

Mass care includes the management and coordination of shelter and feeding activities, provision for bulk collection and distribution of relief supplies, and the operation of a system to assist in reuniting displaced families.

Responsibility for the provision of mass care services lies with the Village, with support of, among others, the CCDPH, American Red Cross and Salvation Army.

Detailed information regarding the Shelter plan and procedures can be found in Annex G1.

## **Animal Care and Relief – G2**

The Cook County Department of Animal and Rabies Control (CCARC) has primary responsibility for coordination of county-wide animal disaster response in Cook County. CCARC, together with local animal welfare and animal care organizations, has developed a Cook County Animal Control Disaster Plan. The Administrator of CCARC is designated as the Disaster Animal Relief Director for all animal species in Cook County, who will coordinate County relief efforts through the State veterinarian.

The Animal Control Officer will notify CCARC in the event that animal care relief is required.

Detailed information on the Animal Care and Relief can be found in Annex G2.

## **HEALTH AND MEDICAL - ANNEX H**

Health services are primarily the responsibility of the Cook County Public Health Department.

The CCDPH is primarily responsible for three health areas: Public Health, Environmental Health, and Mental Health.

Public Health activities include supporting shelter and mass care operations, providing antidotes and immunizations as necessary, and staffing field stations during recovery operations, in cooperation with the fire service, emergency medical services, and area hospitals to provide health services to individuals who cannot be moved following an evacuation.

Environmental Health activities include verifying the sanitary conditions of food service and public sanitary facilities, assessing the quality of potable water supplies, assessing an emergency or disaster's impact on environmental health, and preventing the potential spread of any disease or infection created by an emergency or disaster.

Mental Health activities include .....

Detailed information on each of these activities, their capabilities and operations can be found in Annex H.

## **MORTUARY SERVICES - ANNEX I**

Mortuary services are primarily the responsibility of Cook County government.

The Cook County Medical Examiner's Office is responsible for the removal, identification, and disposition of victims of an emergency or disaster situation.

Detailed information on this agency, its capabilities and operations can be found in Annex I.

## **RESOURCE MANAGEMENT - ANNEX J**

### **Resources**

The Village Administrator is the primary official responsible for the development and management of the Resource Management Annex. This Annex outlines resources that will be available to the Village and the procedures to contract for them during periods of emergency/disaster.

The Cook County Department of Emergency Management and Regional Security annually produces a Municipal Resource Guide with information on emergency management agencies and Public Works in Cook County. This Guide is distributed to each community in the County. The Guide may be used to assist the Village in its resource management task.

The Finance Department is responsible for managing the financial aspects of emergency and disaster response and recovery efforts. The activities that will be performed by this Department include, but are not limited to, tracking of costs involved in response, tracking personnel time, approving the purchase or rental of materials and supplies during response and recovery periods, etc.

### **Donations**

As no formal emergency/disaster donation program exists in the Village, the Village Administrator's Office is responsible for coordinating donation efforts during periods of emergency. These efforts include, but are not limited to, registration, training, and supervision. The Finance Director is responsible for the supervision of the donation program in periods of emergency/disaster. The Village of River Forest Donations Plan outlines a structure for efficiently managing the influx of goods donated to assist victims of an emergency/disaster situation. All groups that participate in donation management should be prepared to fulfill their individual roles and responsibilities in the event of an emergency/disaster. These may include corporations, private voluntary organizations or local, County, State and Federal governments, among whom cooperation and coordination are critical. Notwithstanding the foregoing, acceptance of donations on behalf of the Village is subject to approval of the Village President, pursuant to the EMA Act, 20 ILCS 3305/17.

### **Volunteers**

The Village Administrator's Office is responsible for the development and maintenance of a volunteer program in the Village. The Assistant Village Administrator is responsible for the supervision of the volunteer program during periods of emergency. The function of the volunteer program is to allow members of the community to aid the Village in times of need. Volunteer management should concentrate on the best methods to provide victims of emergency/disaster with as much support as possible.

The Assistant Village Administrator may be supported in this task, during periods of emergency, by the Cook County Department of Emergency Management and Regional Security.

Detailed information regarding the Resource Management program can be found in Annex J.

## **HAZARDOUS MATERIALS - ANNEX K**

The primary responsibility for response to a hazardous materials emergency lies with the River Forest Fire Department, as outlined in EPA and OSHA regulations. The highest-ranking officer of the Fire Department will assume the title of “Incident Commander” and is charged with the responsibility of commanding the response to such an incident. Hazardous materials response within the Village is supported by the Mutual Aid Box Alarm System, Division XI, following the requirements of **SARA Title III**.

Detailed information on Hazardous Materials can be found in Annex H.

## **TERRORISM/WEAPONS OF MASS DESTRUCTION - ANNEX L**

Terrorism is not a modern phenomenon. It is as old as humankind and has played a large part in the history of war. Modern terrorism is merely an extension of the history of terrorism. However, modern terrorism, because of technological advancements in weaponry and communications, take the basic principles of terrorism to greater extremes.

There are many definitions of terrorism. It is generally accepted to be simply the use, or threatened use, of force to intimidate persons or a society, for political and/or social goals. Modern terrorism uses new methods of intimidation and force, or ancient methods more effectively, to accomplish their political and/or social goals.

Weapons of mass destruction (WMD) are classified as nuclear, biological, and chemical (NBC). The purpose of this Annex is to familiarize Village officials and first responders in the event of a Village, County, State and/or federal response to a WMD attack in the Village.

Detailed information on WMD can be found in Annex L.

### **Incident Command and NIMS**

In accordance with the Illinois Emergency Management Agency Act and the Illinois Administrative Code, 29 Ill. Adm. Code 301, the Village’s EMA is responsible for emergency management within the Village. Department Heads responsible to the Village Administrator are responsible for providing direction to Department personnel and mutual aid resources, in accordance with the direction of the Village President.

Upon determination that a major emergency or disaster has occurred, each Department Head will be notified and will report to the Emergency Operations Center (EOC). As in normal daily operations, each Department Head is responsible for the operation of his/her Department and shall direct response and recovery operations from the EOC.

The Village’s primary Emergency Operations Center is located in the Community Room on the first floor of the Village Hall at 400 Park Avenue, River Forest, IL 60305. The location of the alternate EOC is at the Community Center (south) and Dominican University (north).

A Media Briefing Center (MBC) will be located in a safe site for the media and local officials.

In accordance with Homeland Security Presidential Directive (HSPD5), the Village will implement the National Incident Management System (NIMS), as a management tool for emergency response activities. Based upon the hazards identified in the Plan’s hazard analysis section, the following Department(s) will be the Lead Agency for each respective hazard.

<b>Natural Hazards</b>	<b>Lead Agency</b>
Earthquakes	Fire/Public Works/Emergency Services
Floods	Fire/Public Works/Emergency Services
Severe and Excessive Heat or Cold	Fire/Emergency Services/Public Health
Severe Thunderstorm/High Winds/Lightning/Wild land fires	Fire/Public Works/Emergency Services
Tornadoes	Fire/Public Works/Emergency Services
Winter Storms/Snow/Ice	Fire/Public Works/Emergency Services
Illness/Disease	Cook County Health Department

<b>Technological / Industrial Hazards</b>	<b>Lead Agency</b>
Commercial Transportation Accidents (Air, Rail, Road)	Fire/Law Enforcement
Hazardous Material Incident (Fixed Site, Transportation, Nuclear)	Fire
Structural Collapse	Fire
Utility Failure (electric, gas, phone, sewer, water)	Fire/Public Works/Emergency Services
Fire/Explosion	Fire

<b>Civil/Political Hazards</b>	<b>Lead Agency</b>
Terrorism	Law Enforcement and Fire
Riots	Law Enforcement
Sabotage	Law Enforcement
Civil Disturbance/Strikes	Law Enforcement
Extortion	Law Enforcement
Hostage Situations	Law Enforcement
Active Shooter	Law Enforcement and Fire

A representative of the Lead Agency will be designated Incident Commander and responsible for on-scene tactical decision-making.

Based upon the authority set forth in the Illinois Municipal Code, 65 ILCS 5/11-1-6 (“Emergency Powers of Mayor”), the Village has granted the Village President extraordinary powers and the authority to exercise such powers as may be reasonably necessary to respond to an emergency/disaster. (See Step 4, Incident Management System, Basic Document, above; Village Code Section 1-5-7)

# RESPONSIBILITY MATRIX 301.240b5

**P – Primary                      S – Support**

<u>ASSIGNED AGENCY</u>	E M E R G E N C Y	E M A	L A W E N F O R C E M E N T	F I R E & F O R M S	P U B L I C W O R K S	C O M M U N I C A T I O N S	W A R N I N G / E M E R G E N C Y	P U B L I C I N F O R M A T I O N	D A M A G E A S S E S S M E N T	E V A C U A T I O N	M A S S C A R E	A M B I N A L C A R E & R E L I E F	H E A L T H & M E D I C A L	M O R T U A R Y	R E S O U R C E M A N A G E M E N T	V O L U N T E E R S	D O N A T I O N S	H A Z A R D O U S M A T E R I A L S	
<b>VILLAGE PRESIDENT</b>																			
<b>LEGAL</b>																			
<b>CLERK</b>																			
<b>FINANCE</b>																			
<b>EMA COORDINATOR</b>	<b>P</b>	<b>P</b>																	
<b>POLICE</b>			<b>P</b>						<b>P</b>	<b>P</b>									
<b>FIRE</b>				<b>P</b>							<b>S</b>								<b>P</b>
<b>EMS</b>											<b>P</b>		<b>P</b>						
<b>PUBLIC WORKS</b>					<b>P</b>														
<b>PUBLIC HEALTH</b>													<b>P</b>	<b>P</b>					
<b>BUILDING/ZONING</b>																			
<b>VILLAGE ADMINISTRATOR</b>									<b>P</b>							<b>P</b>	<b>P</b>	<b>P</b>	
<b>PARK DISTRICT</b>																			
<b>ANIMAL CONTROL</b>												<b>P</b>							
<b>AMERICAN RED CROSS</b>																			
<b>COMMUNICATIONS/ DISPATCH</b>						<b>P</b>	<b>P</b>												
<b>ALL DEPARTMENT/AGENCIES</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>

## **MAPS 301.230b6**

Maps of the Village are available in the Emergency Operations Center. They include street maps, water system maps, utility map, and maps of all high-pressure lines (gas, petroleum) and transportation routes (road, rail) within Village boundaries. The Public Works Department maintains a geographic information system (GIS) where data can be obtained on a 24/7 bases.

## **MUTUAL ASSISTANCE AGREEMENTS 301.230b7**

To ensure that the maximum use is made of the resources available to the Village, several mutual aid agreements are currently in place. The following pages contain mutual aid agreements and/or memorandums of understanding, such as:

Mutual Aid Box Alarm System (MABAS) – A comprehensive mutual assistance agreement in place for fire services in Cook County. The MABAS system is divided into divisions throughout northern Illinois and provides a structure to move personnel and equipment during emergency and disaster situations.

Northern Illinois Police Alarm System (NIPAS) – A comprehensive law enforcement agreement, encompassing numerous participating law enforcement agencies, to provide additional personnel and highly trained specialists in various fields of police emergency response.

Northeastern Illinois Mutual Aid Network (NEIMAN) – A mutual aid agreement with 63 community members of the West Central Municipal Conference, South Suburban Mayors and Managers, and the Northwest Municipal Conference to provide clean-up and mitigation assistance after a disaster.

Illinois Statewide Mutual Aid – A mutual aid agreement to provide fire and EMS services throughout Illinois with the assistance of local MABAS divisions.

Illinois Law Enforcement Alarm System (ILEAS) – A mutual aid agreement that allows law enforcement agencies to assist during emergencies by assigning some of their resources, equipment and/or law enforcement personnel to an affected law enforcement agency.

West Central Municipal Conference (WCMC) – A building and code mutual aid agreement allows shared use of building department equipment and personnel from surrounding communities to preserve and protect the health, safety, and general welfare of the public.



## **AUTHORITY 301.230b9**

This Plan is prepared pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended; the State of Illinois Emergency Management Agency Act, 20 ILCS 3305/1 et seq., as amended; and Title 7, Chapter 6 of the Village Code.

The Emergency Interim Successor provisions have been developed in accordance with Section 7 of the Illinois Emergency Interim Executive Succession Act, 5 ILCS 275/7.

## **PLAN DEVELOPMENT AND MAINTENANCE 301.230b10**

Responsibility for the overall development and maintenance of the Emergency Operations Plan (Plan) is assigned to the EMA Coordinator. Plan maintenance includes the annual review and periodic updating of the Plan and its Annexes. Additionally, the Coordinator is responsible for document control. This includes the distribution of the Plan and its updated sections as required. Each Department is responsible for updating its respective Department sections.

Changes in personnel or equipment should be forwarded to the EMA Coordinator, as they occur, to keep the Plan updated.

## **PLAN EVALUATION PROCEDURE**

Responsibility for evaluation of the Plan is assigned to the EMA Coordinator.

Changes in personnel or equipment should be forwarded to the EMA Coordinator, as they occur to keep the Plan updated.

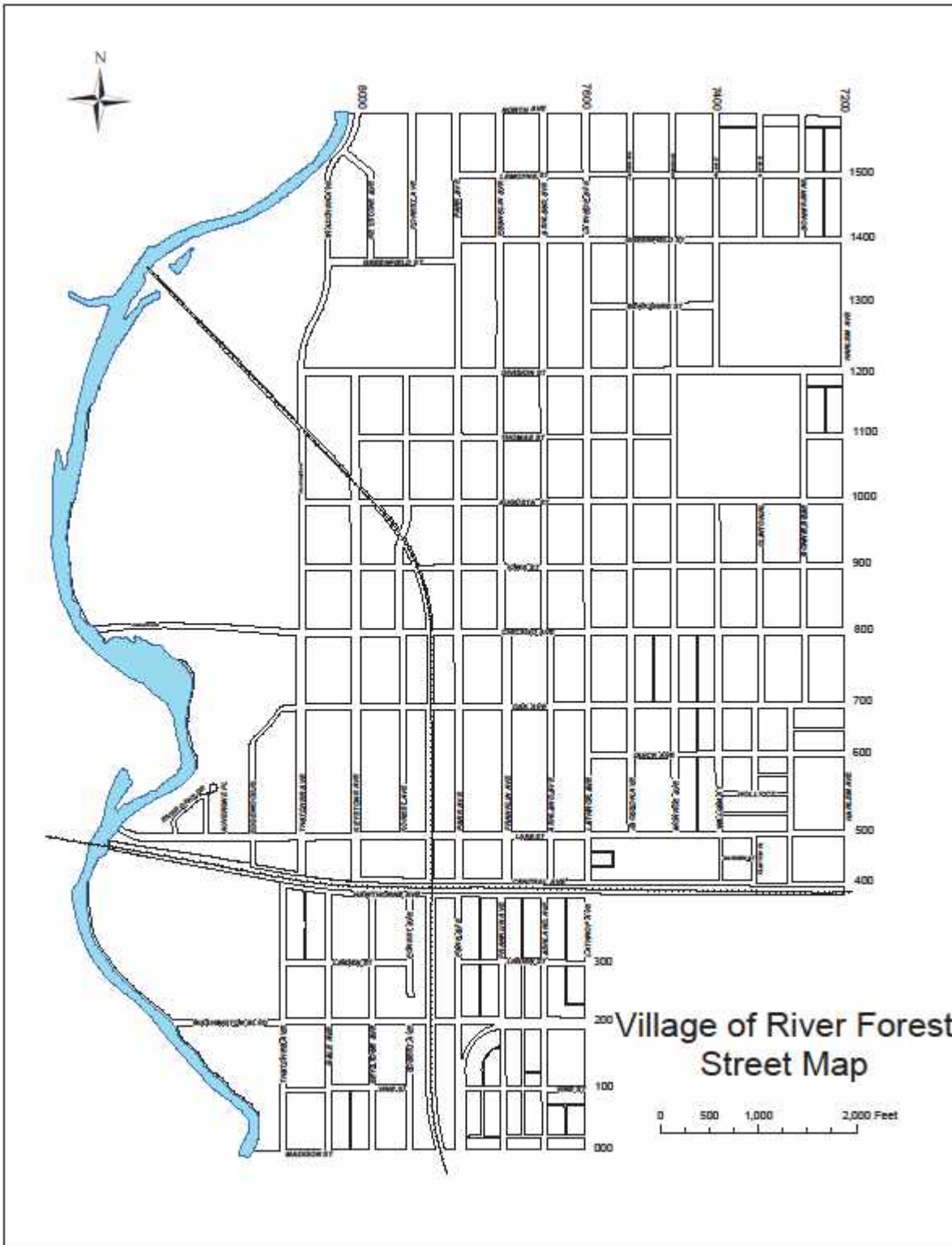
A copy of the Plan shall be forwarded to the Cook County Department of Emergency Management and Regional Security for certification.

For any Plan to be functional, it must be evaluated to ensure that it is workable and that those who use it, actually understand it. Other than periodic review, the most effective procedure to evaluate the Plan is a series of exercises. Exercises simulate, in a controlled environment, the situations that may occur in an emergency/disaster situation. In accordance with State and federal guidelines, this Plan must be exercised annually through either an EOC exercise or full scale EOC/field exercise.

The EMA Coordinator is responsible to take reasonable steps for the development of exercises in accordance with this requirement. Assistance in the development, conduct, and evaluation of these exercises is available from the Cook County Department of Emergency Management and Regional Security.

## **MAP OF JURISDICTION**

See attached page.



## **DIRECTION AND CONTROL – ANNEX A - 301.240a1**

### **STATEMENT OF PURPOSE – 301.240b1**

One function of Village government is to make certain that components of an Emergency Management System know the threats the Village may be subject to, plan for emergencies, operate effectively in an emergency, and conduct recovery operations after an emergency/disaster. The Village is responsible for coordinating all necessary activities to provide effective operation of its Emergency Management System. Direction and control, regarding mitigation, preparedness, response and recovery in emergency/disaster situations in the Village, are the responsibilities of the Police, Fire/EMS, and Public Works Departments, and the Village's EMA.

### **ANNEX A1-EMERGENCY OPERATIONS CENTER**

#### **STATEMENT OF PURPOSE – 301.240b1**

The Village Administrator's Office is responsible for overseeing the operation of the EOC and providing the services described in the Annex. The Village Administrator's Office is supported in its duties by the Fire, Police, and Public Works Departments.

The Village's primary Emergency Operations Center (EOC) is located at 400 Park Avenue, River Forest, IL 60305 in the Community Room of the Village Hall on the first floor. The EOC serves as the primary crisis management center for the Village. Operations conducted in response to a major emergency/disaster require careful coordination and direction.

In the event that the primary EOC has been rendered unusable or is otherwise unavailable, the following locations may be utilized as an alternate EOC site: The Community Center (south) or Dominican University (north). **301.240c2c**

The EOC's operations are coordinated by a group of governmental officials referred to as the "Crisis Management Team" (CMT). Crisis management, under the conditions likely to exist during a major emergency or disaster situation, requires rapid transmission and evaluation of information, prompt decision-making, and expeditious response to present or likely dangers. **301.240c1a**

Heads of the Administration, Fire, Police, and Public Works Departments are responsible for the CMT.

The purpose of this Annex is to identify those personnel who comprise the Crisis Management Team, Village Department responsibilities for maintaining the EOC in a state of readiness and providing procedures for activating and operating the EOC.

#### **SITUATION – 301.240b2**

Major emergencies and disasters, whether natural or man-made, place extraordinary strains on all levels of government. When the demand for services escalates, and the ability to deliver these services diminishes, special skills, equipment, and facilities are needed. These situations create a

need for government officials to direct and control Village-wide operations under the most adverse circumstances. The CMT must cooperate and work closely together to make decisions and coordinate the necessary actions of all Village Departments.

### **ASSUMPTIONS – 301.240b3**

The EOC is designed to be functional in response to all types of major emergency and disaster situations. Members of the CMT will be trained to perform their duties and responsibilities. Supporting supplies and equipment are stored in the EOC Communications Center and are ready for immediate use in the event of a major emergency or disaster.

### **CONCEPT OF OPERATIONS 301.240b4**

The Village President is the Chief Executive Officer and has overall authority in the event of an emergency or disaster.

The EMA Coordinator is responsible for the development of emergency/disaster plans, and coordination of operations within the EOC.

Department Heads/Directors or their designee(s) are responsible for the operations of their respective Departments and will function from the EOC during major emergencies or disasters to ensure overall coordination and maximum utilization of resources. **301.240c2a**

The Emergency Operations Center will only be activated under one of the following circumstances:

1. In response to an emergency or disaster.
2. In preparation for a potential emergency.
3. During emergency or disaster drills.
4. At any other time designated by the Village President.

The management of resources and establishment of response and recovery strategies during periods of major emergency and disaster require careful coordination and direction. To ensure this coordinated effort, the CMT operates the EOC. The CMT is composed of all Department Heads, or designees. **301.240c2a**

On a daily basis, the EOC is maintained by the Village Administrator's Office. Maintenance includes actions so that communications, operational systems and personnel rosters are accurate and in operable condition.

Following the onset of an emergency when the Incident Commander determines a situation exceeds his/her capabilities in the field and beyond normal mutual aid assistance, he/she will contact their respective department head who can then advise the Village President to request implementation of this Plan and activation of the EOC. Based upon this request, the President may declare a State of Emergency or Disaster, which authorizes the activation of the Plan, thereby implementing predetermined emergency procedures and allowing access to additional resources. The Incident Commander, responsible to his/her supervisor and the President, will serve as the on-site representative of the lead agency providing direction related to the mitigation of the incident.

Following the signing of the declaration, the River Forest Village Clerk will attest to the signing and the declaration will be posted on the Village's website and in the Village Hall. At this time the Village Administrator will notify members of the Crisis Management Team (CMT) to assemble in the EOC.

Tactical decisions related to mitigation of an incident will be made by a Unified Command Group, i.e., Incident Commander and staff at scene, functioning at a Forward Command Post. Strategic decisions regarding the impact of the incident on the community at large, impacts on neighboring communities, and consideration of requests of the Unified Command Group will be made at either the Village or County Emergency Operations Centers.

Members of the CMT will be contacted or notified via cell phones, pagers, land lines, and, if necessary, personal visits.

Communications between the Incident Commander at the Forward Command Post and the Village's EOC will be established via pager, cell phones, and land lines. Following the activation of the Village EOC, the Cook County Department of Emergency Management and Regional Security will be notified and advised of the nature and extent of the incident. Initial notification of the County will be accomplished via telephone (708-865-4766) followed by the transmission of a Flash Report via fax/email. Continued communication between the Village EOC and County EOC will be accomplished via telephone. **301.240c1c, 301.240c1e**

## **ORGANIZATION AND RESPONSIBILITIES**

The Village President has overall control over emergency operations. Department Chiefs/Directors are responsible for developing plans, coordinating operations, and assuring that the EOC has the necessary supplies and equipment to support the requirements of the CMT and support personnel. **301.240c1a**

The Village Administrator's Office will provide logistical and clerical support.

The Police Department will provide security and restrict access to the EOC upon its activation. Only those personnel identified with employee identification cards, as members of the CMT, their designees, support staff, and personnel authorized by the Village Administrator/EMA Coordinator will be permitted access to the EOC.

Members of the media will not be allowed access to the EOC. Security personnel at the entrance will direct media personnel to the Joint Information Center situated in the Gymnasium of Lincoln School at Franklin and Lake St or such other location as may be designated under the circumstances. **301.240c2b**

As soon as possible, following activation of the EOC, the Village Administrator will hold a CMT briefing to determine if the Village can handle the situation without outside assistance, other than mutual aid agreements. If it appears that additional, outside assistance will be required, the Village President will issue a Declaration of Disaster. This document will be delivered to the Cook County Department of Emergency Management and Regional Security via the fastest means available. The Cook County Department of Emergency Management and Regional Security will be notified and periodic updates will be provided to ensure that all levels of

government are aware of the current status of events.

Continued intelligence will be received at the Village's EOC to assist in situation assessment, decision- making, and requests for additional outside assistance.

The Village Administrator will designate a member of his/her staff to maintain a Significant Events Log. The Log will be started as soon as possible following the opening of the EOC. The Log will track any significant event, the time, and any notifications made during the emergency or disaster. **301.240c1d**

Records will be maintained of all actions taken by the CMT and of all official releases of information to the media and/or general public. Each member of the CMT shall ensure that their Department is maintaining a log of requests made by the Unified Command Post, allocation of resources from their respective Departments, request for outside additional resources, activation of Departmental personnel, and any significant decisions made by that Department. **301.240c2d**

The Village will notify the County EOC following a determination to close the Village EOC.

Following the close of the EOC, the facility will be cleaned and restocked in preparation of the next activation.

As soon as practical following a disaster or emergency, a CMT debriefing will be held and an after-action report prepared. An after-action debriefing shall be held within 72-hours following the closing of the EOC. The EMA Coordinator and Assistant Village Administrator shall be responsible for compiling an after-action report. A copy of the final report will be filed with the Cook County Sheriff's Emergency Management Agency.

#### **DIRECTION AND CONTROL – 301.240c1b**

The Emergency Operations Center is the primary direction and control facility for collecting recording, analyzing, authenticating, and retaining major emergency and disaster related information. This will include such information as damage assessments, evacuee lists, and casualty lists regarding EOC and field personnel. The EOC will be supported by a Field Command Post. Personnel from Departments operating at the scene of a major emergency or disaster will report to and coordinate their actions through the Field Command Post. All information collected at the EOC will, to the extent possible, be disseminated to EOC personnel, Command Post personnel, local, State, and federal government agencies, and other agencies identified as having a vested interest in the incident. The EOC will be further supported by a Media-Briefing Center.

#### **LINES OF SUCCESSION**

The line of succession for command of the Emergency Operations Center is as follows:

1. Village Administrator
2. Fire Chief
3. Police Chief
4. Public Works Director

In the absence of the Coordinator, any of the above persons has the authority to activate the

Emergency Operations Center.

It is the responsibility of the EMA Coordinator to maintain, review and update this Annex.  
**301.240b5**

## **APPENDICES**

Appendix A1 Pre-Emergency Operation Checklist

Appendix A2 Response Operation Checklist

Appendix A3 Recovery Operation Checklist

Appendix A4 Crisis Management Team Listing

Appendix A5 Emergency Operation Floor Plan

# **PRIORITY ACTION CHECKLIST**

## **APPENDIX A1 EMERGENCY OPERATIONS CENTER**

### **PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Maintain an up-to-date listing of Crisis Management Team personnel.
Complete: Yes/No	Periodically test emergency telephone and communications circuits to ensure operability in times of emergency.
Complete: Yes/No	Prepare operations packets for each member of the Crisis Management Team. This packet should include: <ul style="list-style-type: none"><li>• Department Annex</li><li>• Scratch paper</li><li>• Pens/pencils</li><li>• Message log</li><li>• EOC name card</li><li>• EOC floor plan-with telephone numbers</li><li>• I.D. Badges</li></ul>
Complete: Yes/No	Develop training and exercising program to ensure that all members of the Crisis Management Team are familiar with EOC operations.
Complete: Yes/No	Determine food and water requirements for the EOC
Complete: Yes/No	Stock administrative supplies and equipment as necessary.
Complete: Yes/No	Develop an EOC message form and a system to record major decisions that enter and leave the EOC.
Complete: Yes/No	Train the EOC staff in the use of the EOC message form.
Complete: Yes/No	Train supporting staff, Message Controller, Group Chief, Plotters, etc. in EOC operations procedures.



FIRST PRIORITIES - INITIATE IMMEDIATELY

**APPENDIX A2  
EMERGENCY OPERATIONS CENTER**

**RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	Following the determination that a situation has occurred, the Department Head having the greatest familiarity with the details of the emergency/disaster, will contact the Village Administrator and recommend activation of the EOC. In the Village President's absence, the Fire and Police Chiefs should be contacted.
Complete: Yes/No	The Village Administrator, or designee, will authorize the activation of the EOC and subsequent notification of the Crisis Management Team.
Complete: Yes/No	The administrative staff of the Fire and/or Police Departments will be responsible for notifying the Crisis Management Team.
Complete: Yes/No	An Emergency Operations Log (Significant Events Log), identifying dates and times of all incidents, situations, and response will be started and maintained by the Communications Centers throughout the emergency.
Complete: Yes/No	Following authorization to activate the EOC, available Village personnel will set up the EOC in accordance with the following steps: <ul style="list-style-type: none"> <li>• Set up table and chairs as shown in the EOC diagram.</li> <li>• Connect telephone as shown in the EOC diagram.</li> <li>• Place operations packet at the respective operations positions as shown in the EOC diagram.</li> <li>• Set up name cards and displays as shown in the EOC diagram.</li> <li>• Set up the Media Briefing Center in the Gymnasium of Lincoln School and fix signs directing the media to the briefing center.</li> </ul>
Complete: Yes/No	The Fire Chief, Police Chief, or designees, will ensure that a Forward Command Post has been established at or near the scene of the emergency.
Complete: Yes/No	The Heads of each Department operating in response to the emergency should ensure that a command level representative from their Department is sent to the Forward Command Post to coordinate field operations.
Complete: Yes/No	The Police Department will ensure that a photographic team is dispatched to the emergency/disaster site, if appropriate, to record initial damage and conditions for inclusion in later documentation.
Complete: Yes/No	Following an initial situation assessment, the Fire Chief, or designee, will notify the Cook County EMA at 708-865-4766. This initial notification will include: <ul style="list-style-type: none"> <li>• Identification of the emergency/disaster agent.</li> <li>• Initial response by the Village.</li> </ul>

	<ul style="list-style-type: none"> <li>• Preliminary estimate of damage.</li> <li>• Immediate assistance required</li> </ul>
Complete: Yes/No	The Village Administrator will hold an initial staff briefing as soon as practical to ensure the thorough understanding of the situation by members of the Crisis Management Team. Additionally, hourly briefings will be conducted to provide status updates to members of the Team.
Complete: Yes/No	The Village Administrator in coordination with the Police Chief, Fire Chief, EMA Coordinator, and other Department Heads, will issue a statement to the public as soon as possible. The statement shall include identifying the situation, outlining initial government response, and recommending citizen actions.
Complete: Yes/No	The assigned Public Information Officer will schedule an initial media briefing and post a schedule for additional media statements.
Complete: Yes/No	Appropriate Department Heads will request mutual aid assistance, as necessary, through normal mutual aid channels. Requests for assistance from the County or State will be forwarded to the Cook County EMA EOC at 708-86504766.
Complete: Yes/No	The Crisis Management Team will ensure that all available Village resources, as well as resources from mutual aid municipalities, have been committed prior to requesting additional outside assistance from either the County, State and/or federal governments.
Complete: Yes/No	The Village President or EMA Coordinator will be the principal liaison between the Village and County, State and Federal Governments.
Complete: Yes/No	The Village President or EMA Coordinator should, if possible, provide hourly briefings to the Cook County EMA/EOC at 708-865-4766.

## SECONDARY PRIORITIES

Complete: Yes/No	Establish schedules for staffing the EOC through response and recovery operations.
Complete: Yes/No	Verification that sufficient quantities of office supplies, food and water are on hand.
Complete: Yes/No	Strategy-planning steps to cope with incident.

## CONTINUING PRORITIES

### APPENDIX A3 EMERGENCY OPERATION CENTER

#### RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Following the determination that operations have returned to a normal level, complete the following action: <ul style="list-style-type: none"><li>• Release mutual aid assistance.</li><li>• Resume normal governmental functions.</li><li>• Determine the necessary continuing assistance required from either the County, State, or federal governments.</li><li>• Return borrowed or rented equipment.</li><li>• Identify remaining supplies and other replacement stocks.</li></ul>
Complete: Yes/No	Prepare final damage assessment and expenditure data for submission to appropriate authorities for possible reimbursement.
Complete: Yes/No	Clean and return the EOC to its pre-emergency condition.
Complete: Yes/No	Perform maintenance on damaged EOC equipment.
Complete: Yes/No	As soon as possible following the close of emergency operations, Crisis Management Team personnel should meet to critique the operations and, if necessary, modify operational procedures.

#### APPENDIX A4 Emergency Operations Floor Plan

See attached pages.

## **ANNEX A2-EMERGENCY MANAGEMENT AGENCY**

### **STATEMENT OF PURPOSE – 301.240b1**

The Village of River Forest Emergency Management Agency (EMA) is located at 400 Park Avenue, River Forest, IL 60305, in the Village Hall. The EMA serves as the primary crisis management agency for the Village. Operations conducted in response to major emergency/disaster require careful coordination and direction.

In the Village, coordination of the group of nine (9) governmental officials referred as the “Crisis Management Team” (CMT) is the responsibility of the Fire Chief/EMA Coordinator. Crisis management, under the conditions likely to exist during a major emergency or disaster situation, requires rapid transmission and evaluation of information prompt decision-making, and expeditious response to present or likely dangers. **301.240c1c**

The purpose of this Annex is to identify the role of emergency management in the day-to-day operations and the emergency operations of the Village.

### **SITUATION – 301.240b2**

Major emergencies and disasters, whether natural or man-made, place extraordinary strains on all levels of Village government. When the demand for services escalates and the ability to deliver these services diminishes, special skills, equipment, and facilities are needed. These situations create a need for Village officials to direct and control Village-wide operations under the most adverse circumstances. Emergency Management Agency members and Crisis Management Team must cooperate and work closely together to make decisions and direct the necessary actions of all Village Departments.

### **ASSUMPTIONS – 301.240b3**

The Village ‘s Emergency Management Program is designed to be functional in the preparedness, response, recovery and mitigation to all types of major emergency and disaster situations. Members of the EMA and the CMT will be trained to perform their duties and responsibilities. Supporting resources must be ready for immediate use should a major emergency or disaster occur in our village.

### **CONCEPT OF OPERATIONS 301.240b4**

The Village President is the Village’s Chief Executive Officer and has overall authority in the event of an emergency or disaster.

The River Forest Emergency Management Agency (EMA) Coordinator (Fire Chief) is responsible for the development of emergency/disaster plans, and coordination of Emergency Operations Center (EOC) operations.

Department Chiefs/Directors, or their designee(s), are responsible for the operations of their respective Departments and will function from the EOC during major emergencies or disasters to ensure overall coordination and maximum utilization of resources. **301.240c2a**

The Emergency Management Agency operates under one of the following circumstances:

- a) In response to preparedness, mitigation, response and recovery of our Village.
- b) In day-to-day preparation for a potential emergency.
- c) During emergency or disaster drills.
- d) At any other time designated by the Village President.

The goal of the Emergency Management Program is to save lives, prevent injuries and protect property and the environment if an emergency occurs, as well as, to identify and remove potential hazards, mitigate against other hazards in the community, and establish safety measures.

Major emergencies can cover several jurisdictions and may require large-scale government and voluntary agency response. The Emergency Management Program is intended to prevent or mitigate the effects of emergencies, and to save lives and property. When an emergency threatens, hundreds of people need to be warned and protected. Emergency services must be ready to care for the injured and to give shelter to those who cannot remain in their homes. The Village's Communications System is in place, and the EOC must direct response activities, including the assessment of damage caused by an emergency, so as to allow residents to return safely to their homes after the danger has passed, and to help people and businesses to return to normal as soon as possible. **301.240c1d**

Efforts will be made by the Village to increase safety in the face of future emergencies. This Village-wide protection process, which encompasses all four phases of emergency management – mitigation, preparedness, response, and recovery, will ensure the safety in the Village.

Achieving a comprehensive network of emergency management requires systematic planning on the part of the Village, other local, County, State, and federal governments, to 1) identify potential hazards that could threaten each community and 2) apply the four phases of emergency management to develop sound emergency plans for each potential hazard. Therefore, the Village will be prepared to use local resources for dealing with each emergency. When local resources are taxed, the Village will coordinate with other local, County, State and federal governments, to share resources needed to protect citizens, property, and government in the event of any large-scale emergency.

## **ORGANIZATION AND RESPONSIBILITIES**

The Village President has overall responsibility for command of emergency operations. The EMA Coordinator/Fire Chief and Department Chiefs/Directors are responsible for developing plans, coordinating operations, and assuring that the EOC has the necessary support of the CMT and support personnel. **301.240c1a**

The Village Administrator's Office will provide logistical and clerical support.

The Village Administrator will designate a member of his/her staff to maintain a Significant Event Log. The Log will be started as soon as possible following the opening of the EOC. The Log will track any significant event, the time, and any notifications made during the emergency or disaster. **301.240c1d**

Records will be maintained of all actions taken by the CMT and of all official releases of information to the media and/or general public. Each member of the CMT shall ensure that its Department maintains a Log of requests made by the Unified Command Post, allocation of resources from their respective Departments, request for outside additional resources, activation of Departmental personnel, and any significant decisions made by that Department. **301.240c2d**

### **DIRECTION AND CONTROL – 301.240c1b, and 301.240c1e**

The EMA and the EOC are the primary direction and control components for collecting, recording, analyzing, authenticating, and retaining major emergency and disaster related information. This includes damage assessments, evacuee lists, and casualty lists for EOC and field personnel. The EMA will support Field Command Post personnel operating at the scene of a major emergency/disaster and will report and coordinate their actions through the Command Post. All appropriate information collected at the EOC will be disseminated to EOC personnel, Command Post personnel, local, State, and federal government agencies, and other agencies identified as having a vested interest in the incident.

### **LINES OF SUCCESSION**

The line of succession for command of the Emergency Management Agency is as follows:

1. EMA Coordinator /Fire Chief
2. Village Administrator
3. Deputy Fire Chief
4. Police Chief
5. Police Commander

In the absence of the Village President, any of the above persons have the authority to activate the Village's Emergency Operation Plan.

### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the EMA Coordinator/Fire Chief to maintain, review and update this Annex. **301.240b5**

### **APPENDICES**

- Appendix A6 Pre-Emergency Operation Checklist
- Appendix A7 Response Operation Checklist
- Appendix A8 Recovery Operation Checklist

## **PRIORITY ACTION CHECKLIST**

### **FIRST PRIORITIES - INITIATE IMMEDIATELY**

#### **APPENDIX A6 EMERGENCY MANAGEMENT**

##### **PRE-EMERGENCY OPERATION CHECKLIST**

Complete: Yes/No	Call the Crisis Management Team personnel to report to the EOC.
Complete: Yes/No	Determine the Village's vulnerability to the emergency/disaster and activate the EOP
Complete: Yes/No	Identify facilities, agencies, personnel, and resources to support EOC activities; develop procedures to control access to facilities. Determine availability of equipment of EOC under emergency conditions.
Complete: Yes/No	Survey communications and auxiliary power needs; identify and provide facilities and equipment to meet these needs.
Complete: Yes/No	Analyze EOC location in relation to potential hazards and disaster conditions. Select and equip alternate EOC.
Complete: Yes/No	Determine food and water requirements for the EOC
Complete: Yes/No	Stock administrative supplies and equipment as necessary.
Complete: Yes/No	Develop an EOC message form and a system to record major decisions that enter and leave the EOC.
Complete: Yes/No	Activate plans and standard operating procedures for EOC operations.
Complete: Yes/No	Prepare displays; identify and assemble equipment and furnishings to outfit the EOC, (Maps, charts, etc.).
Complete: Yes/No	Develop and maintain schedule for staffing the EOC.
Complete: Yes/No	Activate system to manage information handled within and disseminated from the EOC.

## SECONDARY PRIORITIES

### APPENDIX A7 EMERGENCY MANAGEMENT

#### RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Coordinate all operations through the EOC.
Complete: Yes/No	Establish contact with County, State and federal government.
Complete: Yes/No	Establish contact with other jurisdictions involved and/or affected by emergency/disaster conditions
Complete: Yes/No	Hold initial briefing for staff and announce briefing schedules for staff.
Complete: Yes/No	Provide support for EOC personnel, and families of essential workers.
Complete: Yes/No	Review plans, personnel assignments, and fill staff vacancies.
Complete: Yes/No	Alert public and assisting organizations.
Complete: Yes/No	Obtain back up power and communications, as needed,
Complete: Yes/No	Activate shelter program from the EOC, including feeding facilities.
Complete: Yes/No	Activate evacuation program from the EOC.
Complete: Yes/No	Request mutual aid assistance, as necessary, through normal mutual aid channels. Requests for assistance from the County or State will be forwarded to the Cook County EMA/EOC at 708-865-4766.

## CONTINUING PRORITIES

### APPENDIX A8 EMERGENCY MANAGEMENT

#### RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Clean/return the EMA and its equipment to pre-emergency conditions and replenish supplies
Complete: Yes/No	Perform maintenance on damaged EOC equipment.
Complete: Yes/No	Prepare final damage assessment and expenditure data for submission to appropriate authorities for possible reimbursement.
Complete: Yes/No	As soon as possible, following the close of emergency operation, Crisis Management Team personnel should meet to critique the operations and, if necessary, modify operational procedures.



## **ANNEX A3 – LAW ENFORCEMENT**

### **STATEMENT OF PURPOSE**

The purpose of this Annex is to describe the role of the River Forest Police Department (Police Department) in responding to major emergency or disaster situations.

### **SITUATIONS**

The Village is a suburban community located in west Cook County. It has approximately 2.4 square miles of area and a population of 11,635. It is composed primarily of residential areas with some retail and commercial areas located throughout. There are several major highways which border or are near the Village, (I-290, Rt. 64, Rt. 43, Rt. 171) and Union Pacific and Canadian National Railroad lines go through the Village. The Des Plaines River is the west boundary of the Village.

### **ASSUMPTIONS**

The Police Department is responsible for providing the initial police response to any major emergency or disaster occurring within the corporate limits of the Village. In the event that an emergency requires additional manpower and equipment, these resources will be available through the Northern Illinois Police Alarm System (NIPAS) or the Illinois Law Enforcement Alarm System (ILEAS), and other mutual aid agreements. Additional support for special situations may also be obtained from County, State and/or federal agencies.

### **CONCEPT OF OPERATIONS**

#### **1. Initial Officer Responsibilities**

- 1.1. The officers first responding to the scene will observe the situation and provide an appraisal to the Watch Commander.
- 1.2. Crowd and traffic control will be established as soon as possible to expedite the arrival of emergency equipment and personnel.

#### **2. Initial Police Supervisor Responsibilities**

The initial supervisor on the scene will assume command of all police officers at the incident scene until relieved. He or she will perform the following as resources permit:

- 2.1. Inform the Communications Center that police response to non-emergency calls for service is to be suspended.
- 2.2. Establish a temporary command post on the perimeter of the location. If at a hazardous material incident, the Command Post will be established upwind from the scene.

- 2.3. Have the perimeter secured to limit access to the area and have unauthorized persons removed.
- 2.4. Coordinate police efforts with the Fire Department and other responding agencies under the control of the Incident Commander or Operations Section Chief.
- 2.5. Establish traffic control to provide for the ingress and egress of emergency and other service vehicles required for the incident.

### 3. Reception and Staging Areas

Reception and staging areas will be established by the Operations Section Chief or his/her designee.

### 4. Evacuation

If a decision is made to evacuate an area due to unreasonable risk to life, police personnel will cooperate in the evacuation, as needed.

### 5. Missing Person Group

If necessary, a missing person group will be established at evacuation shelters for receiving information concerning persons whose whereabouts or safety has not been accounted for.

### 6. Additional Personnel Resources

An incident may exceed the capacities of police personnel on duty. To immediately supplement Department personnel, the ranking command officer or supervisor will request mutual aid through the NIPAS or ILEAS car plan. The level of alarm will be dictated by the number of police officers needed.

### 7. Emergency Staffing Plan

An Emergency Staffing Plan will be established by Department Notice, and may be activated by the Chief of Police, a Deputy Chief of Police, Patrol Commander or the Watch Commander.

### 8. Secondary Police Responsibilities

- 8.1. Department members will establish and control traffic around the incident area through the use of barriers and/or traffic direction by police officers.
- 8.2. Police officers will be assigned for security at public facilities if, as a result of the incident, security has been compromised, a facility has become hazardous, or a facility has been identified as a possible target. Public facilities include, but are not limited to, utility company property, government property, and railroad facilities.

- 8.3. A group will be organized to provide police response to emergencies not connected with the incident. The suspension of police response to non-emergency calls for service will continue until directed by the Chief of Police.

Under Illinois law, Village police officers have the power to arrest and act as conservators of the peace for the protection of life and property. 65 ILCS 5/11-1-2. The Police Department's response to assist citizens in times of major emergencies or disasters are essentially the same as in its daily operations. In performing their primary functions, Police Department personnel may be required to perform additional "non-routine" tasks and may be required to coordinate their operations with those of other agencies.

Initial requests from the public for emergency response will be received at the West Suburban Consolidated Dispatch Center (WSCDC). If it is out of service due to an emergency/disaster affecting its operation, the Village of Oak Park 9-1-1 Dispatch Center will serve as the primary back up. Dispatch responsibilities for NIPAS or ILEAS call-out alarms are the responsibility of the WSCDC.

## **ORGANIZATION AND RESPONSIBILITIES**

1. In the event of an incident as defined in General Order 1.8 (Emergency Operations), the Emergency Staffing Plan may be activated by the Chief of Police, a Deputy Chief of Police, Patrol Commander or the Watch Commander.
2. When the Emergency Staffing Plan is activated:
  - 2.1. All days off, personal leave and compensatory time are cancelled. Vacations will not be affected.
  - 2.2. All Department members will be assigned to work a 12-hour shift.
3. If an incident occurs between 0630 and 1430 hours:
  - 3.1. Day Watch officers will remain on duty until advised.
  - 3.2. Detective Unit and Administration Division officers will remain on duty until advised.
  - 3.3. All Afternoon Watch officers will be ordered to report for duty as soon as possible.
  - 3.4. All Midnight Watch officers will be ordered to report for duty at 1830 hours.
4. If an incident occurs between 1430 and 2230 hours:
  - 4.1. Afternoon Watch officers will remain on duty until advised.
  - 4.2. Detective Unit and Administration Division officers, if still on duty, will remain until advised. If the incident occurs after the end of their tour of duty, officers will be ordered to report for duty at 0630 hours the next day.

- 4.3. All Midnight Watch officers will be ordered to report for duty as soon as possible.
- 4.4. All Day Watch officers will be ordered to report for duty at 0630 hours the next day.
5. If an incident occurs between 2230 and 0630 hours:
  - 5.1. Midnight Watch officers will remain on duty until advised.
  - 5.2. All Day Watch, Detective Unit and Administration Division officers will be ordered to report for duty as soon as possible.
  - 5.3. The time for all Afternoon Watch officers to report for duty will depend when the incident occurred.
6. If it is determined that the Emergency Staffing Plan will remain in effect for more than 24 hours, whenever possible, Department members will be scheduled to work the following hours:
  - 6.1. Day Watch: 0630-1830 hours
  - 6.2. Afternoon Watch: to be determined
  - 6.3. Midnight Watch: 1830-0630 hours
  - 6.4. Detective Unit and Administration Division officers: to be determined
  - 6.5. Civilian members will report for duty at their usual times and work a 12-hour shift unless directed otherwise.
7. The Emergency Staffing Plan will remain in effect until otherwise decided by the Chief of Police.

Officers from other agencies, who respond in answer to a NIPAS or ILEAS call-out, will report to the location(s) designated in the appropriate car plan. These officers will be assigned to assist Police Department personnel in performing the activities listed in Concept of Operations.

The initial supervisor at the scene will have the perimeter secured to limit access to the area and have unauthorized persons removed. The boundaries of the perimeter will be determined after conferring with the Fire Department's commander at the scene, or the Incident Commander or Operations Section Chief. The perimeter will be established as soon as staffing permits.

The Illinois State Police (ISP) Disaster Pass System will be implemented, as a method of controlling access to the area. Police officers assigned to the perimeter will be informed as to who is permitted into the area by the ranking police officer at the scene.

An evacuation of the area will be conducted using the Illinois State Police (ISP) five-phase scheme found in Appendix A13. Once limited re-entry into the area is authorized, re-entry will be permitted using the ISP guidelines in Appendix A13. However, the perimeter will still have to be maintained until unrestricted re-entry is authorized.

The responsibility for providing law enforcement services within the Village rests with the Police Department. The Chief of Police is responsible for the administration of the Department and reports directly to the Village Administrator. Maintenance, review, and updating of the Plan are the responsibilities of the Police Chief.

The Deputy Chief of Police is generally responsible for managing Departmental operations during major emergency or disaster situations. Police response during an emergency or disaster situation will be guided by the procedures and recommendations set forth in the Police Department's emergency operations policy.

## **DIRECTION AND CONTROL**

The Village Emergency Operations Center (EOC) shall be the control point for all major decisions concerning law enforcement operations. Representatives of Village government shall staff the EOC all times during a major emergency or disaster.

The Chief of Police shall report to the EOC, retain responsibility for law enforcement efforts and act as liaison to other Departments and agencies involved in the operations.

The Deputy Chief of Police of Operations shall report to the Field Command Post and coordinate police operations.

## **CONTINUITY OF GOVERNMENT**

The succession of command for the River Forest Police Department during emergency operations is:

1. Chief of Police
2. Deputy Chief of Police
3. Patrol Commander
4. Watch Commander

The individual listed above are responsible for either functioning from or coordinating with the Emergency Operations Center (EOC) during an emergency.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the Chief of Police to maintain, review and update this Annex.

## **APPENDICES**

- Appendix A9 Pre-Emergency Operation Checklist
- Appendix A10 Response Operation Checklist
- Appendix A11 Recovery Operation Checklist
- Appendix A12 Securing Disaster Perimeter Checklist
- Appendix A13 Illinois State Police – Disaster Pass System

## **PRIORITY ACTION CHECKLIST**

### **APPENDIX A9 LAW ENFORCEMENT**

#### **PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Review Police Department agreements with NIPAS and other police agencies.
Complete: Yes/No	Review and update the Police Department's Emergency Operations General Order.
Complete: Yes/No	Provide specialty training to Department personnel that includes Hazardous Materials and Radiological response, Aircraft Accident procedures, and Bomb and Explosives procedures.
Complete: Yes/No	Participate in annual disaster exercises to ensure readiness to respond.
Complete: Yes/No	If warning time permits, prior to an emergency alert and call in, call Department personnel or place personnel on standby status, as provided in the Emergency Staffing Plan.

### **APPENDIX A10 LAW ENFORCEMENT**

#### **RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	The Watch Commander will assume command of police operations at the incident site and set up Field Command Post.
Complete: Yes/No	Evaluate disaster area and initial assignment of on-duty police personnel.
Complete: Yes/No	If necessary, begin mutual aid requests
Complete: Yes/No	Ensure notification of Police command personnel by communications dispatchers.
Complete: Yes/No	Ensure notification of Key Village officials by communications dispatchers.
Complete: Yes/No	Secure disaster site.
Complete: Yes/No	Assign officers to field command post duties: personnel officer, log officer, and permit officer.
Complete: Yes/No	Assign officer for security at EOC in Community Room of Village Hall at 400 Park Ave.
Complete: Yes/No	Initiate and plan evacuation procedures, if necessary.
Complete: Yes/No	Ensure traffic and crowd control procedures have been implemented.
Complete: Yes/No	Continue to respond to emergency requests for police service.
Complete: Yes/No	Upon notification of stand-down, begin releasing additional manpower, as their need no longer exists.

**APPENDIX A11  
LAW ENFORCEMENT**

**RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	Continue to respond to requests for police assistance as needed in the Village.
Complete: Yes/No	Provide traffic and crowd control during recovery and cleanup operations.
Complete: Yes/No	Provide site security for any remaining hazardous locations such as down wires.
Complete: Yes/No	Repair or replace worn or damaged supplies and equipment.
Complete: Yes/No	Prepare detailed reports on the incident for inclusion into the official record.
Complete: Yes/No	Provide critical incident debriefing for all response personnel.
Complete: Yes/No	Critique Police Department operations as soon as possible after stand-down.

**APPENDIX A12**

**SECURING DISASTER PERIMETER CHECKLIST**

Complete: Yes/No	Confer with Fire Department officials to determine the boundaries of the disaster area. When possible, conform to natural barriers e.g. streets, fence lines, etc.
Complete: Yes/No	Establish perimeter security as soon as manpower permits: define responsibilities and duties of perimeter detail.
Complete: Yes/No	Keep perimeter security informed of any developments that could change their duties or assignment areas.
Complete: Yes/No	Ensure that perimeter security is informed about authorized personnel, officers, and other personnel having permits.
Complete: Yes/No	Ensure that perimeter security remains at assigned post until relieved by the disaster commander.

## APPENDIX A13 - ILLINOIS STATE POLICE - DISASTER PASS SYSTEM

In case of a local emergency or disaster requiring an evacuation or establishment of a security perimeter, a method of control is necessary. Law enforcement authorities will function to secure the area and keep out all except residents and those with official tasks.

An evacuation of an affected area will be conducted using the following five- (5) phase scheme:

- Level 1** Prevent access to those without official business (curious, sightseers, etc.)
- Level 2** Evacuate residents
- Level 3** Evacuate support personnel and the media
- Level 4** Evacuate all but necessary emergency workers
- Level 5** Total evacuation

Once limited reentry is authorized, the security perimeter will still need to be maintained until unrestricted reentry is authorized. Reentry will be allowed in the following phases:

- Level 4** Emergency workers only
- Level 3** Damage assessment personnel and escorted media
- Level 2** Utility workers and escorted media
- Level 1** Residents, property owners, and unrestricted media
- Level 0** Unrestricted reentry

A system to identify persons with official business in an evacuated area has been developed by the Illinois State Police. This system utilizes a series of color-coded tags that can be issued to those authorized entrance to a restricted area. A stockpile of these emergency passes is pre-positioned at all State Police District Headquarters and the State Police Central Headquarters in Springfield. Delivery of these tags can be affected within 1 hour to the scene of a major emergency or disaster incident.

Six color-coded tags are used:

<b>COLOR</b>	<b>PURPOSE</b>
<b>WHITE</b>	<b>White- Resident Pass</b>
<b>RED</b>	<b>Medical Pass- Used for non-uniformed medical personnel, e.g., doctors, nurses, etc.</b>
<b>GREEN</b>	<b>Government Officials- Non-uniformed</b>
<b>YELLOW</b>	<b>Miscellaneous Workers authorized by local officials</b>
<b>BLUE</b>	<b>Utility Workers</b>



The purpose of the Emergency Pass System is to:

1. Expedite the entry of residents with homes in the area,
2. Expedite the entry of rescue, medical and utility personnel,
3. Expedite the removal of sick and injured,
4. Expedite the removal of debris from the area, and
5. Maintain a system of accountability regarding those working or functioning within a restricted area.

Passes are in duplicate, with the original slip being retained at the entry/security perimeter. The weather resistant tag (duplicate) with attaching string is to be attached to the clothing so that it is readily visible. Passes will be attached to the wearer's outer garment by means of a string on the tag and be located in a place that is readily seen by personnel for instant identification of the type of worker.

Passes are not to be issued to governmental personnel in uniform, i.e.: law enforcement, fire/rescue/EMS, emergency services/emergency management, public works, or military. When an emergency/disaster occurs, the first step is to secure the area and keep out all-curious, as well as volunteers, until a central entry point(s) can be established. The State Police (District 15) or IEMA should be notified requesting that the Disaster Pass Kit be deployed immediately to the scene.

The issuance of passes will require time, and several clerk/writers will be necessary, after the entrance has been approved by the Incident Commander. The State Police, Cook County Sheriff's Office and Local Law Enforcement will assist in setting up the pass control file and issuance of passes.

All persons issued passes must return the passes to the central entry point each time they leave the restricted area so that control of personnel entering and leaving can be maintained.

All surplus tags will be returned to the Illinois State Police or CCSO, following the incident, for future use.

**SAMPLE DISASTER PASS TAGS**

**Resident Pass  
(White)**

STATE POLICE ILLINOIS CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

**BEARER HAS PERMISSION  
TO ENTER RESTRICTED AREA**

**RESIDENT**

**EFFECTIVE**

DATE UNTIL DATE  
HOUR HOUR

**BEARER MUST WEAR TAG  
AT ALL TIMES WHEN IN  
RESTRICTED AREA**

ISSUING AUTHORITY DATE ISSUED  
TALLMAN-ROBBINS & CO. DES PLAINES

**Medical Pass  
(Red)**

STATE POLICE ILLINOIS CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

**BEARER HAS PERMISSION  
TO ENTER RESTRICTED AREA**

**MEDICAL**

**EFFECTIVE**

DATE UNTIL DATE  
HOUR HOUR

**BEARER MUST WEAR TAG  
AT ALL TIMES WHEN IN  
RESTRICTED AREA**

ISSUING AUTHORITY DATE ISSUED  
TALLMAN-ROBBINS & CO. DES PLAINES

# SAMPLE DISASTER PASS TAGS

## Government Official Pass (Green)

STATE POLICE **ILLINOIS** CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

**BEARER HAS PERMISSION TO ENTER RESTRICTED AREA**

**GOVERNMENT OFFICIAL**  
(NOT UNIFORMED)

**EFFECTIVE**

DATE UNTIL DATE  
HOUR HOUR

**BEARER MUST WEAR TAG AT ALL TIMES WHEN IN RESTRICTED AREA**

ISSUING AUTHORITY DATE ISSUED

© ILLINOIS ROYALTY & CO. USE PLEASE

## Miscellaneous Pass (Yellow)

STATE POLICE **ILLINOIS** CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

**BEARER HAS PERMISSION TO ENTER RESTRICTED AREA**

**MISCELLANEOUS**  
(FOR RESCUE & OTHER WORKERS)

**EFFECTIVE**

DATE UNTIL DATE  
HOUR HOUR

**BEARER MUST WEAR TAG AT ALL TIMES WHEN IN RESTRICTED AREA**

ISSUING AUTHORITY DATE ISSUED

© ILLINOIS ROYALTY & CO. USE PLEASE

# SAMPLE DISASTER PASS TAGS

## Utility Worker Pass (Blue)

STATE POLICE ILLINOIS CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

BEARER HAS PERMISSION TO ENTER RESTRICTED AREA

**UTILITY WORKER**  
WATER GAS ELEC TELE

**EFFECTIVE**

DATE UNTIL DATE  
HOUR HOUR

BEARER MUST WEAR TAG AT ALL TIMES WHEN IN RESTRICTED AREA

ISSUING AUTHORITY DATE ISSUED

TALMAGROBBIE & CO. DES PLAINES

## ANNEX A4 – FIRE, RESCUE AND EMS

### **STATE OF PURPOSE 301.240b1**

The purpose of this Annex section is to identify the agencies that would provide a system for coordinating fire, rescue and EMS services in the Village of River Forest. This Annex includes provisions for fire protection, suppression, emergency medical services, and rescue of trapped and drowning people.

### **SITUATION 301.240b2**

The Village has the potential of experiencing the effects of floods, tornadoes, wind storms, nuclear fallout, hazardous materials, train, aircraft, vehicle accidents, river mishaps, severe heat waves, winter storms and terrorist incidents.

### **ASSUMPTION 301.240b3**

Many Fire Departments are available to respond to fire and rescue incidents. Mutual Aid Agreements are in place between member Fire Departments in the Illinois Mutual Aid Box Alarm System, Division XI, to provide the resources necessary, both fire and EMS, to meet any incident that may occur in the Village.

It is assumed that most people will realize the danger and necessity of evacuation. However, those uninformed must be provided all possible awareness of the need of evacuation in the time frame, which is realistic to prevent injury or death.

### **CONCEPT OF OPERATIONS 301.240b4**

By law, the Village is authorized to protect life and property within its jurisdiction. The Chief Executive Officer, the Village President, has overall authority in the event of an emergency or disaster, 20 ILCS 3305/10, 65 ILCS 5/11-1-6; Village Code (Sections 1-5-7; 7-6-1 et seq.)

Providing an efficient and effective, functioning fire/rescue and emergency medical system is a crucial response and recovery function.

The Fire Department has been identified as the agency for providing fire/rescue and emergency medical services.

The operation of the Fire Department in times of a major emergency or disaster are essentially the same as in daily operations. In some situations, Fire Department personnel may be asked to perform additional tasks other than fire suppression and rescue of trapped and injured victims. Fire Department personnel will be required to coordinate their operations with other Departments.

Initial request from the public for emergency response will be received by West Suburban Consolidated Dispatch Center (WSCDC) located at the River Forest Village Hall, 400 Park Avenue River Forest, IL 60305. In the event WSCDC is out-of-service due to a catastrophic event effecting its location, the pre-planned back up is the Oak Park 911 Center located in the Police Department on the lower level of the Oak Park Village Hall. **301.240c1c**

## **ORGANIZATION AND RESPONSIBILITIES**

In the event that the Emergency Operations Center (EOC) is opened by the Village Administrator or his/her designee, the Fire Chief will staff the EOC to coordinate Fire Department activities.

The Shift Commander will be the Incident Commander on a site-specific incident. If the incident calls for a Forward Command Post, the Deputy Fire Chief will respond to the Command Post and coordinate operations. The Fire Marshal in charge of Fire Prevention will respond to the EOC and assist the Fire Chief.

Personnel will be called back to duty per a River Forest Fire Department Operating Directive and in accordance with labor agreements.

Additional resources will be requested through the Mutual Aid Box Alarm System (MABAS) agreements on the IFERN radio frequency. Additional resources can also be requested from the state by contacting the Cook County Sheriff Emergency Management Agency via telephone at 708-865-4766, fax at 708-681-0504 or by radio on the EMA frequency.

### **FIRE/RESCUE SERVICE 301.240c1a, 301.240c1b, 301.240c1d**

The River Forest Fire Department (Fire Department) is responsible for providing all fire, rescue and emergency medical services within the Village.

The Fire Chief or designee shall be responsible to the Village Administrator or the Village Administrator's designee.

In the event that an emergency overwhelms all available resources, the Fire Chief or his/her designee shall recall off duty personnel and/or request mutual aid assistance through MABAS Division XI. All fire/rescue and EMS resources responding as a result of a mutual aid request will report and operate under the direction of the River Forest Fire Chief or his/her designated representative.

Maintenance, review, and updating of reports generated during an incident are the responsibilities of the Deputy Fire Chief of Operations. **301.240c2d**

### **URBAN SEARCH AND RESCUE**

The Urban Search and Rescue (USAR) function of the Plan is intended to address large-scale incidents involving multiple cases of human entrapment with prolonged, complex rescue or recovery activities.

Initial response to rescue incidents is accomplished by the River Forest Fire Department. Upon arrival at the scene, the Incident Management System will be established. All activities related to the large-scale rescue operations will operate under the Incident Management System. The Incident Commander will verify that the following activities are undertaken:

1. Utilities are secured utilizing the “lock out - tag out” safety system.
2. Structural integrity has been assured or evaluated and a safety officer is on site to verify that conditions have not changed, and
3. A structural engineer or architect has been requested to assist in the analysis of the structure.

To assist the Incident Commander with the management of the site, the following sector officers should be assigned to assist with the organization and operation:

**Search Team Manager:** responsible for developing search plans and overseeing the technical and canine search team specialists. The technical search specialists may search collapsed structures, debris piles, mud/landslides and voids for trapped victims.

**Rescue Team Manager:** responsible for overseeing rescue operations, development of rescue plans, supervision of rescue squad officers, who in turn oversee the activities of rescue specialists. These rescue specialists perform the actual rescue operations utilizing special tools and techniques for confined spaces, rope rescue, shoring and stabilization, breaching, victim extrication and packaging.

**Medical Team Manager:** the individual with the highest level of medical certification, who oversees all medical functions and supervises the medical specialists, who provide care to all task force personnel and victims.

**Technical Team Manager:** responsible for overseeing the technical functions of an incident and supervising the structural specialists, hazardous materials specialists, heavy equipment rigging, technical information, communications and logistics.

Marking of building(s) being searched will be accomplished using the universal building marking system.

The Incident Commander from the Fire Department will assess the situation and decide if local search and rescue resources are adequate. If a state USAR team is needed, contact will be made through the WSCDC Dispatch through Red Center Dispatch. If Federal USAR teams are required, a request will be made for FEMA USAR support. This request will be made through the Illinois Emergency Management Agency.

Once activated, FEMA will mobilize needed USAR resources and arrange transportation to the Village. The USAR Incident Support Team (ILTF1), an advanced management team, will arrive on site within eight (8) hours to begin size-up and tasking assignments. Responding USAR teams, and local fire, rescue, and EMS resources assigned to the incident, will function under the direction of the ILTF1.

## **EMERGENCY MEDICAL SERVICES**

The River Forest Fire Department operates under and follows the policies and procedures of the Loyola Hospital Emergency Medical Services System.

The Metropolitan Fire Chiefs Association of Illinois, Cook County Public Health, IPH, and the hospitals that serve Cook County developed the “following text” as a coordinated effort, and the Fire Department adopts it:

The emergency medical services (EMS) division of the fire service, as a first responder, is responsible for the following:

- Assigning an individual who will serve as a Medical Officer, responsible for all EMS operations at the emergency/disaster site.
- Assessing the site and determining the level of EMS response.
- Establishing a field treatment system, capable of triaging victims, providing initial medical care, packaging for transport, and dispatching victims to area hospitals.
- Initiating a request for air evacuation of victims, if necessary.
- Establishing and maintaining communications with a designated communications hospital. This communications link will be used to provide status reports and information regarding the numbers of victims that can be handled by or enroute to, area hospitals.
- Determining the need for medical response teams from area hospitals and requesting the dispatch of those teams through the communications hospital.
- Tracking the quantities of medical supplies on site and requesting additional supplies from area hospitals as necessary.

When notified, a hospital, designated as the “Communications Hospital,” will notify surrounding hospitals, based upon the scope of the emergency/disaster. The Communications Hospital will also notify the Cook County Emergency Management Agency, advising of the nature of the emergency/disaster, the estimated number of injuries, and the area hospitals that have been activated.

Area hospitals are responsible for:

- Assessing their current capability to accept patients.
- Initiating their internal disaster plans and staffing a hospital command center.
- Communicating their status and bed availability to the communications hospital.
- Initiating a patient release program to increase the number of available beds to support an emergency/disaster response and recovery operations.
- Providing supplies to replenish stocks used at the emergency/disaster site.

If the Communications Hospital is directly impacted by an emergency/disaster, or becomes overwhelmed by the influx of patients, it may transfer communications control to another hospital. If the emergency/disaster is of such a large magnitude that it overwhelms the capabilities of area hospitals, the Illinois Department of Public Health, EMS Division, will begin to coordinate with regional hospitals and may request federal assistance. Additional medical support may be available through the National Guard, following its activation by the Governor.

A significant natural disaster or man-made event that overwhelms local and State resources may necessitate both federal public health and medical care assistance. The sudden onset of a large number of victims would stress a State medical system, necessitating time-critical assistance



from the federal government. Such a natural disaster would also pose certain public health threats, including problems related to food, vectors, water and wastewater, solid waste, and mental health effects.

Hospitals, nursing homes, pharmacies and other medical/health care facilities may be severely damaged or destroyed. Those facilities, which survive with little or no structural damage, may be rendered unusable, or only partly usable, because of a lack of utilities (power, water, and sewer), staff is unavailable to report for duty due to personal injury and/or damage, or disruption of communications and transportation systems. Medical and health care facilities, which remain in operation and have the necessary utilities and staff, may be overwhelmed by the “walking wounded” and seriously injured, who are transported there in the immediate aftermath of the occurrence.

Upon the occurrence of such a major natural disaster or man-made event, the State will contact FEMA and request federal ESF-8 assistance. Federal ESF-8 assistance will be implemented following a determination that federal assistance is warranted. Following approval, FEMA headquarters will alert the U.S. Public Health Service, who will activate the national ESF-8 Crisis Action Team.

### **Primary Health Care Facilities:**

West Suburban Medical Center  
Oak Park Hospital  
Loyola University Medical Center  
Gottlieb Hospital  
MacNeal Hospital

### **HOMELAND SECURITY**

The Fire Department has its own precautions to take during the two threat conditions facing the United States (ELEVATED or IMMINENT).

When current threat conditions are “ELEVATED” there is a general risk of terrorist attack. Agencies are asked to review and update emergency response procedures at this threat level. The Fire Department’s action under this threat level is:

1. A threat exists or has occurred but is not specific to the State of Illinois. However, terrorist actions may be expected and awareness within the State of Illinois is advisable.
2. Check all equipment for operational serviceability, fill fuel tanks, check specialized Haz Mat, SRT/TRS equipment for ready response.
3. Monitor Statewide E-mail and FAX messages for additional information. Be prepared to forward urgent messages quickly.
4. Secure police, fire and dispatch center facilities to prevent casual entry. All visitors should be met near the door and challenged as to their business.
5. Vehicles should not be left unlocked and casually accessible. Check vehicles for foreign objects if left unattended for any period of time.
6. Fire station overhead doors should be closed when station personnel are not in plain sight of apparatus bays.

7. Do not discuss sensitive information outside of appropriate circles. Report conversations of concern to local law enforcement agencies.
8. Keep all overhead fire station doors closed and secured. Lock fire station, except designated public entrances. Challenge visitors as to their business and if allowed within facility unescorted. Check for the individual's identification and validate purpose for being in the facility.
9. Do not leave vehicles unattended when outside a fire station. If vehicle is left unattended, lock it and check vehicle and its chassis underside before opening door or starting engine.
10. Check recall roster and recall process for accuracy and operational performance. Review leave roster and consider options if situation and threats escalate.
11. Check all equipment for operational readiness and response. Keep vehicles fueled.
12. Consider exterior checks of police/fire/dispatch facilities for foreign or unknown objects.
13. Report unusual circumstances or occurrences to local law enforcement.
14. Perform operational checks, under load, of all key facility generators. Allow to run to assure function.
15. Sensitive information and classified reports can only be shared with those who have a bona fide need to know.
16. Advise other municipal agencies of heightened state of awareness: Library, Park District, Village Hall, Water Department, etc.
17. Identify any planned community events where a large attendance is expected. Consult with event organizers for contingency operations, security awareness and site accessibility and control.
18. Consider meeting with key EOC members to review situations and status as well as availability and accuracy of recall lists and personnel if EOC is activated.
19. Consider alternative work schedules of operational and staff personnel if situation escalates. Include plans to maximize staffing and response capabilities with defined work/rest cycles.
20. Consider plans and contingencies to assist public safety employees' family members, including safeguards if situation escalates and personnel are recalled leaving their family alone for extended periods of time.
21. Review facility evacuation plans; inform occupants.
22. Advise those who handle the US Mail and package delivery to remain vigilant and report any concerns or suspect items.
23. Following service calls, check all vehicles on-scene for sign of tampering.
24. Dispatch centers should prohibit any form of casual access by unauthorized personnel.

When current threat condition is "IMMINENT" there is a high risk of terrorist attack and the Village should coordinate necessary security efforts with armed forces or law enforcement agencies. The Fire Department's actions during this threat level are:

1. A terrorist threat has been received which is probable and may or may not involve Illinois. The terrorists have high probability of executing an act, possibly by type of facility or type of use, in the near future. It is unknown where or if it might include a target within Illinois.

2. Lock all exterior doors except main facility entrances. Check all visitors: purpose, intent and identification. Require a visitor sign-in log with information from their identification. Escort visitors when they are in the facility, until they leave. Check where they worked to assure nothing is amiss or was left behind.
3. Contact all personnel to ascertain their recall availability. Consider modifications where appropriate to afford maximum recall surge of personnel, if needed.
4. Keep fire vehicles secure, in station as much as possible. Keep all overhead doors closed except for bona fide needs.
5. Create a schedule to perform exterior walk around of all key public facilities. Contact allied government agencies within jurisdiction and advise need for increased security and awareness needs. Remove exterior garbage containers and/or move away from structure.
6. Consider advising staff of contingency plans for shift modifications, assignments, work/rest cycles and family member care/assistance and security plans if situation evolves to Threatcom Delta.
7. Advise elected officials of advisory status and contingency plans.
8. Maintain information confidentiality on a need-to-know basis.
9. Have unique PPE and specialized equipment at the ready for resource deployment or response with personnel.
10. Identify events that might have large gatherings or crowds and take actions identified in advisory Yellow.
11. Consider plans to increase defensive perimeters around key structures and/or events.
12. Consider daily meetings with local police and government officials regarding plans, contingencies and unique community needs.
13. Identify a single PIO, consider public information process to answer questions, provide information and direction to public and businesses. Coordinate information releases with County and State government, if possible.
14. Identify plans for special needs facilities/citizens in community.
15. Consider contacting larger, local businesses or high-profile individuals/operators, schools and hospitals to discuss the heightened threat, security and contingency operations.
16. Check local warning systems for operational readiness.
17. Consider an EOC format briefing and consider staffing EOC with minimal staff, if appropriate.
18. Consider recurring briefings with key staff from various agencies.
19. Activate increased defensive perimeters around key buildings, events and potential terrorist targets.
20. Secure all doors allowing access to police, fire and dispatch centers – possibly other government or high-profile structures. Place an individual at the single point of access to each structure and check all visitors' IDs to affirm valid purpose of entry. Maintain a sign-in and validate their purpose. Check all bags, briefcases, and packages at a single point of entry. All visitors are escorted throughout their stay. Check to make sure nothing has been left behind or tampered with by the visitor.
21. Consider off-duty recall, increased vehicle staffing, shift modifications, work/rest cycles and family special needs.
22. Consider placing an individual on watch in all fire stations, 24 hours a day until advisory is reduce/revoked.
23. Allow parking of vehicles away from key structures only. Visitors' cars should not be allowed parked near key structures. Employees' vehicles should be visually checked at least once every four (4) hours to assure tampering has not occurred. Issue awareness

- alerts and general information to the general public through PIO. Coordinate with County and State where possible.
24. Issue awareness alerts and general information to general public through PIO. Coordinate with County and State, where possible.
  25. All supervisors of Fire and EMS should be briefed of the incident scene possibility (50% Chance) of secondary explosive device or first responder planned ambush. Amend traditional staging procedures at incident scenes; become unpredictable when responding to citizen assists and emergencies.
  26. Deliveries to work areas, facilities will not be accepted unless approved by supervisory staff. All deliveries should not be opened inside structure and minimal personnel should be in immediate, exterior area, away from windows when delivered packages are opened and secured.
  27. Consider opening EOC (Emergency Operations Center) and establish communications with State EOC and/or County EOC.
  28. Monitor Communications System for disruptions, jamming, corruption caused by terrorists, and/or cyber terrorism. Assure secondary and tertiary Communication Systems are operational - if needed.
  29. Perform recurring telephone/visitation welfare checks of personnel and facilities throughout the day and night.
  30. Instruct all personnel of evacuation routes and contingency communications plans and equipment that they should take with them and have at the ready,
  31. Contact, coordinate and maintain communication with local hospital emergency rooms.
  32. Implement modifications to response patterns, routes, scene apparatus placement, staging dispersals.
  33. Do not accept package deliveries unless prearranges or screened outside firehouse.

## **DIRECTION AND CONTROL**

All major decisions concerning Fire/Rescue and EMS operations remain the responsibility of the Chief of the Fire Department. In a large scale fire or rescue, a Command Post and staging area may be established at a safe distance from the scene. In order to establish a standardized system of incident command, the Fire Department will operate under the National Incident Management System (NIMS) per the Mutual Aid Box Alarm System Standard Operating Procedures.

The Emergency Operations Center (EOC) may need to be activated in case of a severe impact on the Village, at which time the Fire Chief or designee will report to the EOC. The Fire Chief may request that Fire Department administration personnel report to the EOC to assist in operations.

**301.240c1e, 301.240c2a**

## **CONTINUITY OF GOVERNMENT**

The line of succession for Fire, Rescue and EMS operations is:

1. Fire Chief
2. Deputy Fire Chief
3. Fire Marshal in charge of Fire Prevention
4. Senior Ranking Lieutenant

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the Fire Chief and Fire Department EMS Coordinator to maintain, review and update this Annex. **301.240b5**

## **APPENDICES**

- Appendix A14 Fire Pre-Emergency Operation Checklist
- Appendix A15 Fire Response Operation Checklist
- Appendix A16 Fire Recovery Operation Checklist
- Appendix A17 EMS Pre-Emergency Operation Checklist
- Appendix A18 EMS Response Operation Checklist
- Appendix A19 EMS Recovery Operation Checklist

**PRIORITY ACTION CHECKLIST**

**APPENDIX A14  
FIRE/RESCUE**

**PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Periodic inspections and review and update code enforcement.
Complete: Yes/No	Participate in annual Mutual Aid exercise.
Complete: Yes/No	Train Command Post personnel in fire safety and suppression.
Complete: Yes/No	Alert and call in all department personnel or place on stand-by status
Complete: Yes/No	Have emergency shelter space available for fire personnel.
Complete: Yes/No	Provide adequate fire protection for shelter area.
Complete: Yes/No	Develop SOPs that address assigned tasks dealing with jurisdictional hazards.
Complete: Yes/No	Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios
Complete: Yes/No	Specialized training in disaster operations for EMS personnel, first responders, and local hospital staffs.
Complete: Yes/No	Storage of medical supplies and equipment.
Complete: Yes/No	Emergency plans for hospital and pre-hospital EMS treatment and transfer of patients.
Complete: Yes/No	Emergency plans for mutual aid response of EMS agencies outside the Village of River Forest
Complete: Yes/No	Emergency plans for temporary morgues for the deceased.
Complete: Yes/No	Contact of local ministerial association for support.
Complete: Yes/No	Provide crisis counseling for emergency workers.

**FIRST PRIORITIES - INITIATE IMMEDIATELY**

Complete: Yes/No	Respond to the incident and establish the National Incident Management System and/or report to a functioning Command Post.
------------------	--

Complete: Yes/No	Conduct an initial size-up of the incident.
Complete: Yes/No	Initiate initial firefighting, rescue, and EMS operations.
Complete: Yes/No	Notification of area hospitals.
Complete: Yes/No	Recommend activation of the local EOC.

**SECONDARY PRIORITIES**

**APPENDIX A15  
FIRE/RESCUE**

**RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	Continue to assess the incident and request additional resources.
Complete: Yes/No	Initiate door to door searches to locate trapped and injured victims.
Complete: Yes/No	Establish contact with the Fire Chief's representative in the EOC.
Complete: Yes/No	Brief officials in the EOC.

**CONTINUING PRIORITIES**

**APPENDIX A16  
FIRE/RESCUE**

**RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	Continue to respond to the community's needs for assistance.
Complete: Yes/No	Continue mental health assistance for first response personnel.
Complete: Yes/No	If appropriate, notify proper investigating team.
Complete: Yes/No	If needed, do decontamination procedures, including equipment and gear.
Complete: Yes/No	Identify fire hazards caused by the situation, such as, electrical wires, gas lines, correct or disarm is possible.
Complete: Yes/No	Isolate damaged buildings until assessment is made to see if demolition is necessary.
Complete: Yes/No	Assess equipment and make repairs and replace as necessary.
Complete: Yes/No	Prepare necessary reports for record and later critique.

**APPENDIX A17  
EMS**

**EMS PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
Complete: Yes/No	Specialized training in disaster operations for EMS personnel, first responders, Village employees and local hospital staff.
Complete: Yes/No	Storage of EMS medical supplies and equipment.
Complete: Yes/No	Maintenance of EMS medications and other supplies.
Complete: Yes/No	Emergency plans for hospital and pre-hospital EMS treatment and transfer of patients.
Complete: Yes/No	Emergency plans for mutual aid response of EMS agencies outside the Village of River Forest
Complete: Yes/No	Emergency plans for temporary morgues for the deceased.
Complete: Yes/No	Contact of local ministerial association for support.
Complete: Yes/No	Develop SOP's that address assigned tasks dealing with jurisdictional hazards.
Complete: Yes/No	Provide crisis counseling for emergency workers.

**FIRST PRIORITIES - INITIATE IMMEDIATELY**

Complete: Yes/No	Respond to the incident and establish the National Incident Management System and/or report to a functioning Command Post.
Complete: Yes/No	Conduct an initial size-up of the incident.
Complete: Yes/No	Initiate initial firefighting, rescue, and EMS operations.
Complete: Yes/No	Notify area hospitals.
Complete: Yes/No	Recommend activation of the local EOC.



## SECONDARY PRIORITIES

### APPENDIX A18 EMS

#### RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Public information programs dealing with individual and community first aid.
Complete: Yes/No	Initiation of triage, treatment, and transportation activities; Field Command Post setup.
Complete: Yes/No	Staging areas for mutual forces as necessary.
Complete: Yes/No	In-hospital triage and treatment activities.
Complete: Yes/No	Notification of appropriate State and federal agencies.
Complete: Yes/No	Crowd and traffic control at perimeter of disaster.
Complete: Yes/No	Communications with other local agencies.
Complete: Yes/No	Provision of sources to support EMS operations.
Complete: Yes/No	Activities dealing with handling the deceased and transporting uninjured or slightly injured people.
Complete: Yes/No	Activation of temporary morgues.
Complete: Yes/No	Processing of data (i.e., tracking of patients, incident report sheets).
Complete: Yes/No	Activation of ministerial support.
Complete: Yes/No	Coordination of medical staff at casualty collection points.

## CONTINUING PRIORITIES

### APPENDIX A19 EMS

#### RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Continue response and treatment activities, as necessary.
Complete: Yes/No	Compilation of reports for State and federal agencies; compilation of reports for critique and review.
Complete: Yes/No	Re-supply health and medical services response agencies.

## **ANNEX A5 – PUBLIC WORKS**

### **STATEMENT OF PURPOSE 301.240b1**

In times of major emergency or disaster, there is a significant need for the services provided by the Village of River Forest Public Works Department (Public Works Department). Often overlooked is equipment for tasks, such as, opening closed roads, emergency road repair, debris removal, repair of water and sewer pipes, and establishing detours and barricades.

The purpose of this Annex is to ensure a coordinated emergency/disaster response through the identification of those agencies responsible for providing support services to the Public Works Department during a major emergency/disaster and to assign specific functions to those agencies.

### **SITUATION 301.240b2**

The Public Works Department is responsible for maintaining 42 miles of roads, 33 miles of water mains, 32 miles of sewer, and street lights and traffic signals. During an emergency, the Cook County Highway Department and IDOT may be called upon to assist.

During any major emergency/disaster situation, it is conceivable that the existing transportation system will be curtailed into and out of the affected area. The Public Works Department has the responsibility to open and clear transportation routes into and out of an affected area and to also supply needed services to provide transportation of manpower, equipment, and materials to assist in recovery operations.

Water for drinking, firefighting and other emergency services is supplied by the City of Chicago and distributed in Village water mains. Sanitary sewage is collected in the Village system and transported to the interceptors of the Metropolitan Water Reclamation District of Greater Chicago, which also provides tertiary treatment of the sewage. The following non-Village owned utilities are also located in the Village: electrical service by ComEd; telephone service by SBC Network with long distance service to the municipal telephone system by ATT; natural gas service by NICOR; cable television service by COMCAST; residential refuse collection by Roy Strom Refuse Removal Service, Inc., and commercial refuse collection by others.

### **ASSUMPTIONS 301.240b3**

During times of a major emergency/disaster situation, a strain on the Public Works Department's resources (manpower and equipment) could require the use of private contractors to sustain needed operations. Assistance may also be provided through the Northeastern Illinois Mutual Aid Network (NEIMAN), which provides the mutual assistance of 63 communities in the surrounding area.

### **CONCEPT OF OPERATIONS – 301.240b4**

The Chief Executive Officer, the Village President, is responsible for overall command of an emergency/disaster response and recovery operations within the Village.

The Public Works Department is responsible for the day-to-day maintenance of the Village road system and the removal of debris on and along that road system. During emergency/disaster

situations, the Public Works Department may also provide manpower, equipment, barricades, and other traffic control devices.

The Director of Public Works is generally responsible for managing Departmental operations during major emergency or disaster situations. Public Works response during an emergency or disaster situation is guided by the procedures and recommendations set forth in the Public Works Department's disaster manual. This manual contains provisions for:

**301.240c1a, 301.240c1b, 301.240c1d and 301.240c2d**

- Communications
- Field command posts
- Community relations/public information
- Other Public Works agency support
- Traffic control
- Equipment requirements
- De-escalation procedures
- Rumor control
- Availability for command
- Post occurrence duties
- Analyzing, disseminate information for requesting assistance
- Maintenance of reports

Initial requests from the public for emergency response, including 911, are received by the West Suburban Consolidated Dispatch Center (WSCDC) located at 400 Park Avenue, River Forest. In the event that this Center is out-of-service due to a catastrophic event affecting its location, the pre-planned back up is the Oak Park 911 Center located in Oak Park. **301.240c1c**

## **ORGANIZATION AND RESPONSIBILITIES**

Responsibility for operation of the Public Works Department is the Public Works Director.

### **RIVER FOREST PUBLIC WORKS DEPARTMENT**

Summary of activities and roles:

- Coordinate emergency public works activities.
- Participate in mutual aid agreements.
- Develop resource list including private resources.
- Update Public Works Annex as needed.
- Repair roads and bridges.
- Maintain storm sewers.
- Conduct debris removal operations.
- Perform detailed damage assessment.
- Assist in decontamination operations.
- Provide small to heavy equipment, as needed.
- Store and provide fuel for emergency vehicles.
- Maintain Village-owned street lighting and traffic systems.
- Manufacture and install signs for Village use.
- Maintain all parkway trees.
- Remove debris and fallen or damaged trees from rights-of-way. **301.240c2e**

- Provide snow and ice control operations.
- Maintain water pressure.
- Provide potable water.
- Maintain sewer system.
- Provide temporary sanitary facilities.
- Coordinate with the Health Department on water testing.
- Decontaminate water system.
- Assess damages to municipal facilities.
- Contact all contractors for infrastructure maintenance and improvements.

**DIRECTION AND CONTROL**

The Northeastern Illinois Mutual Aid Network (NEIMAN) includes 63 member communities of the West Central Municipal Conference, South Suburban Mayors and Managers, and the Northwest Municipal Conference. It provides a mechanism for a community stricken by either a natural or man-made disaster to request aid after a disaster in the form of clean-up and mitigation efforts, such as, sand-bagging in the event of a flood, and allows aiding communities to immediately respond to such a request. Should the Village need mutual aid assistance, it would directly contact aiding members to request their assistance.

The Communication Systems for responding mutual aid resources to communicate with the Public Works Department involves cell phones and two-way radios - provided the responding agencies' vehicles are equipped with two-way radios capable of communication on the same frequencies used by Public Works. Public Works has the option of issuing a small number of hand-held two-way radios to responding mutual aid resources.

The River Forest Emergency Operations Center (EOC) functions from the Village Hall Community Room and shall be the primary direction and control facility for operations during a major emergency/disaster. The Director of Public Works will function from the EOC and direct all Public Works Department operations from that facility. Cook County Highway Department and IDOT crews working in the field will coordinate their operations through the Highway Department representative at the EOC. **301.240c1e and 301.240c2a**

**CONTINUITY OF GOVERNMENT**

The line of succession for Public Works operations is:

- 1. Primary            Director of Public Works
- 2. Alternate        Superintendents of Operations
- 3. Alternate        Crew Leader

**MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the Director of Public Works to maintain, review and update this Annex. **301.240b5**

All Public Works operations will be managed by the Director of Public Works or his/her designee (one of the Alternates or Crew Leaders).

All full-time Public Works Operations employees have a cell phone and will be notified in the event of an emergency/disaster. A minimum of two full-time personnel will be on-duty for the duration of an emergency/disaster, or until they are released by the authorities in the EOC.

## **APPENDICES**

Appendix A20 Public Works Pre-Emergency Operation Checklist

Appendix A21 Public Works Response Operation Checklist

Appendix A22 Public Works Recovery Operation Checklist

## **PRIORITY ACTION CHECKLIST**

### **APPENDIX A20 PUBLIC WORKS**

#### **PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Identify private sources of vehicles and heavy equipment that could be used in an emergency for debris removal and transportation of personnel equipment, and supplies. If possible, have the contractor sign an agreement indicating that during times of emergency, only normal rental rates will be charged. Purchases of goods and services are subject to Village approval requirements.
Complete: Yes/No	Periodically check all vehicles and specialty equipment to ensure their operational readiness.
Complete: Yes/No	Provide training of Department personnel in other functions to which they might be assigned during times of emergency (traffic and/or crowd control, first aid, etc.).
Complete: Yes/No	Coordinate preplanning with other agendas to ensure effective operational plans to deal with specific hazards, i.e. hazardous materials diking and run-off procedures, etc.
Complete: Yes/No	Check out all emergency operating equipment.
Complete: Yes/No	If warning time permits, prior to an emergency, alert and call in all Department personnel.
Complete: Yes/No	Pre-plan storage and marshalling areas for personnel, equipment and supplies.
Complete: Yes/No	Maintain up-to-date records of all Village-owned buildings, facilities and infrastructure.
Complete: Yes/No	Review Plan with all Public Works employees.

**FIRST PRIORITIES - INITIATE IMMEDIATELY**

Complete: Yes/No	Following the determination that a major emergency or disaster has occurred, the EMA will ensure the notification of the Public Works Director or his/her alternate.
Complete: Yes/No	The Public Works Director will ensure notification of the remainder of the Department.
Complete: Yes/No	The Public Works Director will report to the EOC for a briefing on the extent of the situation.
Complete: Yes/No	Public Works Department personnel will respond, as requested, to open any blocked routes needed for ingress or egress from impacted area.
Complete: Yes/No	Following the completion of their primary Mission, Public Works personnel will be available to assist other departments by providing support manpower. This assistance may include: traffic control, crowd control, barricade placement, participation in damage assessment survey teams, etc.
Complete: Yes/No	If resources are exhausted, activate private contractor equipment list in Master Resource Listing.
Complete: Yes/No	If necessary, the Public Works Department should request aid assistance from the County and State Highway Departments.

**SECONDARY PRIORITIES**

**APPENDIX A21  
PUBLIC WORKS**

**RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	Conduct a briefing for the CMT.
Complete: Yes/No	Continue to remove debris.
Complete: Yes/No	Ensure the availability of potable water and sewage systems.

CONTINUING PRIORITIES

**APPENDIX A22  
PUBLIC WORKS**

**RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	As soon as possible, following the conclusion of emergency operations, begin repairs to essential government facilities. Keep itemized records of all repair costs for inclusion in emergency/disaster records for possible reimbursement.
Complete: Yes/No	Support any decontamination operations under the direction of the EMA
Complete: Yes/No	Compile complete reports for inclusion into the official record and later critique.



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## **COMMUNICATIONS ANNEX B - 301.240a2**

### **STATEMENT OF PURPOSE 301.240b1**

Operations during major emergencies and disasters place an increased demand on dispatching facilities. These facilities must be prepared to switch from normal operations to emergency mode at the first notification of an existing or impending emergency situation. Telecommunications operators must be prepared to receive, analyze, and disseminate timely information to operating departments, in addition to providing communications services to local emergency response units.

The purpose of this Annex is to identify the role of communications and operators at the Village of River Forest Public Safety Answering Point (PSAP) and to specify actions to be taken during emergency periods.

### **SITUATION AND ASSUMPTION 301.240b2, 301.240b3**

It is assumed that the enemy has the capability to strike any target in the United States at any time. To minimize the effects of an attack and/or emergency/disaster, it is necessary that an effective emergency communication system provide authorities and local first responders the information so protective actions can be taken.

It is assumed that ordinary communications capabilities will be disrupted to an unknown degree in such situations and that alternate means must be available to be implemented. These communications resources must provide redundancy to the existing system and must be periodically tested to ensure a constant state of readiness.

### **CONCEPT OF OPERATIONS AND OPERATIONAL RESPONSIBILITIES 301.240d4**

Under Illinois law, the Village is authorized to protect life and property within its jurisdiction. In addition, the Village President is responsible for promoting effective emergency/disaster response and recovery operations. Providing for the effective operation of a communications and warning system is one of those critical functions.

The Village's primary PSAP is located on the second floor of the Village Hall, 400 Park Avenue River Forest, and operated by the West Suburban Consolidated Dispatch 911 Center (WSCDC). WSCDC is responsible for the operation of the Village's Police, Fire/EMA and Public Works Communications System (the "Communications System"), as well as the Outdoor Warning Siren System (OWSS), which is located at 400 Park Avenue and 7525 Berkshire Street, River Forest, Illinois. **301.240d3**

In the event that additional assistance is needed in the PSAP, Telecommunicators are supplemented during an emergency through callbacks. All Telecommunicators are issued pagers and are expected to respond for callbacks. During times of emergency, off-duty personnel, and holdovers may supplement Police dispatch personnel.

WSCDC is staffed on a 24-hour basis, giving personnel access to all telephones, radios,

computers, and related public safety communications equipment. Telecommunicators provide communication to elected community officials as directed by supervisory personnel. Village Department Heads and officials are contacted as needed via pager, telephone, radio or Nextel from the WSCDC. **301.240d1, 301.240d2**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of WSCDC during an emergency.

- 1) Executive Director
- 2) Deputy Director
- 3) Communications Supervisors

Several layers of communications exist to back up primary communications within the Village. The Enhanced 9-1-1 telephone system was installed according to the approved plan filed with the Illinois Commerce Commission.

The police radio system was installed with primary and secondary equipment, as well as an alternative network that can be employed as needed. Police communications with surrounding communities is accomplished via the primary channels, as well as, ISPERN and Point to Point frequencies.

Fire Department communications with surrounding communities are accomplished via two-way radio systems. Most communications take place over the local fire frequency (159,1200 primary and 154,190 secondary) that is also used by the communities of Elmwood Park, Oak Park, River Forest, Berwyn, Cicero, Forest Park, North Riverside, and Stickney, which also have these radio frequencies, as secondary and primary frequencies to the Communications System. Emergency communications for large incidents are coordinated by the Mutual Aid Box Alarm System (MABAS), Division XI over the Interagency Fire Emergency Radio Network (IFERN/154.265).

The primary method of alerting emergency response personnel is over their primary radio networks. Police units can be dispatched using the Mobile Data Computers (MDCs) in the cars and the Fire units can be alerted using MDCs or wire-based networks in the Fire Stations.

Emergency communications among the Village of River Forest, surrounding communities, Cook County, the Illinois State Police, and other police units is accomplished via the Illinois State Police Emergency Radio Network (ISPERN). This system allows simultaneous communications between the County and affected communities during periods of emergency and disaster.

## **DIRECTION AND CONTROL**

The Village Emergency Operations Center (EOC) located in the Village Hall is the primary direction and control facility for all emergency operations within the Village. Key Village officials will staff the EOC at all times during a major emergency or disaster. All emergency responses to a disaster scene will be coordinated with WSCDC by staff from the respective Departments manning the EOC. Telecommunicators should not directly dispatch units to the scene of an emergency or disaster without authorization from the Crisis Management Team (CMT) in the EOC. Subsequent emergency responses will be dispatched directly by WSCDC, notifying the CMT of a subsequent incident. WSCDC shall relay all necessary information for tracking of resources to the EOC. Communication may be accomplished by messenger, telephone, or on one of the numerous radio frequencies available and assigned by the staff of the

## **EOC. 301.240d5**

Following the determination that a major emergency exists, the Fire or Police Department will establish a Forward Command Post. The Command Post will be identified by a green flashing light. Representatives with field responsibilities from each of the responding Departments will respond to and command their personnel from this location. The Forward Command Post will be the source of official information and a communications link between the EOC and the scene.

## **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with authority to activate the Village's Communications System.

- 1) Communications Director
- 2) Communications Deputy Director
- 3) On-duty Communications Supervisor

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the Director of Communication to maintain, review and update this Annex. **301.240b5**

## **APPENDICES**

- Appendix B1 Pre-Emergency Operation Checklist
- Appendix B2 Response Operation Checklist
- Appendix B3 Recovery Operation Checklist
- Appendix B4 Incident Radio Communication \_ Tactical Operations

## **PRIORITY ACTION CHECKLIST**

### **APPENDIX B 1 COMMUNICATION**

#### **PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Annually survey the Communication System to ensure it is still adequate to handle the changing needs of the community.
Complete: Yes/No	Determine outside resources (CB, Hams, etc.) that might be needed to support emergency communications operations.
Complete: Yes/No	Conduct regular communications alerting system tests.
Complete: Yes/No	Conduct periodic training sessions to familiarize telecommunicators with new procedures.

#### **FIRST PRIORITIES - INITIATE IMMEDIATELY**

Complete: Yes/No	Following the receipt of emergency/disaster information predicting the impact of any disaster agent, activate the Communications System, as appropriate, in accordance with operational procedures.
Complete: Yes/No	Implement plans to ensure adequate staffing throughout the emergency.
Complete: Yes/No	Survey the impact of the emergency/disaster on the communications infrastructure.
Complete: Yes/No	Activate supplemental communications systems (CB, Ham, etc.), as directed by the Director of Communications.
Complete: Yes/No	Begin a Disaster Operation Log describing each request for assistance, response given and manpower used.
Complete: Yes/No	Following activation of the EOC, forward extraordinary requests for assistance to appropriate members of the Crisis Management Team for determination of service to be rendered.
Complete: Yes/No	Throughout the emergency, provide communications assistance as requested.

## **SECONDARY PRIORITIES**

### **APPENDIX B 2 COMMUNICATION**

#### **RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	Establish schedules to ensure sustained emergency operations.
Complete: Yes/No	Coordinate with the County to identify which frequency(s) will be used for what purpose.
Complete: Yes/No	Activate emergency support communications systems, such as, the County communications van, amateur radio operators, etc.
Complete: Yes/No	Continued assessment of the Communications System.
Complete: Yes/No	Initiation of emergency repairs to critical communications equipment.

## **CONTINUING PRIORITIES**

### **APPENDIX B 3 COMMUNICATION**

#### **RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	Continue to maintain emergency Communications System as long as necessary.
Complete: Yes/No	Return to normal staffing and operations as soon as emergency response is no longer necessary.
Complete: Yes/No	Complete reports and other necessary records for inclusion in permanent records describing the emergency.
Complete: Yes/No	Repair any equipment damaged, as a result of the situation.
Complete: Yes/No	Restock support supplies, i.e.: message forms, paper, and log, etc.

**APPENDIX B 4 – INCIDENT RADIO COMMUNICATION PLAN-TACTICAL OPERATIONS**

INCIDENT RADIO COMMUNICATION PLAN TACTICAL OPERATIONS			1. Incident Name:	2. Date/Time Prepare	3. Operational Period Date/Time:
FREQUENCY	CHANNEL NAME	SERVICE	ASSIGNMENT	REMARKS	
154.265	IFERN	Fire			
154.3025	IFERN2	Fire			
153.830	Fire Ground Red	Fire			
154.280	Fire Ground White	Fire			
154.295	Fire Ground Blue	Fire			
153.8375	Fire Ground Gold	Fire			
154.2725	Fire Ground Black	Fire			
154.2875	Fire Ground Gray	Fire			
155.475	ISPERN	Police			
155.910	Band 8	Police			
158.7375	Tac Blue	Police			
159.4725	Tac Red	Police			
155.400	MERCI North	EMS			
155.340	MERCI South	EMS			
	EMTAC 2	EMA			
158.820	Public Works ground	Public Works			
155.055	IREACH	Interdiscip linary Coordinati on			

## **WARNING/EMERGENCY INFORMATION ANNEX C 301.240a3**

### **STATEMENT OF PURPOSE 301.240b1**

The purpose of this Annex is to provide guidance regarding the activation of the Village's outdoor warning system. It is to serve as a foundation on which a common approach can be used to provide warning on impending damage or injury to Village residents.

The purpose of this Annex is to identify the role of the Warning/Emergency Information System and its operators under the Village's EMA program and to specify actions to be taken during emergency periods.

### **SITUATION AND ASSUMPTION 301.240b2, 301.240b3**

It is assumed that the enemy has the capability to strike any target in the United States at any time. To minimize the effects of an attack or to warn of impending natural or man-made disaster, it is necessary that an effective warning system be provided whereby authorities and local populace are forewarned of such an enemy attack or other disaster and can take protective actions.

The issuance of warning, and the approved signals that are used to convey that warning, as well as the procedures used to test those systems, are based on authority provide by federal and State law and supporting guidance documents.

Pursuant to federal law, the phrase "emergency management" is defined as:

... those activities and measures designed or undertaken (1) to minimize the effects upon the civilian population caused or which would be caused by an attack upon the United States or by a natural disaster, (2) to deal with the immediate emergency conditions which would be created by any such attack or natural disaster, and (3) to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by such an attack or natural disaster. Such term shall include, but shall not be limited to, (A) measures to be taken in preparation for an anticipated attack or natural disaster [including ... The provision of suitable warning systems].

The Illinois Emergency Management Agency Act, 20 ILCS 3305/1 et seq., as amended, further defines" emergency management" as:

... the coordination of such functions by the State and its political subdivisions, other than functions for which military forces are primarily responsible, as may be necessary or proper to prevent, minimize, repair, and alleviate injury and damage resulting from any natural or technological causes. These functions include, without limitation, ... warning services, communications, ..., together with all other activities necessary or incidental to protecting life or property.

Appropriate emergency management, therefore, requires developing and maintaining the capability of warning residents of impending disasters. An effective warning system may be accomplished by a variety of warning systems.



## **CONCEPT OF OPERATIONS AND OPERATIONAL RESPONSIBILITIES 301.240d4**

Under Illinois law, the Village has primary responsibility for providing services to protect life and property within its jurisdiction. In addition, the Village President is responsible for promoting effective disaster response and recovery operations. Providing for the effective operation of a warning system is one of those critical functions.

The West Suburban Consolidated Dispatch Center (WSCDC) and the EMA Coordinator are responsible for the operation of the Warning/Emergency Information System, located at 400 Park Avenue, River Forest, Illinois. **301.240e3** WSCDC is responsible for dispatching Police, Fire/EMA, and Public Works, as well as the Outdoor Warning Siren System (OWSS) located there. This is a 24-hour facility that receives warning bulletins and intelligence and is responsible for the dissemination of warnings to local government officials, the general public, and special facilities. **301.240d3**

Emergency communications of Fire Departments for major incidents are coordinated by the Mutual Aid Box Alarm System (MABAS), Division XI, over the Interagency Fire Emergency Radio Network (IFERN/154.265).

Emergency communications between Village police officers and those of surrounding communities, the Cook County Sheriff's Police and the Illinois State Police is accomplished via the Illinois State Police Emergency Radio Network (ISPERN). This system allows simultaneous communications between these agencies and officers during periods of emergency and disaster.

Public notification of protective actions is accomplished through the following methods:

1. Public Address Systems in Emergency Vehicles
2. Bullhorns
3. Door-to-door Notification
4. Mass Media (Radio and/or Television)
5. Emergency Notification System (Telephone, Email & Text)
6. Outdoor Warning Siren Speakers.

The type of emergency defines the type of warning initiated by WSCDC personnel. Weather-related emergencies result in activation of the Village's OWSS. If conditions are such that additional public warning is necessary, squad car public address systems may be utilized. Warnings to school officials are handled through the NOAA weather radio receivers in each school. **301.240e2, 301.240e1**

Several layers of communications exist to back up primary communications within the Village. The Enhanced 9-1-1 telephone system, which was installed according to an approved plan filed with the Illinois Commerce Commission, supports this Communications System.

The police radio system was installed with primary and secondary equipment, as well as, an alternative network that can be employed as needed.

## **COMMUNITY'S WARNING SYSTEMS AND SEVERE WEATHER**

### **DIRECTION AND CONTROL 301.240e4**

West Suburban Consolidated Dispatch Center (WSCDC) located at 400 Park Avenue, River Forest, IL, is responsible for activating public warning/emergency information systems. It is the location of all outdoor warning/emergency information devices.

### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the EMA Coordinator and ESCDC's Director of Communications to maintain, review and update this Annex. **301.240b5**

### **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's warning systems via WSCDC during an emergency/disaster. **301.240e4**

1. Director of Communications Center
2. Fire Chief/(EMA Coordinator)
3. Police Chief
4. Public Information Officer

### **APPENDICES**

Appendix C1 Pre-Emergency Operation Checklist

Appendix C2 Response Operation Checklist

Appendix C3 Recovery Operation Checklist

Appendix C4 Local Storm Report

Appendix C5 Community's Warning Systems and Severe Weather Guidelines

Appendix C6 Homeland Security Advisory System

Appendix C7 American Red Cross General Public Homeland Security Advisory System Recommendations

**PRIORITY ACTION CHECKLIST**

**APPENDIX C 1  
WARNING/EMERGENCY INFORMATION**

**PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Appoint public information officer.
Complete: Yes/No	Develop a hazard awareness program.
Complete: Yes/No	Develop ongoing relationships with all local media.
Complete: Yes/No	Designate a media room, (Lincoln School Gymnasium) in the Emergency Operations Center (EOC).
Complete: Yes/No	Work on the Emergency Alert System (EAS) and exercise it regularly.
Complete: Yes/No	Conduct public education programs.
Complete: Yes/No	Prepare emergency information packets for release during emergencies, (for non-English speaking and the visually impaired as well). Distribute such pertinent materials to the local media.
Complete: Yes/No	Test EAS.
Complete: Yes/No	Identify an alternate media room and contact point for public information in case it is needed.
Complete: Yes/No	Train public information staff and rumor control team.
Complete: Yes/No	Prepare and maintain a list of all media resources available to public information. This will include foreign language print and broadcast media resources for the non-English speaking and the visually impaired

**FIRST PRIORITIES - INITIATE IMMEDIATELY**

Complete: Yes/No	Activate EAS.
Complete: Yes/No	Distribute press releases and emergency information packets.
Complete: Yes/No	Coordinate rumor control.
Complete: Yes/No	Schedule news conferences.
Complete: Yes/No	Activate public information officer and staff personnel.
Complete: Yes/No	Distribute emergency public information for non-English speaking, and visual and hearing-impaired media resources.
Complete: Yes/No	Distribute instructional materials regarding evacuation routes, staging areas, shelter, transportation, reception and care facilities, rest areas, food and sanitary services.
Complete: Yes/No	Disseminate information with respect to the location of families, relatives, and damaged areas.
Complete: Yes/No	Incoming information, with respect to damage/restricted areas, will be submitted by various emergency response agencies within the County.
Complete: Yes/No	Continue to train Public Information Officials.
Complete: Yes/No	When Federal Emergency Response teams respond to a local disaster, State and local information activities must coordinate publicly released information.

**APPENDIX C 2  
WARNING/EMERGENCY INFORMATION**

**RESPONSE OPERATIONS CHECKLIST**

**SECONDARY PRIORITIES**

Complete: Yes/No	Establish schedules to ensure sustained emergency/disaster operations.
Complete: Yes/No	Coordination with the County to identify which frequency(s) will be used for what purpose.
Complete: Yes/No	Activate and support Communications System such as the County communications van, amateur radio operators, etc.
Complete: Yes/No	Continued assessment of the Communications System.
Complete: Yes/No	Initiation of emergency repairs to critical communications equipment.

**CONTINUING PRIORITIES**

**APPENDIX C 3  
WARNING/EMERGENCY INFORMATION**

**RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	Throughout the emergency/disaster, EMA should continue to coordinate press releases to ensure continuity of information.
Complete: Yes/No	Develop press releases designed to inform residents how to obtain recovery assistance.
Complete: Yes/No	Continue to provide information to the media dealing Cook County response and recovery operations.
Complete: Yes/No	Prepare an information release to be hand-delivered to residents unable to receive media reports, due to power failure or other.
Complete: Yes/No	Constantly update Cook County's telephone operators so that citizens calling <b>312-603-5500</b> receive accurate information.

**APPENDIX C 4 – LOCAL STORM REPORT**

<b>NATIONAL WEATHER SERVICE FORECAST OFFICE-CHICAGO, IL.</b>			
<b>LOCAL STORM REPORT</b>			
<b>EVENT:</b>			
<b>Hail Size:</b> (only penny size or larger needed)	<input type="checkbox"/> None <input type="checkbox"/> Half dollar (1 3/4") <input type="checkbox"/> Hen egg (2") <input type="checkbox"/> Grapefruit (4")	<input type="checkbox"/> Penny (3/4") <input type="checkbox"/> Walnut (1 1/4") <input type="checkbox"/> Tennis ball (2 1/2")	<input type="checkbox"/> Quarter (1") <input type="checkbox"/> Golf ball (1 3/4") <input type="checkbox"/> Baseball (2 3/4")
<b>Flood Reports:</b>	<input type="checkbox"/> None <input type="checkbox"/> Low water crossing <input type="checkbox"/> Home/bus flooded <input type="checkbox"/> River flooding	<input type="checkbox"/> Minor street flooding <input type="checkbox"/> Widespread flooding <input type="checkbox"/> Creek/stream flooded	
<b>Tornado:</b>	<input type="checkbox"/> None <input type="checkbox"/> A Tornado		
<b>Wind speed/damage:</b>	<input type="checkbox"/> Large limbs down (73" diameter) –wind > = 60 mph <input type="checkbox"/> Tree downs <input type="checkbox"/> Power line down <input type="checkbox"/> Roof/structural damage		
<b>EVENT LOCATION/DATE/TIME</b>			
<b>COUNTY:</b>		<b>TOWN:</b>	
<b>Date of event: (MM DD YY) _____</b>		<b>Time of event: (HH MM) ____:____ AM PM</b>	
<b>Injuries? <input type="checkbox"/> No <input type="checkbox"/> Yes Number _____</b>		<b>Deaths? <input type="checkbox"/> No <input type="checkbox"/> Yes Number _____</b>	
<b>Very briefly (20 words or less) describe details of this event highway, road, street, name, intersections, exact damage:</b>			
<b>Are you a; (check one)    <input type="checkbox"/> NWS trained spotter    <input type="checkbox"/> Law/public safety official</b> <input type="checkbox"/> Emergency manager <input type="checkbox"/> Public citizen <input type="checkbox"/> Other _____			

**911 Emergency Center dispatchers should use this report.**

**Submit this report (after you activate your community warning system) to the National Weather Service in Chicago by the Internet at <http://www.crh.noaa.gov/lot/form.html>.**

**NOAA Severe Weather Hotline Number: 1-800-681-2972.**

## **APPENDIX C 5 COMMUNITY'S WARNING SYSTEMS AND SEVERE WEATHER GUIDELINES RECEIVING A REPORT OF SEVERE WEATHER**

### **The Trained Weather Spotter vs. The Concerned Citizen**

Today, residents are becoming more involved in public safety related activities. Television shows, such as, Rescue 911, Americas Most Wanted, and others have prompted citizens to report emergencies and other life-threatening situations. Severe weather is no exception. In any storm event, Telecommunicators receive numerous calls reporting a variety of weather phenomenon. Unfortunately, many reports, while well intentioned, are not valid. The 911 Telecommunicator must be able to sort out those reports made by trained weather spotters, and those reported by untrained - but community-minded citizens.

A trained weather spotter is an individual, who receives specific training from the National Weather Service in the identification of cloud formations and detection of severe weather events. The weather spotter serves as the eyes and ears of the National Weather Service and is often called upon to validate the information seen on the weather radar or to provide detailed information on what a storm is doing at a precise moment. A weather spotter can be almost anyone from a paid Village employee, including police officers, fire fighters or public works employees, an EMA volunteer, an amateur radio operator, or an employee of a business or industry in the community.

The 911 Telecommunicator should inquire if the individual making the report is a trained weather spotter. If the answer is no, the Telecommunicator should take steps to verify the report. Steps that can be taken to verify the report are addressed later in this section.

### **The Severe Weather Report Obtaining the Needed Severe Weather Information**

Just as in the case of an armed robbery in progress, or a person trapped in a burning building, it is critical that the 911 Telecommunicator obtain the necessary information from the person making the severe weather report. Once obtained, it is just as important that the 911 Telecommunicator do the right thing with the information.

The National Weather Service has developed a Severe Weather Report Form that should be used and sent to it over the Internet. This form is described in detail in Annex and a copy of the form can be found in Appendix C4. This form should be photocopied and kept at the communications console for reference during a storm event.

The following is the minimal information that should be obtained from a person making a report:

1. What is being reported?
  - a. Funnel cloud aloft, tornado on the ground, rotating wall cloud, heavy rain, etc.
  - b. Is there damage associated with the report?
  
2. Where was the event observed?

This needs to be as specific as possible - with cross streets identified. The location must be known so it can be relayed through the Communications System to the Weather

Service.

3. What direction was the storm was moving?  
This must be as specific as possible
4. Who reported the event and when?  
The individual's name, phone number, radio call sign, or other method of getting in touch with the individual should be obtained. The time that the event was reported must be recorded, using real time i.e.: 1530 hours, not 10 minutes ago.

### **How to Verify a Severe Weather Report**

Timely information is critical to issuance of a warning and ultimately saving lives. Determining that a report is accurate is as important as timeliness. As a rule of thumb, if a report is received from a trained spotter, the report is termed "confirmed". In other words, trained spotters have received specialized training in the identification and detection of cloud formations and should be familiar with what is and what is not severe.

On the other hand, a report from a concerned citizen should be considered "unconfirmed". When receiving an unconfirmed report, methods must be used to verify the report. In the past the common practice was to dispatch a police car to the site and verify the report. It should be stressed, however, that if the police officer has not been trained as a spotter, then that report is also unconfirmed. The Village should have a number of trained first responder weather spotters to be called upon to verify a report. Serious consideration should be given before activating OWSS based on one or more unconfirmed reports.

Another method to assist in the verification process is closely monitoring neighboring emergency radio channels, i.e., emergency management, fire, and police and public works. It is possible that a neighboring community will have either a confirmed or unconfirmed sighting - of a severe storm or a funnel - which is moving in the direction of the Village. This pre-warning can give time to direct spotters to the area where they can confirm the sighting.

### **What to Do with The Severe Weather Report**

It is essential that appropriate action is taken regarding a report. At this point, speed is critical as lives may be lost if a tornado report is held up.

The first, and most important, step to be taken is to ensure that residents are warned of the impending danger. WSCDC procedures indicates who needs to be notified/warned in the event of an impending storm. 911 Telecommunicators must be thoroughly familiar with these procedures before issuing a warning to residents. WSCDC procedures clearly outline what the 911 Telecommunicators should do to warn residents, alert key municipal and county officials.

The next step is to get the weather report to the National Weather Service. This is usually done in one of two ways, which are outlined below:

#### **Village's 911 Center (WSCDC)**

A report should be forwarded by WSCDC, via law enforcement's state-wide computerized



network system (LEADS), to the Illinois State Police District 15. This report should also be simultaneously forwarded to the National Weather Service.

The National Weather Service has developed a Severe Weather Report Form that should be used and sent to it over the Internet at <http://www.crh.noaa.gov/lot/form.html>. This form is described in detail in the Annex and a copy can be found in Appendix C4. This form should be photocopied and kept at the communications console for reference during a storm event.

**NOAA Severe Weather Hotline Number: 1-800-681-2972.**

### **Village of River Forest Emergency Management Agency/EMA Program**

A report should be forwarded by WSCDC to the Village's EMA Coordinator and/or EOC. This report should then be forwarded to CCDEMRS EOC where it will be relayed to IEMA.

#### **As a last resort**

If it is impossible to get a report into the system in any other way, the report may be phoned in using one of the emergency numbers listed in WSCDC procedures. It should be stressed that this should be a last resort only, as there are limited numbers of phone lines and telephone operators available to take calls.

#### **Warning The Public: Activating the Community's Warning Systems**

When a confirmed report has been received, the most important thing that the 911 Telecommunicator can do is to provide warning to residents. That warning can be given via a variety of media, including the activation of the Village's OWSS, squad car and fire apparatus sirens and public address announcements, etc.

The Village has a clearly defined standard operating procedure that outlines, who has authority to activate the warning system and under what circumstances. During a severe weather incident, the warning systems should be activated in the event of the following:

- 1) A confirmed sighting of a tornado, or funnel cloud aloft, reported by a trained weather spotter within ten (10) geographical miles of the Village. This ten-mile perimeter should be extended geographically around the perimeter of the Village from the farthest northern edge to the farthest southern edge, at a minimum.
- 2) A confirmed sighting, by a trained spotter, of severe winds causing structural damage within ten (10) miles of the Village.
- 3) The receipt of a tornado warning, issued by the National Weather Service, indicating that the Village is in the direct path of an oncoming storm.

Severe storms typically have a forward speed of between 30 and 60 miles per hour. If a storm is moving at 30 miles per hour, sounding the sirens at 5 miles will allow people about 10 minutes to seek shelter or take other protective actions. It is recommended that sirens not be sounded for sightings beyond the 10-mile area, because people will take shelter and after a while, when nothing has happened, come out of the shelter areas just as the storm is about to hit.

#### **Following Up On a Severe Weather Report**

A common mistake is to take a report of a significant event, such as a rotating wall cloud, funnel

cloud aloft, or tornado on the ground, and then never make a follow up report. When a report is received that a severe weather event is occurring, frequent status checks of the process of that event are critical. Rotating wall clouds produce funnels and ultimately tornadoes. When a rotating wall cloud is reported, it must be closely followed and status reported on a regular basis, i.e., every 5 minutes.

Just as the 911 Telecommunicator keeps track of the activities of a fire company at a working fire, or a police officer at the scene of a rapidly developing armed crisis, the Telecommunicator must keep track of the weather spotter in the field.

In addition to following up on the spotter's report, it is also essential that a spotter's well-being be checked on a periodic basis. Many spotter positions are located on dark, deserted roads where the spotter will have a clear vantage point of a developing storm. It is important to check up on the spotter from time to time to make sure of his/her safety.

### **Switching to Emergency Mode When the Community Is Impacted by Severe Weather**

Tracking the development and movement of a severe storm can be a tedious job in the early hours and escalate to a fevered pitch just before the storm strikes. If the Village is impacted by a severe storm, the job of the 911 Telecommunicator can switch to sheer madness in a matter of a few seconds. It is at this time that all of the Telecommunicator's prior training must come to the fore. Easier said than done, the Telecommunicator must be able to clearly think about what has just happened and react appropriately to start the emergency/disaster response process for the Village.

Another common mistake is the failure to make an emergency notification that the community has been hit after a storm has struck.

### **IF IMPACTED BY A SEVERE STORM OR TORNADO, IT IS ESSENTIAL FOR THAT REPORT TO GET TO THE NATIONAL WEATHER SERVICE IMMEDIATELY!**

To notify the National Weather Service, the 911 Telecommunicator should use the same route used to report the storm, i.e., through the Village's EMA to Cook County EMA, and via the LEADS system to the Illinois State Police District headquarters. The report will then be immediately forwarded to the National Weather Service and communities downwind from the Village. This information is critical so that neighboring communities will be warned and additional lives can be saved. Once this information is received at Cook County EOC, it is also relayed to the Illinois Emergency Operations Center in Springfield by CCDEMRS.

Again, the Village has an Emergency Operations Plan that outlines the procedures to be taken following the impact of an emergency/disaster. 911 Telecommunicators must be familiar with the procedures outlined in that Plan and be prepared to implement those procedures.

## **OUTDOOR SIREN ACTIVATION GUIDELINES**

### **PURPOSE**

The purpose of this document is to provide guidance to WSCDC for the activation of the Village's Outdoor Warning System (OWSS). This guidance is intended to serve as a foundation

for a common approach to provide warning of impending danger to residents.

## LEGAL BASIS FOR WARNING

The issuance of a warning, and the approved signals that are used to convey that warning, as well as, the procedures used to test those systems, are based upon authority provide by federal and State law and supporting guidance documents.

Pursuant to the provisions of federal law, the phrase emergency management is defined as:

... Those activities and measures designed or undertaken (1) to minimize the effects upon the civilian population caused or which would be caused by an attack upon the United States or by a natural disaster, (2) to deal with the immediate emergency conditions which would be created by any such attack or natural disaster, and (3) to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by such an attack or natural disaster. Such term shall include, but shall not be limited to, (A) measures to be taken in preparation for an anticipated attack or natural disaster [including ... the provision of suitable warning systems].

Appropriate emergency management, therefore, requires developing and maintaining the capability of warning the civilian population of an impending emergency/disaster.

The Illinois Emergency Management Agency Act, 20 ILCS 3305/1 et seq., as amended, further defines emergency management as:

“... The coordination of such functions by the State and its political subdivisions, other than functions for which military forces are primarily responsible, as may be necessary and proper to prevent, minimize, repair, and alleviate injury and damage resulting from any natural or technological causes. These functions include, without limitation, warning services, communications, ... together with all other activities necessary or incidental to protecting life or property.

This Act authorizes the Village to, among other things, create an Emergency Management Agency, 20 ILCS 3305/10(c), which it has done in Village Code Section 7-6-1 et seq. Therefore, it is appropriate that the Village provide an effective warning system, which is accomplished by a variety of warning systems that emanate from the federal government.

## THE VILLAGE’S WARNING SYSTEMS

The Village’s OWSS includes its warning and/or communications systems that are used to fan out warning and emergency information to government officials, the general public, and special facilities, including schools, hospitals, nursing homes, and other facilities that require special warnings. It also includes sirens to alert residents, who are outdoors when a warning is given.

The Federal Emergency Management Agency (FEMA) has established standardized signals for outdoor warning devices. These standardized signals are used to alert the public and indicate survival actions to be taken in an emergency/disaster. These signals are ATTACK WARNING and the ATTENTION or ALERT WARNING signal.

## **Attack Warning Signal**

An attack warning is a three (3) to five (5) minute wavering siren tone. The ATTACK WARNING signal means that an actual attack or detected missile launch against the United States has been detected and that protective action should be taken immediately. Pursuant to federal guidance, “this signal will be used for no other purpose and will have no other meaning’.

## **Attention or Alert Warning Signal**

An ATTENTION or ALERT WARNING signal is a three (3) to five (5) minute steady signal. The Village may use this signal to alert the public of peacetime emergencies, including the occurrence of severe weather. In addition to any other meaning or requirement for action, as determined by the Village, the ATTENTION or ALERT signal indicates that all persons should “turn on your radio or television and listen for essential emergency Information”.

Indoor warning systems are necessary for a well-balanced warning system. OWSS is not effective for warning in air-conditioned and tightly insulated buildings, and it is not economical to use such devices in areas of low-density population. Indoor warning systems include commercial broadcast radio and television stations, the Emergency Alert System (EAS), tone activated radio receivers, and public address systems.

## **EMERGENCY ACTIVATION OF OUTDOORS WARNING SYSTEMS FOR SEVERE WEATHER**

As indicated previously, Village officials may utilize the ATTENTION/ALERT WARNING signal for peacetime emergencies including severe weather. During a severe weather incident, the siren warning systems should be activated only in the event of the following:

1. A confirmed sighting of a tornado, or funnel cloud aloft reported by a trained weather spotter within ten (10) miles of the Village. This ten-mile perimeter should be extended geographically around the perimeter of the Village from the farthest northern edge to the farthest southern edge, at minimum.
2. A confirmed sighting, by a trained weather spotter, of severe winds causing structural damage within ten (10) miles of the Village.
3. The receipt of a tornado warning issued by the National Weather Service, indicating that the Village is in the direct path of an oncoming tornado.

A CONFIRMED sighting is defined as a sighting that is observed either by a trained municipal employee or Skywarn (National Weather Service program) weather spotter.

An UNCONFIRMED sighting is a report that is received from one or more members of the general public. A radio-equipped municipal vehicle should be dispatched to investigate an unconfirmed report and determine if the report is valid or not. In the absence of a municipal vehicle, a radio-equipped spotter can also provide such verification. Confirmation of the sighting will result in a CONFIRMED report issued by a trained municipal employee or spotter.

## **Activation Procedure**

Following the occurrence of a weather event meeting the above criteria, WSCDC should activate the Outdoor Warning Siren System.

Once activated, the Warning System should not be re-sounded for the same storm or sighting. The Warning System should be re-sounded for a new confirmed sighting of a second storm cell that meets the activation criteria described above.

## **SYSTEM TESTS**

It is especially important that the Warning System is tested on a periodic basis to be certain that it is operating properly and to help the public learn to recognize the warning signals.

### **Frequency of Tests**

FEMA recommends regularly scheduled tests of Warning Systems accompanied by advance publicity to inform the public of the tests. FEMA also recommends testing once a month, at a minimum.

The Illinois Emergency Management Agency Act specifically requires that:

The testing of disaster warning devices, including outdoor warning sirens, shall be held only on the first Tuesday of each month at 10 o'clock in the morning or during exercises that are specifically and expressly approved in advance by the Illinois Emergency Management Agency". (20 ILCS 3305/12)

### **Siren Test Procedure**

The Village's monthly Warning System test will occur in the following manner.

The ATTENTION or ALERT WARNING signal will be sounded for one (1) minute.

This testing procedure will establish a test pattern different from that used in an actual emergency/disaster when the ATTENTION/ALERT WARNING or ATTACK WARNING signal would be sounded for three (3) to five (5) minutes.

### **All Clear Procedures**

In keeping with the policy of the National Weather Service, the Village will not issue an "all clear" statement.

Severe weather watches, whether severe thunderstorm or tornado, are traditionally issued for a period of four (4) to six (6) hours. The Weather Service may terminate a "watch" early if weather conditions change and the threat of severe weather no longer exists.

Severe weather warnings, whether severe thunderstorm or tornado, are traditionally issued for

periods of thirty (30) minutes to one (1) hour. Warnings are usually allowed to expire on their own, without early termination by the Weather Service.

Residents requesting “all clear” information should be advised to monitor commercial radio and television stations for further weather information, but the Village will not issue an “all clear” statement.

No activation of outdoor warning signals will be used to signify the termination of a weather watch or any kind of an “all clear” advisory.

## **APPENDIX C 6 NATIONAL TERRORISM ADVISORY SYSTEM**

### **HOMELAND SECURITY INCREASED READINESS ACTIONS**

This Plan adopts the Federal and State Homeland Security procedures described below to the extent applicable. This Appendix outlines actions that the Village can take during crisis periods to inform the public regarding recommendations of the National Terrorism Advisory Systems. This may include information on steps which the County and Village are taking to increase homeland security readiness, and actions individuals and families can take to improve their chances for survival.

The National Terrorism Advisory System emergency public information actions during a period of crisis would probably take place under the following conditions:

1. Intelligence or an articulated threat indicates a potential for a terrorist incident.
2. Attacks on the United States.
3. Public opinion would be influenced by the general news and by official statements. As a crisis intensifies, public interest in homeland security information in general, and specifically on personal protective measures, would rise. With increasing frequency, federal, State, County, and local governments, as well as news media, would be questioned about what was being done to deal with a situation, and what individuals should do. The questions would have to be answered as fully and quickly as possible through news media, by direct answer to telephone calls, and through distribution of personal protection publications.

**Update to the National Terrorism Advisory System Background:** The National Terrorism Advisory System (NTAS) In 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS), designed to more effectively communicate information about terrorist threats by providing timely, detailed information to the American public.

When it was launched, NTAS featured an advisory system that consisted of two types of “Alerts”: Elevated and Imminent. An “Elevated Alert” is intended to warn of a credible terrorist threat against the United States and its territories that is general in both timing and potential location such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack. An “Imminent Alert” is intended to warn of a credible, specific, and impending terrorist threat or on-going attack. DHS has continuously evaluated intelligence threat streams through the NTAS process since the system’s creation, but it has never issued an

Alert because neither the circumstances nor threat streams have risen to the required level or purpose of the system.

In order to determine how DHS can more effectively and quickly communicate information to the public and other partners regarding threats to the homeland in the evolving threat environment, and following discussions with homeland security stakeholders, Secretary Jeh Johnson directed a review of the NTAS to consider possible revisions. Based on this review, DHS is updating the NTAS to add a new form of advisory – the NTAS “Bulletin” – to the existing NTAS “Alerts.”

## **NTAS “Bulletins”**

DHS will achieve the objective of more flexible, timely, and useful communication with the public regarding terrorist threats through the introduction of an additional component of NTAS to accompany the existing NTAS Alerts: the NTAS “Bulletin.” NTAS Bulletins will provide information describing broader or more general trends and current developments regarding threats of terrorism. They will share important terrorism-related information with the American public and various partners and stakeholders, including in those situations where additional precautions may be warranted, but where the circumstances do not warrant the issuance of an “elevated” or “imminent” Alert. An NTAS Bulletin will summarize the issue and why it is important for public awareness, outline U.S. Government counterterrorism efforts, and offer recommendations to the public on how it can contribute to the overall counterterrorism effort.

With the introduction of the Bulletin, NTAS will now consist of two types of advisories: Bulletins and Alerts. As under the existing system, if there is sufficient information regarding a credible, specific terrorist threat against the United States, such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack, DHS will share an NTAS Alert – either Elevated or Imminent – with the American public. The Alert may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate, or respond to the threat.

The update to the NTAS will allow us to better achieve the goal of making sure Americans across the country have the information they need to keep themselves and their communities safer. This action is not in response to a specific, credible threat to the homeland, but is a prudent measure to ensure that Americans are better prepared and aware of the evolving terrorist threats.

***PLEASE NOTE ... This document is provided as a guidance document to assist local planners develop detailed procedures. While this guidance is not confidential in nature, the document developed at the local level should be considered as a restricted document, not for release to the public. The locally developed document should contain as much detail as necessary to ensure adequate levels of security for the user’s jurisdiction.***

## **DISSEMINATION OF THREAT CONDITION ADVISORIES WITHIN THE STATE OF ILLINOIS**

Following notification of a change in the Threat Condition from the Homeland Security Coordination Center, FEMA’s Federal Operations Center will broadcast threat condition

notifications over the National Warning System (NAWAS) to all fifty states, including local warning points, and will conduct a roll call after the broadcast to ensure receipt. Each state will verify receipt by their local warning points.

The State of Illinois will disseminate threat condition advisory messages and other related strategic information in the following manner:

1. IEMA will alert, via NAWAS, the following:
  - a) ISP Command Center
  - b) ISP District Headquarters
  - c) NAWAS Extensions (City of Chicago, key counties, National Weather Service Forecast Offices)
2. IEMA will alert appropriate state officials, state government agencies, and Red Center, who will in turn be responsible for notifying their district and / or satellite offices.
3. The ISP Command Center will disseminate the threat advisory via a statewide LEADS message to all LEADS terminals.
4. Each county will acknowledge receipt of the LEADS message to their appropriate ISP District Headquarters, who will forward a consolidated confirmation report to the ISP Command Center in Springfield. The ISP Command Center will forward the consolidated confirmation report to the State Emergency Operation Center.
5. Each county will disseminate the threat condition advisory to appropriate county officials, departments and agencies, and designated municipal warning entry points (One per municipality).
6. Each municipality will be responsible for disseminating the threat advisory to its municipal officials, departments and to identified special facilities (schools, hospitals, industries, etc.)
7. Following the receipt of the statewide consolidated confirmation report at the State
8. Emergency Operations Center, or 30 minutes after initial dissemination by IEMA, whichever occurs first, IEMA will authorize the release of pre-developed media information appropriate for the identified threat level.



## **ANNEX D – EMERGENCY PUBLIC INFORMATION 301.240a5**

### **STATEMENT OF PURPOSE 301.240b1**

The purpose of this Annex is to provide a comprehensive Emergency Public Information capability for the Village. The goal is to ensure that timely and accurate information can be disseminated to government agencies, the media, and members of the general public following the impact of an emergency or disaster.

Prior to an incident, the Emergency Public Information System is responsible for generating media education media releases, providing guidance to residents about hazards that might occur.

### **SITUATION AND ASSUMPTION 310.240b2 and 301.240b3**

Accurate and expedited dissemination of information is critical when an emergency/disaster or WMD incident has occurred. Preservation of life and property may hinge on instructions and directions given by authorized officials. In the event of an emergency/disaster or terrorist attack, the public and the media must be provided with accurate and timely information on emergency operations. Establishing and maintaining an effective rumor control mechanism will help clarify emergency information for the public. Initial interaction with the media is likely to be implemented by an information officer, as directed by the Incident Commander. To facilitate the release of information, the FBI may establish a Joint Information Center (JIC) comprised of representatives from federal, State, County, and local authorities for the purpose of managing the dissemination of information to the public, media, and businesses potentially affected by the incident. An act of terrorism is likely to cause widespread panic, and ongoing communication of accurate and up-to-date information will help calm fears and limit collateral effects of the attack.

### **CONCEPT OF OPERATIONS 301.240b4**

Under Illinois law, the Village has primary authority to protect life and property within its jurisdiction. The Village President is responsible for promoting the Village's efforts to provide an Emergency Public Information System for generating media releases and information directly to the public. This information will include self-help and general instructional materials including:

- Health risks associated with an event
- Instructions for evacuees and affected residents
- Identification of special facilities, such as, evacuation staging areas, shelters and reception centers, feeding stations, first aid stations, etc.
- Available assistance from the government and private relief agencies
- On-going status reports on the progress of response and recovery efforts

There may be more than one news center established following a disaster. There will be only one main coordination and release site at any given time during a disaster response and recovery period to ensure accurate and timely dissemination of all information to the public and the media. To the maximum extent possible municipal, County, State, federal, and private information will be coordinated prior to its release. **301.240c2b**

The release of statistical data related to the incident will be verified prior to release. The Village Administrator's Office will be responsible for gathering statistical data with neighboring municipalities and the County.

Only the Cook County Medical Examiner Office, through the Cook County Medical Examiner Office PIO Desk, will release the numbers of fatalities and the identification of the deceased. The Village Administrator should approve all official information being released to the media prior to release. Official information will be released at the Media Briefing Center (MBC).

The Forward Media Center (FMC) will respond to media requests for statements to the extent the Public Information Officer (PIO) at the Media Briefing Center has previously approved. The Emergency Public Information System will activate one or more of the following facilities to accomplish its mission. These facilities include:

**Emergency Operations Center - PIO Desk** This position is located in the municipal EOC and will provide the PIO with access to the municipal Crisis Management Team and updated intelligence regarding the emergency/disaster. While activated, all official media releases issued by the municipality will be cleared through this position. The individual at this location will have primary responsibility for interfacing with the public information officers) of the adjacent stricken jurisdictions, CCDEMRS and IEMA. **301.240f4**

**Citizen Information Center** - This facility will be established in cooperation with the stricken jurisdiction(s) and CCDEMRS. The facility is basically a telephone bank where residents and concerned citizens can call to obtain factual information as well as be directed to areas where they can receive assistance. Personnel from the stricken jurisdictions should staff this facility jointly.

**Forward Media Center** - This facility will be located near the Forward Command Post, near the incident or emergency/disaster site. The location of this facility will be coordinated with the stricken jurisdiction and should be staffed by public information personnel from the County, the stricken jurisdiction, and the Incident Commander's public information spokesperson, and the affected facility - if appropriate. Information released from this facility will be coordinated with the municipal, CCDEMRS and IEMA.

**Joint Information Center (JIC)** - In the event of a multi-jurisdictional disaster, or if State or federal agencies become involved in the incident, a JIC will be established. The JIC is a physical location where Public Information Officers from the involved response and recovery agencies come together to ensure coordination of information to be released to the media and the public. This center becomes the central point for media access to the latest developments and emergency information. All information released is coordinated among the departments and agencies involved to assure its consistency and accuracy. The stricken jurisdiction (s), county, state and federal agencies will agree upon the location of this facility.

## **DIRECTION AND CONTROL**

The Village's EOC will be the central location for the direction and control of the Emergency Public Information System. The Village Administrator, or designee, will coordinate media releases with all other Village Department Heads, as well as the Village Public Information Officer, as necessary, to ensure timely and accurate information to the public. The Village Administrator will be the Public Information Officer, and, therefore, responsible for coordinating

information gathering and production, rumor control, public inquiries, and media relations. The PIO will report to the EOC when activated. **301.240f1, 301.240f2, and 301.240f4.**

Following approval by the Village President, all official media releases will be provided to the media through the Joint Information Center. This facility may be used by the Village Administrator for the purpose of making specific statements relating to the emergency or may be used by all Department Heads, with the Administrator's and/or Village President's approval, in a panel form to discuss emergency operations. A copy of all media releases will be forwarded to the Media Liaison Officer in the field and other Village Department Heads if applicable. **301.240f3**

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the Director of Public Information for the maintenances, review and updating of this annex. **301.240b5**

## **CONTINUITY OF GOVERNMENT**

The line of succession, defining the official spokesperson, for the Village will be:

1. Village Administrator
2. Public Information Officer
3. Police and/or Fire Chiefs
4. Police and/or Fire Public Information Officers

In the event that the Media Briefing Center is damaged, media information will be provided from another building, as determined by the Village President.

## **APPENDICES**

Appendix D1 Pre-Emergency Operation Checklist

Appendix D2 Public Information Response Operation Checklist

Appendix D3 Public Information Recovery Operation Checklist

Appendix D4 Media Outlets

## **PRIORITY ACTION CHECKLIST**

### **APPENDIX D 1 PUBLIC INFORMATION**

#### **PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Develop and regularly update Media Outlet Resource listing found in EOC.
Complete: Yes/No	Develop public awareness materials for periodic release to the media and Village employees for the purpose of educating residents about potential community hazards and proper responses.
Complete: Yes/No	Develop working relationships with local representatives and brief them on their role in emergency operations.
Complete: Yes/No	Develop and train Rumor Control Section that would be used during an emergency.
Complete: Yes/No	Conduct public education program. Such programs may include development of a cable television program on disaster preparedness and/or presentations before community groups.
Complete: Yes/No	Prepare draft media releases for use during an emergency.

#### **FIRST PRIORITIES - INITIATE IMMEDIATELY**

### **APPENDIX D 2 PUBLIC INFORMATION**

#### **RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	Following the onset of a major emergency, Public Information Officer should report to the EOC to confer with Village department heads on the situation.
Complete: Yes/No	The Public Information Officer should compile all available information and prepare a media release, providing at minimum the current situation; areas affected; and specific instructions to residents.
Complete: Yes/No	The Public Information Officer should ensure that the members of the media ready the Media Briefing Center (MBC) for use.
Complete: Yes/No	If appropriate, the Public Information Officer will request that a Media Liaison Officer be assigned by Command at the Command Post to serve as a media contact in the field.

Complete: Yes/No	If necessary and following activation of the Command Post, a communications link will be established between the Media Liaison Officer and the EOC.
Complete: Yes/No	Following the declaration of a “State Of Emergency,” including the declaration of a Disaster, the Public Information Officer will open the Media Briefing Center and meet any members of the news media.
Complete: Yes/No	The Public Information Officer will notify all emergency response personnel, through their Department Heads, that the MBC is open and any arriving media should be routed to the MBC for official information. Note: Emergency response personnel should be advised to refrain from making any kind of “official statement” from the field, but rather refer the news media representative to the MBC.
Complete: Yes/No	The Public Information Officer will activate a Rumor Control Section to ensure factual information is available to residents. Rumor Control team members will monitor radio and television as well as Rumor Control telephones to attempt to discover and suppress any non-factual information.
Complete: Yes/No	The Rumor Control team will forward major rumors to the Public Information Officer for upcoming media releases.
Complete: Yes/No	The Public Information Officer will provide copies of all media releases to members of the Crisis Management Team, EOC staff, Command Post, and if applicable and possible, the Cook County EMA at 708-865-4766.
Complete: Yes/No	The Public Information Officer will schedule regular media briefings so the media will know in advance when information will be available. All briefings will be audio taped, at a minimum, to provide an accurate record of statements made to the media.
Complete: Yes/No	The Public Information Officer, with approval of the Incident Commander, may schedule field tours for media personnel to provide first-hand views of field operations.
Complete: Yes/No	If appropriate, the Public Information Officer should coordinate media releases with adjacent communities and the Cook County EMA to ensure factual information between all affected jurisdictions.

## **SECONDARY PRIORITIES**

Complete: Yes/No	Conduct media update briefings.
Complete: Yes/No	Arrange staff rotation.
Complete: Yes/No	Verify incoming information/accuracy of media reporting.
Complete: Yes/No	Brief municipal elected officials on the status of ongoing actions.

## **CONTINUING PRORITIES**

### **APPENDIX D 3 PUBLIC INFORMATION**

#### **RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	Coordinate releases with affected adjacent jurisdictions and the Cook County EMA to ensure continuity of the factual information.
Complete: Yes/No	Develop media releases designed to inform area residents of how to obtain recovery assistance.
Complete: Yes/No	Provide factual information to the media dealing with the Village's response and recovery operations.
Complete: Yes/No	Prepare factual informational releases to be hand delivered to residents unable to receive media reports, due to power failure, temporary relocation to shelters, etc.
Complete: Yes/No	Following the conclusion of emergency activities, the Public Information Officer will compile reports for inclusion in Village records.

## **APPENDIX D 4 – MEDIA OUTLETS**

The media outlets of the Chicagoland area will be utilized as media outlets for the Village.

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## **ANNEX E Disaster Intelligence/Damage Assessment 301.240a5**

### **STATEMENT OF PURPOSE 301.240b1**

The purpose of this Annex is to facilitate the expedient reporting of damage incurred from a disaster within the Village of River Forest. The goal of this system is to ensure that timely and accurate information can be disseminated to government agencies, the media, and members of the general public following the impact of an emergency or disaster.

### **SITUATION AND ASSUMPTION 310.240b2 and 310.240b3**

In the evolution of emergency management, the newest area of innovation is, understandably, information management. An emergency manager, and indeed the entire emergency management staff, must have constant, reliable information upon which to base crisis decision-making. Too much extraneous information may lead to information overload and muddled, untimely, or even a complete lack of decision-making. Too little information may lead to ill-informed decision-making. Clear, concise, timely, and readily understandable information must be available to the emergency management staff in order to allow them to request outside support, keep policy-makers informed, support policy decision-making and allow for the comprehensive management and coordination of a complex multi-jurisdictional, multi-organizational response to a disaster.

Emergency managers must develop, *pre-disaster*, a listing of the critical informational elements required to support crisis decision-making. This information includes, but is not limited to, disaster area boundaries, numbers dead, injured and displaced, access points, key emergency response facilities (location and status), emergency response resources in and around the disaster area (location and status), damage areas (by extent of damage), ingress/egress routes, staging area locations, special concerns facilities (location and status), etc. Once the critical informational needs, often called the Essential Elements of Information (EEI), are identified, a plan for gathering, collating, verifying, analyzing, displaying, and distributing this information in a timely manner must also be developed and thoroughly tested.

The criticality of good information management cannot be overstated. Unfortunately, at the time of greatest need, often the only thing that seems unobtainable is good information regarding the extent and impact of the disaster. Certainly, we may have data on an event, anecdotal accounts of impacts in selected areas, reports from emergency response units, and visual representations of portions of a disaster area from monitoring the news media, but none of these data sources, in and of themselves, are comprehensive, nor are the confidence levels equal between sources. In addition, this data must be compiled, and missing data sought to give a complete picture of a disaster's impact. A well thought out information gathering plan will go a long way toward identifying the data needs, sources, and methods of collection. Additionally, once the data is collected, it must be analyzed to identify trends, needs, and forecast the critical junctures within the disaster operations. The completed information product must be supported by timely, readily understandable, intuitive informational displays, and presentation materials in order to truly serve as crisis decision support products.

Because of the complexity, and sheer volume of potential disaster information, the information gathering effort must be supported by an integrated, computerized information display and retrieval system. Informational input to the system from a disaster operation comes in a wide



variety of formats, including written data, verbal reports, still imagery, video imagery, and special (geographic) information. The growth in capabilities of Geographic Information Systems (GIS) has opened up a new range of possibilities for information compilation, analysis, and display. With pre-prepared, standardized format, state-wide digital tiger-based mapping and digital orthography, disaster area map displays can be rapidly produced to show the pre identified Essential Elements of Information (EEI) for a disaster operation. In addition, if the GIS is fully integrated into the disaster recovery efforts, it can even serve to support the documentation of damage assessment of individual properties by displaying the location of property with digital mapping, and incorporate digital photography and text or database site information. When used in conjunction with the special analysis capabilities of a GIS, necessary information on a disaster area, such as population, demographics, legislative districts, and other pertinent information can rapidly be accessed and displayed for decision-makers.

The challenge to emergency management is to integrate new information technologies with traditional information gathering and analyst skills, in order to produce more timely, intuitive and comprehensive disaster decision support materials.

#### **CONCEPT OF OPERATIONS 301.240b4**

Following the activation of this Plan, the process of developing preliminary damage assessment will begin. This assessment is designed to provide the following information:

- A geographic overview of the area damaged or impacted by an event,
- Identification of the makeup of the area, i.e., residential, commercial, industrial, etc.,
- A foundation for the deployment of emergency response resources.

When compiled the Public Works Department will forward the results of a preliminary survey (**See Appendix E6 for the CCDEMRS Incident Flash Report**) to the Cook County Department of Emergency Management and Regional Security (CCDEMRS) (**Fax number 24/7 is 708-681-0504**). This preliminary damage assessment will be forwarded to IEMA.

If the damaged area is surveyed locally, a formal damage survey will be conducted by Village agencies. **See Appendix E 5 for the Village of River Forest Disaster Situation Report.**

If damage within the Village is widespread, the Village will request the activation of a CCDEMRS damage assessment task force. A request for the County task force will activate damage assessment personnel from unaffected municipalities and townships within the County.

The CCDEMRS Incident Flash Report is used only by local government agencies. Its purpose is to help the Cook County Department of Emergency Management and Regional Security to assess damage to local communities in time of emergencies or disasters. This information is reviewed at the County EOC to help it obtain the proper resources from the County, State and federal governments. The “CCDEMRS Flash Report contained in **Appendix E 6** will be used and faxed to CCDEMRS necessary, as appropriate.

CCDEMRS will review the data received from the CCDEMRS Incident Flash Report and a request from the Village, mobilizing appropriate numbers of individual and public damage assessment teams.

The Village EOC may activate Individual Assessment (IA) teams to focus their efforts on

residential and business damage. Each individual assessment team will be composed of two (2) building inspectors, one (1) township assessor, and one (1) radio operator, recruited from the following agencies: **301.240g1**

- Village Development Department-Building Division
- Village building inspectors
- Township Assessors

During the damage assessment process, these teams will conduct safety inspections to determine habitability of damaged structures. Residential and commercial properties will be inspected using the applicable building codes in Title 4, Chapter 1 of the Village Code.

The American Red Cross may provide additional support for individual assessment teams. Damage Assessment (DA) teams will be broken into two (2) categories: facilities and infrastructure.

Facility teams will focus their efforts on public buildings and public utility structures. Infrastructure teams will focus on roadways, bridges, and drainage systems. Each public assessment team will be composed of two (2) public works personnel and one (1) radio operator, recruited from the following agencies:

- County Highway Department
- County Department of Environmental Control
- Village Public Works personnel
- Township Highway Commissioner

The Village will identify a staging area within, or adjacent to, the stricken area where damage assessment teams can stage and be briefed prior to deployment. Village damage assessment personnel will work with personnel from the Township's Supervisor of Assessments office to assign adequate numbers of teams to effectively cover the damaged area(s).

Damage assessment data will then be disseminated in the following manner:

- To the County Public Information Officer for incorporation into damage summaries for release to the media and sharing with local PIO's,
- To the County Bureau of Administration and Health Department to identify areas where human and health needs are currently unmet. This information may also be shared with the Red Cross.
- To the Cook County Emergency Management Agency and Illinois Emergency Management Agency. This data may be used to assist in the justification of a request for state or federal disaster declarations.
- To each stricken jurisdiction to assist in follow-up activities.
- To each Township Assessor's office affected by the incident. This data will be used in cross-referencing property reassessment requests.

If the Governor declares the County a disaster area, State and federal Preliminary Damage Assessment (PDA) teams will tour the stricken jurisdiction(s) to determine if the area suffered sufficient damage to warrant a federal declaration.

If PDA teams are deployed, the CCDEMRS will develop a schedule for appropriate numbers of Public Assessment or Individual Assessment teams with the stricken jurisdiction(s).

The Assistant Director of Public Works will assist in the EOC on damage assessment. **301.240g2**

### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the EMA Coordinator and Director of Public Works to maintain, review and update this Annex. **301.240b5**

### **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's Damage Assessment Plan during an emergency:

1. EMA Coordinator.
2. Public Works Director
3. Deputy EMA Coordinator
4. Assistant Director of Public Works

### **APPENDICES**

Appendix E1 Pre-Emergency Operation Checklist

Appendix E2 Damage Assessment Response Operation Checklist

Appendix E3 Damage Assessment Recovery Operation Checklist

Appendix E4 Individual Damage Assessment Worksheet

Appendix E5 Disaster Situation Report

Appendix E6 CCDEMRS Incident Flash Report

## **PRIORITY ACTION CHECKLIST**

### **APPENDIX E 1 DAMAGE ASSESSMENT**

#### **PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Develop and enforce codes in accordance with applicable Village Ordinance and Building Codes.
Complete: Yes/No	Develop zoning and land use regulations to prevent construction in hazardous areas.
Complete: Yes/No	Conduct periodic inspections to ensure compliance with Village Ordinances and Building Codes.
Complete: Yes/No	Obtain aerial photographs, maps, photographs and other documentation to show the condition of the county during non-emergency periods. These would be used following disaster impact to show the extent of damage.
Complete: Yes/No	Train additional personnel to assist in damage assessment surveys.
Complete: Yes/No	List critical facilities (government buildings, water and sewer treatment facilities, schools, etc.) that may require priority repairs.
Complete: Yes/No	Pre-stock damage reporting forms and building marking sign for emergency use.
Complete: Yes/No	Identify alternate sites from which the Damage Assessment Team could conduct their operations.

**FIRST PRIORITIES - INITIATE IMMEDIATELY**

**APPENDIX E 2  
DAMAGE ASSESSMENT**

**RESPONSE CHECKLIST**

Complete: Yes/No	Following the initial response to a major emergency or disaster, the EMA Coordinator will ensure that the Damage Assessment Team has been activated.
Complete: Yes/No	The Damage Assessment Team will report to the EOC for a briefing on the extent of the situation. (Information will be posted in EOC).
Complete: Yes/No	The Damage Assessment Team will ensure that an initial damage survey is completed, as soon as possible.  This survey will include: <ul style="list-style-type: none"><li>a. Number of buildings damaged.</li><li>b. Number of buildings destroyed.</li><li>c. Damage to city infrastructure.</li><li>d. Initial estimate of dead or injured (Note: Coordinate this with the Fire Chief or Medical Examiner.)</li></ul>
Complete: Yes/No	The EMA Coordinator, in cooperation with the Damage Assessment Team, will prepare an initial damage report that will be transmitted to the State EMA Office.
Complete: Yes/No	Following completion of the initial survey, the EMA Coordinator will direct the primary damage assessment using information required on the State EMA damage survey form.
Complete: Yes/No	Field damage survey teams, during their primary survey efforts, will determine the level of habitability of damage structures. The EOC staff will then develop the needed shelter space.

## SECONDARY PRIORITIES

Complete: Yes/No	Complete CCDEMRS Incident Flash Report.
Complete: Yes/No	Report results of Incident Flash Report to CCDEMRS.
Complete: Yes/No	Marshall resources for Damage Assessment Teams.
Complete: Yes/No	Identify staging area for County, State and federal task force.

**APPENDIX E 3 – INDIVIDUAL DAMAGE ASSESSMENT WORKSHEET.**

**Village of River Forest Emergency Management Agency  
INDIVIDUAL DAMAGE ASSESSMENT WORKSHEET**

Form # 01-002-Page 1of 2

**Report Number** \_\_\_\_\_ **Reporting Period:** \_\_\_\_\_ to \_\_\_\_\_

**Date Issued:** \_\_\_\_\_ **Time Issued:** \_\_\_\_\_  
**Prepared by:** \_\_\_\_\_ **Call Back by:** \_\_\_\_\_

**Date Incident Occurred;** \_\_\_\_\_

LOCATION	EVENT
<p><b>Street:</b> _____</p> <p><b>City:</b> _____</p> <p><b>Township:</b> _____</p> <p><b>County:</b> _____</p> <p><b>Geographical Area:</b> _____</p> <p>_____</p> <p style="text-align: center;"><b>PROPERTY</b></p> <p>Government _____ Public _____ Private _____ (check one)</p>	<p><input type="checkbox"/> Flood</p> <p><input type="checkbox"/> Tornado</p> <p><input type="checkbox"/> Winter Storm</p> <p><input type="checkbox"/> Thunder Storm</p> <p><input type="checkbox"/> HazMat</p> <p><input type="checkbox"/> WMD</p> <p><input type="checkbox"/> Fire</p> <p><input type="checkbox"/> Civil Disorder</p> <p><input type="checkbox"/> Other</p> <p>_____</p>

UTILITY SYSTEMS			
WATER	ELECTRICAL	SANITARY	TELEPHONE
<p><input type="checkbox"/> Functional</p> <p><input type="checkbox"/> Inoperable</p> <p><b>Comments:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Functional</p> <p><input type="checkbox"/> Inoperable</p> <p><b>Comments:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Functional</p> <p><input type="checkbox"/> Inoperable</p> <p><b>Comments:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Functional</p> <p><input type="checkbox"/> Inoperable</p> <p><b>Comments:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

**Village of River Forest Emergency Management Agency**  
**INDIVIDUAL DAMAGE ASSESSMENT WORKSHEET**

Form # 01-002-Page 2 of 2

**DAMAGE OF PROPERTY**

**Detailed Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION TAKEN**

**Detailed Description of Efforts:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANTICIPATED NEEDS**

**Detailed Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS**

**Detailed Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINAL ACTION**

**Livable Now** \_\_\_ **Livable/Needs Repairs** \_\_\_ **Not Livable/Condemn** \_\_\_ (check one)



## APPENDIX E 4 – DISASTER SITUATION REPORT

<b>Village of River Forest Emergency Management Agency</b>  <b><u>DISASTER SITUATION REPORT</u></b>		Report Number _____ Reporting Period: _____ to _____ Date Issued: _____ Time Issued: _____ Prepared by: _____ Call Back by: _____ Date Incident Occurred: _____	
Form # 03-002-Page 1 of 4			
LOCATION	EVENT	CASUALTIES	INCIDENT COMMANDER
Street: _____  City: _____  Township: _____  County: _____  Geographical Area: _____ _____ _____	<input type="checkbox"/> Flood <input type="checkbox"/> Tornado <input type="checkbox"/> Winter Storm <input type="checkbox"/> Thunder Storm <input type="checkbox"/> HazMat <input type="checkbox"/> WMD <input type="checkbox"/> Fire <input type="checkbox"/> Civil Disorder <input type="checkbox"/> Other _____	# Deaths: _____  # Injuries: _____  # Treated and Released _____  # Admitted: _____	Name: _____  Title: _____  Call Back #: _____  Fax #: _____  Command Post Location: _____  IC Call Back #: _____  Radio Frequency: _____

DETAILED DESCRIPTION OF DAMAGE			
<b><u>RESIDENTIAL</u></b>	# Destroyed _____	# Major Damage _____	# Minor Damage _____
Comments: _____ _____			
<b><u>COMMERCIAL</u></b>	# Destroyed _____	# Major Damage _____	# Minor Damage _____
Comments: _____ _____			
<b><u>PUBLIC/GOVERNMENT</u></b>	# Destroyed _____	# Major Damage _____	# Minor Damage _____
Comments: _____ _____			

**Village of River Forest Emergency Management Agency DISASTER SITUATION  
REPORT**

**Form # 03-002-Page 2of 4**

**MASS CARE**

Shelter Location: \_\_\_\_\_ # in Shelter; \_\_\_\_\_ POC/Phone #: \_\_\_\_\_  
 Shelter Location: \_\_\_\_\_ # in Shelter; \_\_\_\_\_ POC/Phone #: \_\_\_\_\_  
 Shelter Location: \_\_\_\_\_ # in Shelter; \_\_\_\_\_ POC/Phone #: \_\_\_\_\_  
 Feeding Sites: \_\_\_\_\_ # Meals Served: \_\_\_\_\_ Provided by: \_\_\_\_\_  
 Feeding Sites: \_\_\_\_\_ # Meals Served: \_\_\_\_\_ Provided by: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**UTILITY SYSTEMS**

WATER	ELECTRICAL	SANITARY
<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable Date/Time Back In Service: _____ Numbers Affected: _____ Owned BY: _____ POC: _____ Call Back #: _____ Comments: _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable Date/Time Back In Service: _____ Numbers Affected: _____ Owned BY: _____ POC: _____ Call Back #: _____ Comments: _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable Date/Time Back In Service: _____ Numbers Affected: _____ Owned BY: _____ POC: _____ Call Back #: _____ Comments: _____ _____ _____

**TELEPHONE**

**CELLULAR**

<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable Date/Time Back in Service: _____ Numbers Affected: _____ Owned BY: _____ POC: _____ Call Back #: _____ Comments: _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable Date/Time Back in Service: _____ Numbers Affected: _____ Owned BY: _____ POC: _____ Call Back #: _____ Comments: _____ _____ _____
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**Village of River Forest Emergency Management Agency DISASTER SITUATION  
REPORT**

**Form # 03-002-Page 3of 4**

<b>INFRASTRUCTURE</b>				
<b>POLICE</b>	<b>FIRE</b>	<b>EMS</b>	<b>HOSPITALS</b>	<b>AIRPORTS-R/R</b>
<input type="checkbox"/> <b>Functional</b>	<input type="checkbox"/> <b>Functional</b>	<input type="checkbox"/> <b>Functional</b>	<input type="checkbox"/> <b>Functional</b>	<input type="checkbox"/> <b>Functional</b>
<b>Comments:</b> _____ _____ _____	<b>Comments:</b> _____ _____ _____	<b>Comments:</b> _____ _____ _____	<b>Comments:</b> _____ _____ _____	<b>Comments:</b> _____ _____ _____

<b>ROADWAYS/BRIDGES</b>	
<input type="checkbox"/>	
<input type="checkbox"/> <b>ALL OPEN</b>	
<b>ROAD CLOSED AT:</b>	_____
	_____
	_____
	_____
<b>DATE/TIME OPEN:</b>	_____
<b>BRIDGES CLOSED AT:</b>	_____
	_____
	_____
	_____
<b>DATE/TIME OPEN:</b>	_____

<b>ACTION TAKEN</b>
<b>Detailed Description of Efforts:</b> _____
_____
_____
_____
_____
_____

**Village of River Forest Emergency Management Agency DISASTER SITUATION  
REPORT**

**Form # 03-002-Page 4 of 4**

**ACTION TAKEN (continued)**

**Detailed Description of County, State and Federal Efforts:** \_\_\_\_\_

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**ANTICIPATED NEEDS**

**Detailed Description:** \_\_\_\_\_

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**COMMENTS**

**Detailed Description:** \_\_\_\_\_

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APPENDIX E 5 – CCDEMRS INCIDENT FLASH REPORT

COOK COUNTY EMERGENCY MANAGEMENT AGENCY  
INCIDENT FLASH REPORT

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

Received By: \_\_\_\_\_

<b>NAME OF LOCAL JURISDICTION:</b>		
<b>FORM COMPLETED BY:</b>		<b>TITLE:</b>
<b>CALL BACK PHONE NUMBER:</b>	<b>DATE:</b>	<b>TIME:</b>
<b>1. Type of condition, emergency, or disaster:</b>		
<b>2. Date and time of occurrence:</b>		
<b>3. Describe the affected area of the jurisdiction:</b>		
<b>4. Describe road conditions including roadways and highways that are impassable:</b>		
<b>5. Estimated number of casualties:</b>		
A. Deaths _____ B. Injuries _____ C. Homeless/Stranded _____		
<b>6. Estimated number of homes damaged:</b>		
<b>7. Estimated number of homes destroyed:</b>		
<b>8. Estimated number of businesses / industries damaged:</b>		
<b>9. Estimated number of businesses / industries destroyed:</b>		
<b>10. Briefly describe the damage to public buildings (i.e., extent of damage, service disruptions, estimated cost - if known):</b>		
<b>11. Briefly describe the damage to utility system (i.e., extent of damage, service disruptions, estimated cost - if known):</b>		
<b>12. Describe local actions taken or to be taken:</b>		
<b>13. Describe outside assistance needed or requested:</b>		
<b>14. Has a disaster declaration been made?</b>	<b>YES</b>	<b>NO</b>
<b>15. Comments:</b>		

**INSTRUCTIONS**

1. This information should be faxed to the Cook County Emergency Management Agency as soon as possible.  
COOK COUNTY EMA FAX NUMBER: (708) 681-0504
2. Update the information (whether situation either deteriorates or improves) as necessary.
3. This form is meant for local government/municipal use. *This Report not intended to be used by private citizens.*

CCDEMRS Incident Flash Report Form Updated 10-01-2001

## **ANNEX F EVACUATION 301.240h1**

### **STATEMENT OF PURPOSE 301.240b1**

Incidents may occur that require the evacuation, dispersal, or relocation of residents from threatened or hazardous areas within the Village, other municipalities and unincorporated Cook County.

Evacuation is defined as “the temporary or long-term relocation of a community and its residents and workers from a potentially dangerous area to one that offers safety and protection.”

There are two types of evacuations that may be utilized:

**GENERAL EVACUATION** involves the relocation of large portions of the public from a dangerous or potentially dangerous area to an area that provides safety from an impending situation.

**LIMITED EVACUATION** involves the relocation of one or several persons from a dangerous or potentially dangerous area to an area, which provides safety from the impending situation.

The purpose of this Annex is to identify the agencies involved in coordinating and carrying out an evacuation.

### **SITUATIONS 301.240b2**

The Village is subject to disaster, whether natural or man-made. During certain incidents, some residents may be asked to relocate. Relocation routes have been identified, and methodology developed to implement an evacuation plan at a moment’s notice. A map, displaying these pre-determined evacuation routes, is located in the EOC Command Center.

### **ASSUMPTIONS 301.240b3**

If a general or limited evacuation is recommended, the Village can request mutual aid assistance from neighboring and encompassing governmental agencies. Some residents may refuse to leave their homes and/or property, even if a major emergency or disaster is clearly visible.

Following an evacuation, the threat of looting becomes a viable concern. Security measures will be addressed and implemented. Once relocated, residents should remain in shelters, as long as danger is apparent. However, some residents may attempt to return before it is safe for them to do so.

## CONCEPT OF OPERATIONS 301.240b4

The Public Works Department is responsible for recommending protective actions in case of an emergency.

The protection of residents during periods of emergency or after a disaster may be accomplished in one of the following ways:

**Shelter in Place** - Occupants of structures may be advised to remain indoors and to close windows and doors and shut down outside ventilation equipment. This method will be utilized if a hazard is present and area residents will be placed at more risk outdoors.

**Limited Evacuation** - Occupants of a small area, probably less than a square block, may be relocated due to a present hazard.

**General Evacuation** - A large area or entire community may need to be evacuated. The type of protective action and the area to be included in such a recommendation depends upon the nature and extent of the hazard and the potential harm to area residents.

The Incident Commander is authorized to initiate the issuance of a “Shelter-in-Place” or “Limited Evacuation” recommendation. This recommendation would be used for small incidents such as a structure fire, small hazardous materials leak, or a crime scene.

Issuance of a “General Evacuation” requires a formal Declaration of Emergency or Disaster by the Village President, who should confer, to the extent possible, with staff at the Emergency Operations Center, the Incident Commander and Crisis Management Team.

The Village President is responsible for making such a Declaration for action to be taken within the Village. If such action is believed to include an adjoining municipality or unincorporated area, it should be coordinated with that municipality and/or Cook County.

The CCDEMRS and IEMA should be notified, as soon as possible, that a “shelter-in-place” or “evacuation” recommendation has been made. If recommended, “general evacuations” will be conducted based on the following stages:

- |                |   |
|----------------|---|
| <b>Level 1</b> | Prevent access to those without official business (curious, sightseers, etc.) |
| <b>Level 2</b> | Evacuate residents  |
| <b>Level 3</b> | Evacuate support personnel and the media                                      |
| <b>Level 4</b> | Evacuate all but necessary workers  |
| <b>Level 5</b> | Total evacuation  |

Notification of residents of the recommended protective action is the responsibility of the West Suburban Consolidated Dispatch Center, Police Department and Public Works Department. Notification will be accomplished through the following methods:

1. Public Address Systems in Emergency Vehicles
2. Bullhorns
3. Door-to-door Notification
4. Mass Media (Radio and/or Television)
5. Cable Television Announcement

6. Telephone
7. OWSS

The Village has identified Dominican University and Concordia University (ESL) to assist non-English speaking populations and will notify these residents by the Blackboard Connect System.

The Emergency Management Agency Coordinator and Police Chief are responsible for managing the process of safely and orderly evacuating the public. **301.240h1**

While it is anticipated that most residents will use privately-owned vehicles during an evacuation, others may need transportation. The Public Works Department is responsible for coordinating transportation for those with special transportation needs. **301.240h2**

The Mass Care Coordinator will be notified when a “general evacuation” has been recommended, and it appears that shelter and feeding resources are necessary. If it appears that a shelter is required outside the Village, the Mass Care Coordinator will coordinate the opening of that facility with the Cook County Sheriff’s EMA and IEMA.

Following the completion of an evacuation, traffic control posts will be converted to access control posts. The Police Department is tasked with providing security for the evacuated area, traffic and crowd control. Only emergency response personnel will be permitted into the evacuated area.

The Public Works Department is tasked with maintaining primary and alternate evacuation routes in an open and passable condition. The evacuation routes are identified in Appendix F4 to this Annex.

A recommendation to re-enter an affected area will be forwarded to the Village President by the Incident Commander. This recommendation will be made in cooperation with supporting agency officials involved in the incident. If a reentry recommendation is made from a higher level of government (County, State, or federal), verification of that recommendation will be made prior to an announcement being made.

The announcement to re-enter an evacuated area will be announced by the Village President. If the evacuated area includes portions of a neighboring municipality or the unincorporated County, the reentry recommendation will be coordinated with the appropriate Village President and/or the Cook County Board President.

Following a general evacuation, reentry to an affected area will be allowed based on the following stages:

<b>Level 4</b>	Emergency workers only
<b>Level 3</b>	Damage assessment personnel and escorted media
<b>Level 2</b>	Utility workers and escorted media
<b>Level 1</b>	Residents, property owners, and unrestricted media
<b>Level 0</b>	Unrestricted reentry

## **Direction and Control**



Under Illinois law, the Village is primarily responsible to respond to an emergency or disaster in the Village for the protection of life and property. The safety of the community during an evacuation is one of its critical functions.

Within the Village, the Village President is authorized to recommend implementation of a “General Evacuation”. If a disaster is wide-spread and extends into the unincorporated portions of the Village, the Director of CCDEMRS through the Cook County President is responsible for recommending implementation of a General Evacuation for those unincorporated areas.

The Village’s Emergency Operation Center is the direction and control point for all major decisions concerning evacuation. The Village President will direct the major evacuation effort from this facility. Communications to the public will be accomplished through the use of mobile units and local media.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the EMA Coordinator and Chief of Police to maintain, review and update this Annex. **301.240b5**

## **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village’s Evacuation Plan. **301.240e4**

1. EMA Coordinator.
2. Police Chief
3. Deputy EMA Coordinator
4. Deputy Chief Police

## **APPENDICES**

Appendix F1 Pre-Emergency Operation Checklist  
Appendix F2 Evacuation Response Operation Checklist  
Appendix F3 Evacuation Recovery Operation Checklist  
Appendix F4 Evacuation Routes

## PRIORITY ACTION CHECKLIST

### APPENDIX F 1 EVACUATION

#### PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify potential hazard area, which may require evacuation (Hazard Analysis).
Complete: Yes/No	Develop a public information program to increase citizen awareness, to include: a. Reasons for possible evacuations. b. Appropriate food, clothing, and other essential items to pack when evacuating. c. Evacuation routes. d. Evacuation staging areas. e. Shelter locations. f. Telephone number(s) for emergency assistance.
Complete: Yes/No	Identify special concern groups, i.e., senior citizens, handicapped, etc.
Complete: Yes/No	Plan evacuation routes.
Complete: Yes/No	Review plans with the Public Works Department, Cook County Highway Department, and Illinois Department of Transportation to ensure evacuation routes will remain open during a time of emergency or disaster.
Complete: Yes/No	Develop road service agreements with local towing companies and garages.
Complete: Yes/No	Conduct small-scale exercise to test the system.

**FIRST PRIORITIES – INITIATE IMMEDIATELY**

**ANNEX F2  
EVACUATION**

**RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	If an evacuation is necessary, the Village President will notify the EMA Coordinator and request activation of shelter locations.
Complete: Yes/No	Notify appropriate agencies at the County, State and federal levels.
Complete: Yes/No	When directed by the Village President, the EMA Coordinator, Fire Chief, Police Chief, and Director of Public Works will dispatch available equipment and manpower to notify the public by mobile public address systems and doors to door contact, if necessary.
Complete: Yes/No	The Director of Public Works will coordinate transportation resources.
Complete: Yes/No	Provide traffic and perimeter control, as needed.
Complete: Yes/No	Call road service support groups, if appropriate.
Complete: Yes/No	Arrange to evacuate special concern groups.
Complete: Yes/No	Keep the public informed about emergency conditions, evacuation routes, shelter locations, and other vital information.
Complete: Yes/No	Provide security for evacuated areas and institute access control measures to prevent unauthorized persons from entering vacated or partially vacated areas.
Complete: Yes/No	Arrange for continuing operation or rapid re-start of essential services to the evacuated area.

## SECONDARY PRIORITIES

Complete: Yes/No	Continue the implementation of the protective action.
Complete: Yes/No	Continue to assess the situation and the area of potential impact on the community.
Complete: Yes/No	Coordination with adjacent municipalities and/or the County.

## CONTINUING PRIORITIES

### ANNEX F3 EVACUATION

#### RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Assess scene for safety prior to allowing the public to re-enter the area.
Complete: Yes/No	Arrange for the early return of essential personnel.
Complete: Yes/No	Initiate general return to area as soon as possible.
Complete: Yes/No	Provide re-entry information to the EOC and local media to inform affected residents of re-entry instructions and remaining hazards, and update information as necessary.
Complete: Yes/No	Provide access and traffic control for returning residents.
Complete: Yes/No	Develop public information program to disseminate recovery and disaster assistance information.
Complete: Yes/No	Complete reports for inclusion in the official record and later critique.

## **APPENDIX F4 – EVACUATION ROUTES**

Primary and secondary evacuation routes have been identified in the Evacuation SOP's and are labeled on a Village map, which is stored and readily available for reference in the EOC.

Evacuation routes:

North: Thatcher Avenue, Lathrop Avenue, Harlem Avenue

South: Thatcher Avenue, Lathrop Avenue, Harlem Avenue

East: North Avenue, Division Street, Chicago Avenue, Lake Street, Central Avenue,  
Washington Boulevard, Madison Street

West: North Avenue, Division Street, Chicago Avenue, Lake Street, Hawthorn Avenue,  
Washington Boulevard, Madison Street

Traffic access control posts:

North Avenue & Thatcher Avenue  
North Avenue & Lathrop Avenue  
North Avenue & Harlem Avenue

Division Street & Harlem Avenue

Augusta Street & Harlem Avenue

Chicago Avenue & Thatcher Avenue  
Chicago Avenue & Lathrop Avenue  
Chicago Avenue & Harlem Avenue

Lake Street & Thatcher Avenue  
Lake Street & Lathrop Avenue  
Lake Street & Bonnie Brae  
Lake Street & Harlem Avenue

Central Avenue & Harlem Avenue

Washington Boulevard & Franklin Avenue  
Washington Boulevard & Lathrop Avenue

## **ANNEX G - MASS CARE 301.240a7**

### **ANNEX G 1 - HUMAN SHELTERING**

#### **PURPOSE 301.240b1**

This Annex provides instructions and procedures for obtaining temporary or long-term lodging of persons, who require relocation in the event of a disaster or emergency within the Village.

#### **SITUATION 301.240b2**

Residents are vulnerable to the effects of various emergencies or disasters, such as chemical spills, tornados, floods, winter storms, or other natural disasters, etc. Shelters must be identified to provide protection to residents and others in the County.

The Village will coordinate the opening and operation of shelters with the Red Cross and other agencies.

All Mass Care functions are under the direct auspices of the Mass Care Coordinator, who will coordinate efforts with outside agencies, as well as the public information officer, for implementation of this Annex.

#### **ASSUMPTIONS 301.240b3**

The Village will handle the initial response to any disaster or unusual occurrences within its borders. It is quite possible that, in the event of a disaster or unusual occurrence, residents will be displaced from their homes. The Village will assist in finding temporary housing and supplies for displaced residents. The Fire Chief and Director of Public Works will be Mass Care Coordinators for this purpose.

#### **CONCEPT OF OPERATIONS 310.240b4**

Mass Care encompasses:

**Shelter** - The provision of emergency shelter for displaced persons, including the use of pre-identified shelter sites in existing structures, creation of temporary facilities, such as tent cities, or the temporary construction of shelters; and use of similar facilities outside the disaster-affected area, should evacuation become necessary.

**Feeding** – Disaster victims and emergency workers will be fed through a combination of fixed sites, mobile feeding units, and bulk food distribution.

**Emergency first aid** - Emergency first aid services will be provided to disaster victims and workers at mass care facilities and designated sites within the affected area. This emergency first aid service will be supplemental to emergency health and medical services established to meet the needs of disaster victims.

**Disaster welfare information** - Disaster welfare information (DWI) regarding individuals residing within the affected area will be collected and provided to immediate

family members outside the affected area by the DWI system. Disaster welfare information will also be provided to aid in reunification of family members within the affected area who were separated at the time of the disaster.

**Bulk distribution of emergency relief items** - Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of disaster victims for essential items.

The responsibility for providing mass care is jointly shared by the Village and the Cook County Bureau of Administration.

The Mass Care Coordinator will rapidly determine if the Village's mass care needs can be managed with the resources available to it. If municipal resources are not sufficient to meet its emergency needs, the Mass Care Coordinator will forward those needs to the County EOC.

Once the mass care system is activated at the County/State level, the Bureau of Administration representative in the County EOC **301.240i2** will coordinate with the Village's Mass Care Coordinator to determine the level of activation required. CCDEMRS and IEMA will help activate the appropriate disaster relief center(s) (DRC) and help provide adequate resources to manage the facility(s).

Disaster relief centers should be located as close as possible to the affected area, but safely away from hazards that may exist from the disaster. In the event that the disaster affects multiple jurisdictions, a regional center may be activated. Affected residents will be directed to the center(s) by emergency response personnel or via information released to the media. Disaster relief centers will be operated in accordance with established standard operating procedures (SOPs).

Amateur radio operators can be sent to relief centers to transmit data contained on the shelter registration forms from the relief centers to the Village and County EOCs. This data will be entered into the Disaster Management Information computer system (DMIS) be made available to stricken municipalities, as part of the Disaster Welfare Inquiry system. The release of information to the media regarding operation of a DRC or the mass care system generally will be coordinated between the County's Bureau of Administration, Village's Mass Care Coordinator, and Public Information Officers, **301.240i2**

Cook County Bureau of Administration personnel will coordinate with the CCDEMRS and IEMA, as well as, the Salvation Army and Red Cross, to provide needed supplies and food to support the mass care operation.

As deemed necessary, Salvation Army and Red Cross mobile canteens will be dispatched to areas affected by the disaster to provide mobile feeding to emergency workers, residents remaining in the area, and to disaster relief centers requiring food support.

Should disaster relief center(s) need to be operated for extended periods, the County may determine that management of the center(s) should be transferred to the American Red Cross and converted into a disaster shelter. If the transfer is necessary, the Bureau of Administration will still retain oversight responsibility. If it is determined that the situation overwhelms the capabilities of the County, the Illinois Emergency Management Agency will be notified and

outside assistance will be requested. State assistance will be provided based on tasks assigned in the Illinois Emergency Operations Plan. This assistance may be in the form of personnel or supplies, or by providing State facilities for use during the event.

During the recovery phase, the County will coordinate the opening and staffing of a bulk warehouse to receive, sort, and distribute relief supplies. The Mass Care Coordinator will indicate specific needs to the County Bureau of Administration, and if available, these supplies/materials will be routed to the Village from a bulk distribution center.

The Salvation Army/Red Cross will be responsible for the receipt, sorting, and distribution of all donated foods received at the regional distribution center.

## **FACILITIES**

At present, there are arrangements for temporary shelters at the following locations: Concordia University, Dominican University and the River Forest Park District Facilities.

A list of locations, address, phones numbers and contact persons is maintained in the Village Emergency Operation Center and 911 Center. **This list is confidential.**

It is the intent of the Village to establish a shelter for employees and their families, to the extent the Mass Care Coordinator deems necessary. This would facilitate the use of family members as volunteers (shelter registration, clerical, staging of donations, etc.), because of their close proximity to the E.O.C. It will also allow employees to visit with their families during breaks or rest periods without the interference or questions from the public or news media.

## **TRANSPORTATION**

There is an agreement with School District #200 and the River Forest Park District to provide buses and drivers, as may be necessary.

A list of locations, address, phones numbers and contact persons is maintained in the Village Emergency Operation Center and 911 Center. **This list is confidential.**

## **SHELTER OPERATIONS**

### **AMERICAN RED CROSS**

The Village has an agreement, effective on the 26<sup>th</sup> day of June, 2003, with the American Red Cross of Greater Chicago, which is located in Chicago, Illinois, to jointly provide disaster relief services in the previously listed shelter facilities, the services consisting of food, clothing, and first aid to victims of a disaster or an emergency.

### **Mass Care Coordinator Functions**

The Mass Care Coordinator has several tasks to perform at temporary shelter facilities:

- a) Maintain clear, open lines of communication with the EOC.
- b) Oversee the registration of shelter inhabitants.
- c) Determine personal resources within the shelter population for welfare, morale, etc., and assign tasks accordingly. *See EMERGENCY RELOCATION REGISTRATION FORM.*
- d) Request security measures to ensure shelter safety.



- e) Maintain positive morale and offer emotional support.
- f) Make available administrative equipment and supplies such as pencils, paper, registration forms, and event log from the EOC, for pre-positioning at the shelter location.

NOTE: At present a shelter team does not exist; however, the Village plans to develop a shelter team with volunteer personnel and other Village Departments personnel. Necessary training in shelter operations must be given to these personnel for the overall management of the shelters. Possible assistance in this situation may be available from persons housed in the shelter and/or Village employee spouses.

**RESPONSIBILITIES**

The Mass Care Coordinator is responsible for determining the need to open shelters, obtain resources to run shelters, assist with mass feeding, and provide health/medical care at shelters. The Mass Care Coordinator is also responsible for coordinating press releases with the Public Information Officer.

The following departments/agencies are responsible for the provision of functional support:

- Sheltering:** American Red Cross **301.240i1a**
- Feeding:** American Red Cross **301.240i1b**
- First Aid:** Fire Department and EMS **301.240i1c**
- Welfare Information:** Health Department

**MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the Fire Chief and Director of Public Works to maintain, review and update this Annex. **301.240b5**

**CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village’s Mass Care System. **301.240e4**

1. Public Works Director
2. Fire Chief
3. Deputy Fire Chief

**APPENDICES**

- Appendix G1 Shelter Pre-Emergency Operation Checklist
- Appendix G2 Shelter Response Operation Checklist
- Appendix G3 Shelter Recovery Operation Checklist
- Appendix G4 Emergency Relocation Registration Form

**PRIORITY ACTION CHECKLIST**

**APPENDIX G 1  
SHELTER**

**PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Identify local and/or other agencies available and willing to supply shelter assistance (including religious groups).
Complete: Yes/No	Identify special needs residents that may require shelter assistance.
Complete: Yes/No	Coordinate with all assisting agencies to ensure cooperation and assist in identifying shelter coordinators and managers.
Complete: Yes/No	Identify and keep a current the list of all congregate care shelters, which could be used for feeding and lodging.
Complete: Yes/No	Identify facilities for lodging, feeding of institutionalized or special needs residents.
Complete: Yes/No	Identify resources, which would be important for use within shelters, (i.e.: food, water, sanitary supplies, medicine, clothing, blankets, etc.).

**FIRST PRIORITIES - INITIATE IMMEDIATELY**

Complete: Yes/No	Determine the number of individuals needing assistance.
Complete: Yes/No	Request the Mass Care Coordinator to contact the County EOC with list of needs.

## SECONDARY PRIORITIES

### APPENDIX G 2 SHELTER

#### RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Upon determination that there is a need for shelter facilities, the EMA Coordinator will notify and request some or all of the following agencies to report to the EOC:
Complete: Yes/No	Township Supervisors
Complete: Yes/No	American Red Cross
Complete: Yes/No	River Forest Health Inspector
Complete: Yes/No	Salvation Army
Complete: Yes/No	Local churches and ministers
Complete: Yes/No	Regional and local Superintendents of Schools
Complete: Yes/No	Food Pantries
Complete: Yes/No	The EMA Coordinator will coordinate with the above agencies to support shelter needs.
Complete: Yes/No	Shelter managers will report current status to the shelter coordinator at/in the EOC, as to the number of shelters, supplies, sanitary conditions, etc.
Complete: Yes/No	Coordinate with the Public Health Department and Red Cross to provide basic health and medical care in shelters and congregate care facilities.

## CONTINUING PRORITIES

### APPENDIX G 3 SHELTER

#### RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Shelter operations will continue until a return order is issued.
Complete: Yes/No	Shelters will be cleaned and closed as evacuees depart.
Complete: Yes/No	Necessary logistical support will be provided for food, water, emergency power, lighting, and fuel for dispatch and control centers and response personnel during emergency operations.
Complete: Yes/No	Radiation exposure records will be maintained for all response personnel, and dosimeter readings will be required at appropriate frequencies during emergency operations.
Complete: Yes/No	Identify facilities that are appropriate for short-term use, as lodging and feeding facilities for evacuees who don't require fallout shelter protection.
Complete: Yes/No	Identify facilities suitable as fallout shelters from the national facility survey.
Complete: Yes/No	Identify upgradeable facilities, which can be used as a resource to cover shelter deficits.
Complete: Yes/No	Allocate specifically designed segments of the population to specifically identified shelters.

Appendix G 4 Emergency Relocation Registration Form

**RIVER FOREST EMERGENCY RELOCATION REGISTRATION FORM**

**Family Last Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **City** \_\_\_\_\_

Family Members First Name	Relation to #1	Age	Sex	Illness or Disability	Skill or Occupation	Work Assigned In Shelter
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Immediate Family Members Not In This Shelter	Presumed Whereabouts	Relation
1.		
2.		
3.		
4.		
5.		

Other Relatives Not In Effected Area	Address & Phone Number
1.	
2.	
3.	
4.	
5.	

**Pets Location to:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Items Brought Into Shelter (e.g. food, medicines, blankets, etc):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **ANNEX G 2 – ANIMAL CARE**

### **PURPOSE 301.240b1**

The purpose of this Annex is to address the needs of animals (companion, livestock, wildlife, and exotic) for food, rescue, medical attention or shelter, as a direct result of an emergency or disaster. This Annex also addresses the re-unification of animals with their owners, euthanasia, and disposal of deceased animals. (Animal Care Plan)

### **SITUATION 301.240b2**

All animal care functions are under the direct auspices of the Animal Control Officer, who will coordinate efforts with outside agencies, as well as the Cook County Animal Control, for the implementation of this Annex.

### **ASSUMPTIONS 301.240b3**

Village Personnel will handle the initial response to any disaster or unusual occurrences within its boundary. It is quite possible that, in the event of a disaster or unusual occurrence, animals/pets will be displaced from their homes. The Village will assist in finding temporary housing and supplies for displaced animals.

### **CONCEPT OF OPERATIONS 301.240b4**

**Shelter** - The provision of emergency shelter for displaced animals includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities, such as, tents, the temporary construction of shelters, and use of similar outside the disaster-affected area in the event that evacuation is necessary. Attempts will be made to house/shelter animals in close proximity to their owners.

**Feeding** - The provision for feeding disaster animals and emergency workers through a combination of fixed sites, mobile, feeding units, and bulk food distribution.

**Emergency first aid** - Emergent first aid services will be provided to animal disaster victims in the field and at mass care facilities and designated sites within the disaster area. This emergency first aid service will be supplemental to emergency health and medical services established to meet the needs of animal disaster victims.

**Disaster Animal Information** - Disaster welfare information, regarding animals residing within the affected area, will be collected and provided to concerned persons outside the affected area. Disaster animal information will also be recorded and utilized to assist in reunification of owners with their animals.

**Bulk Distribution** of emergency relief items - Sites will be established within the affected area for distribution of emergency relief items.

**Animal Disposal** - Provide for the safe disposal of animal carcasses in accordance with State and local laws.

**Rescue** - Capture, transport and confine animals to reduce the risk or injury to humans and animals.

**Animal Return - Reunification with Owners** - Animal releases shall be monitored and identification required for pick up/release of any animal. Animal owners should attempt to provide some type of paper identification, demonstrating ownership. All releases shall require individual identification, such as, a driver's license, etc., to ensure accuracy of animal releases.

Following the impact of an event requiring activation of the Animal Care Plan, the Animal Control Officer will rapidly assess the Village's needs and forward those needs to the EOC.

Upon activation of the Animal Care Plan, the Animal Control Officer in the EOC will coordinate with the Animal Care Representative of other stricken jurisdiction(s) to determine the level of activation required. The Police Department may then activate the appropriate Animal Shelters and provide adequate staff to manage the facility (s). **301.240i2**

Animal Shelter facilities will be opened as close as possible to the affected area, but safely away from hazards that may exist from the disaster. In the event that a disaster affects multiple jurisdictions, a regional center should be activated.

Amateur radio operators may be sent to regional Animal Care facilities to transmit data contained in the animal registration form from the regional center to the EOC.

This data will be compiled and made available as part of the Animal Disaster Inquiry System. If it is determined that a situation overwhelms the Village's capabilities, Cook County Department of Emergency Management and Regional Security and Illinois Emergency Management Agency should be notified to request assistance. State assistance may be provided according to the Illinois Emergency Operations Plan. This assistance may be in the form of personnel or supplies, or by providing State facilities for use.

## **RESPONSIBILITIES**

### **Primary Agency:**

The Animal Control Officer, representing the Police Department, is responsible for the care of animals left behind or rescued during an evacuation or injured as a result of a disaster.

The following departments/agencies are available for functional support:

<b>Sheltering:</b>	Cook County Animal Control <b>301.240i1a</b>
<b>Feeding:</b>	Cook County Animal Control <b>301.240i1b</b>
<b>First Aid:</b>	Cook County Animal Control <b>301.240i1c</b>
<b>Welfare Information:</b>	Cook County Animal Control

## **Support Agencies:**

**Animal Welfare Societies** will assist the Animal Control Officer in providing/operating animal sheltering facilities, as well as, animal care and handling in general. Trained staff will assist with technical animal support.

**Volunteers** may staff Animal Care facilities, rescue animals, feed, provide medical care and administrative duties, as their expertise permits, within shelter facilities. All volunteers, whether trained or untrained, will be subject to the direction of the Animal Control Officer. See Annex J2 on Volunteers.

**Animal Clubs/Organizations** may assist in animal rescues, as their expertise permits, and otherwise assist shelters. Animal Clubs and organizations may also distribute Disaster Animal Care brochures and associated materials; trained staff may assist with technical animal support.

**Cook County Forest Preserve District** will assist the Animal Control Officer with technical assistance in the handling and care of County wildlife. The Forest Preserve District will also assist in the capture of wildlife displaced from their natural habitat, distribution of food and water to wildlife, furnish trained staff to assist with large animals/wildlife and be available to answer wildlife inquiries.

**Veterinarians** will provide veterinarian medical care, treatment of sick and injured animals, and technical animal support.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility Animal Control Director to maintain, review and update this Annex. **301.240b5**

## **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's Animal Care System. **301.240e4**

1. Animal Control Officer
2. Police Department

## **APPENDICES**

Appendix G5 Animal Care Pre-Emergency Operation Checklist

Appendix G6 Animal Care Response Operation Checklist

Appendix G7 Animal Care Recovery Operation Checklist



## **PRIORITY ACTION CHECKLIST**

### **FIRST PRIORITIES - INITIATE IMMEDIATELY**

#### **APPENDIX G 5 ANIMAL CARE**

Complete: Yes/No	Alert appropriate animal control personnel and report to the EOC to receive a briefing on the status of the incident.
Complete: Yes/No	Based upon intelligence, determine any special requirements posed by the types of animals affected by the disaster.
Complete: Yes/No	Determine if a community animal shelter needs to be established based upon the size of the incident.
Complete: Yes/No	Establish an animal disaster informational telephone number for inquiries.
Complete: Yes/No	Activate sufficient personnel to meet the identified needs.

### **SECONDARY PRIORITIES**

#### **APPENDIX G 6 ANIMALS CARE**

#### **RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	Contact appropriate support agencies/groups based on nature of disaster and needs.
Complete: Yes/No	Open and staff sheltering areas, if required.
Complete: Yes/No	Move stockpiled supplies to the EOC or shelters, if available; contact established resources for any needed supplies.
Complete: Yes/No	Dispatch rescue personnel to areas of possible animal entrapment.
Complete: Yes/No	Coordinate with the PIO to publicize the location of the animal shelters.
Complete: Yes/No	Continue to assess the situation and determine if additional resources are needed to meet the needs of the crisis.
Complete: Yes/No	Establish communication between shelter sites and the EOC for data dissemination.

**CONTINUING PRORITIES**

**ANIMALS CARE  
APPENDIX G 7**

**RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	Provide information and referral assistance to those attempting to locate their animals. Utilize animal location forms for entry into disaster animal inquiry system.
Complete: Yes/No	Establish a location to accommodate the receipt, sorting and distribution of donated foods and other supplies.
Complete: Yes/No	Develop a method to deal with the receipt and distribution of monetary donations related to the disaster.
Complete: Yes/No	Arrange for feeding of shelter workers and volunteers, if necessary.
Complete: Yes/No	Continue care and treatment of animals during the disaster.
Complete: Yes/No	Provide for disposal of waste and animal carcasses.

## **ANNEX H – HEALTH AND MEDICAL 301.240a8**

### **PURPOSE 301.240b1**

A serious emergency or disaster greatly alters the environment of the Village. Depending upon the impact of a disaster, extra measures may be required to ensure public health. These measures may include disease control, sanitation, rodent control, and special needs for mental health.

The purpose of this Annex is to define the roles of various agencies to ensure the coordinated provision of environmental, mental and physical health, particularly so that local resources are not overwhelmed.

### **SITUATIONS 301.240b2**

All emergencies and disasters place extraordinary strains on all levels of government. The demand for governmental services expands, while the ability to provide those services in most cases diminishes.

The skill, equipment and facilities of the Cook County and Oak Park Health Departments can become much-needed resources to provide for the health and welfare of the Village's population. When public health is threatened and there is need for disease control, sanitation, rodent control and/or special needs for mental health, this Annex will take effect.

### **ASSUMPTIONS 301.240b3**

In the event of a disaster or emergency, the Cook County Bureau of Health Services and County Health Department will coordinate efforts with other public health support agencies to ensure utilization of services available.

The Village has the primary responsibility for providing emergency medical and health services within its jurisdiction in response to a disaster.

In a mass casualty incident, the designated Public Information Coordinator and on-site medical officers will coordinate with Cook County Hospitals and other assisting agencies to coordinate public information releases and implementation of a Joint Information Center operation.

### **CONCEPT OF OPERATIONS 301.240b4**

The Cook County Health Department and the Cook County Environmental Control Department are responsible for ensuring the quality of environmental and public health for Cook County residents. Therefore, Cook County will provide and/or augment emergency medical and health services that exceed the Village's capabilities in the event of an emergency or disaster.

Following the impact of a major disaster or emergency, a priority of the health system is the prevention/control of disease and nuisance conditions, which is the responsibility of the Health Department, in addition to its coordination of assistance for health and medical services, equipment and supplies.

A system has been established and is maintained by the Cook County Health Department to

protect and preserve all health records deemed essential for continuing government functions and conducting emergency operations.

During emergency situations, all public health resources and response personnel will be managed by the Cook County Health Department, located at 1010 Lake Street, Suite 300, Oak Park, IL 60301 and the Oak Park Health Department at 123 Madison St, Oak Park, IL 60301. Personnel at these facilities will maintain contact with the Village's Health Department representative at the EOC to advise of the status of disaster operations or request advice on actions that should be taken.

Throughout an emergency or disaster, coordination of various Cook County agencies may be required to protect health records essential for public safety.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Responsibility for the protection of lives and property of residents of Cook County rests with its elected officials, to the extent not provided by the Village. In accordance with the Illinois Emergency Management Agency Act, 20 ILCS 3305/1 et seq., the County Board President or his/her successor has authority to declare a disaster for Cook County. Also, the County Board President has responsibility for organization, administration, training and operation of its Emergency Operations Plan (County EOP). During disasters, the Village's EMA Coordinator shall support the response efforts undertaken by the County, especially as it affects the Village.

At the onset of a local emergency impacting health and medical services, the Cook County Department of Public Health (CCDPH) will make the appropriate notifications to other primary and support department/agencies, per their prescribed standard operating procedures. Notifications will be based on the severity of the situation. If implementation of the County EOP is ordered, appropriate County departments/agencies will be notified.

While Cook County's EMA Coordinator is responsible for the management and coordination of County resources in times of disaster, the response to disasters requires the assistance of many other governmental levels as well, including municipal, township, supporting Counties, regional, State and federal.

The Cook County Health Department and the Cook County Department of Environmental Control are responsible for ensuring the environmental and public health for Cook County. Emergency Health and Medical Functions and/or services coordinated through CCDPH include, but not limited to (within this Annex):

- Assessment of health and medical service's needs.

- Inspection and investigation of factors that could lead to food borne and/or water borne illnesses.

- Assistance with evacuation of hospital and/or long care facility patients.

Coordination of assistance for health and medical services, equipment and supply.  
Assess and assist in decontamination of the chemically or radiological contaminated.  
Assist with the operations of shelters for special needs citizens who require more medical care than can be provided in a standard congregate care facility.  
Coordination of Critical Incident Stress Debriefing activities to protect the emotional health of emergency workers. **301.240j1a**

## **PRIMARY AGENCIES**

### **OAK PARK/COOK COUNTY HEALTH DEPARTMENT**

The Cook County and Oak Park Health Departments will:

1. Maintain current list of Health Department personnel and resources.
2. Coordinate with the Animal Control Office to ensure that loose animals or dogs are contained and controlled.
3. Provide technical assistance and coordination with:
  - a. Emergency Medical Services.
  - b. Providing safe and healthy living conditions at evacuation sites.
  - c. Assisting with the inspections and investigations of structural and vertebrate pest and vector control.
  - d. Providing technical assistance in assuring the safety of food and dairy products, non-community **301.240j1b**.
  - e. Public water supply and private water wells.
  - f. Providing additional consultation and technical assistance as required within CCDPH authorities.
  - g. Support the EOC.

## **DIRECTION AND CONTROL**

The River Forest Emergency Operations Center will be the central point for direction and control of disasters and emergencies affecting the Village. The EOC should be staffed at all times by a representative from the Cook County/Oak Park Health Department, who can coordinate all public health related activities. **301.240j2**

## **SUPPORT AGENCIES**

### **AMERICAN RED CROSS**

The American Red Cross will:

1. Provide emergency first aid for minor illnesses and injuries to disaster victims in Mass Care shelters, selected disaster cleanup areas, and other sites.
2. Provide supportive counseling for the disaster victims, family members of victims, and disaster workers.
3. Acquaint families with available health resources and services and make appropriate referrals

as needed and requested.

4. Provides blood and blood products through Red Cross Regional Blood Centers as needed and requested.
5. Provide coordination of appropriate casualty and/or patient information into the Disaster Welfare Inquiry System associated with the Mass Care System.

#### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the CCDEMRS to obtain information from the Cook County Health Department for the maintenance, review and update of this Annex. **301.240b5**

#### **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's Mass Care System: **301.240e4**

1. Public Works Director
2. EMA Coordinator.
3. Deputy Fire Chief

#### **APPENDICES**

Appendix H1 Health and Medical Pre-Emergency Operation Checklist

Appendix H2 Health and Medical Operation Checklist

Appendix H3 Health and Medical Operation Checklist

## **PRIORITY ACTION CHECKLIST**

### **APPENDIX H 1 HEALTH AND MEDICAL**

#### **PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
Complete: Yes/No	Specialized training in disaster operations for health personnel, first responders, and local hospital staffs.
Complete: Yes/No	First aid training for members of the public.
Complete: Yes/No	Storage of medical supplies and equipment.
Complete: Yes/No	Maintenance of medications and other supplies.
Complete: Yes/No	Emergency plans for temporary morgues for the deceased.
Complete: Yes/No	Contact of local ministerial association for support.

#### **FIRST PRIORITIES - INITIATE IMMEDIATELY**

Complete: Yes/No	Public information programs dealing with individual and community first aid.
Complete: Yes/No	Notification of appropriate State and federal agencies.
Complete: Yes/No	Provision of resources to support EMS operations.
Complete: Yes/No	Establish area for handling the deceased and transporting un-injured or slightly injured people.
Complete: Yes/No	Activation of temporary morgues.
Complete: Yes/No	Processing of data (i.e., incident report sheets).
Complete: Yes/No	Activation of ministerial support.
Complete: Yes/No	Report Health Department activities pertaining to emergency operations to the EOC.
Complete: Yes/No	Provide health and medical care to persons in both shelter and congregate care facilities and elsewhere if required.

Complete: Yes/No	Coordinate with the designated Cook County Public Information Officer to provide information to the public regarding chemical and radiological contamination and any treatment(s) necessary.
Complete: Yes/No	Provide information to emergency response personnel of other departments and/or organizations regarding chemical and radiological contamination and any treatment(s) necessary.
Complete: Yes/No	Distribute antidotes, drugs, vaccines, etc. to shelters if necessary.
Complete: Yes/No	Ensure potable water supply during an emergency.
Complete: Yes/No	Provide sanitation services during an emergency.

## **SECONDARY PRIORITIES**

### **APPENDIX H 2 HEALTH AND MEDICAL**

#### **RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	Continue assessment of local health needs.
Complete: Yes/No	Request support from the Health Department for survey of mass feeding or shelter facilities.
Complete: Yes/No	Brief CMT members on health and mortuary issues.
Complete: Yes/No	Identify physical, environmental, and mental health issues.

## **CONTINUING PRORITIES**

### **APPENDIX H 3 HEALTH AND MEDICAL**

#### **RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	Continued response and treatment activities, as necessary.
Complete: Yes/No	Compilation of reports for State and federal agencies; compilation of reports for critique and review.
Complete: Yes/No	Re-supply of health and medical services response agencies.



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## **ANNEX I – MORTUARY SERVICES 301.240a9**

### **PURPOSE 301.240b1**

The purpose of this Annex is to identify the role of the Medical Examiner during natural or manmade emergencies or disasters. The Medical Examiner Annex establishes policies and procedures for the collection, identification, and disposition of dead persons during extraordinary emergencies. Adequate care and storage of human remains is essential in the determination of cause and manner of death. Additionally, personal effects must be inventoried and protected. Next of kin must be located and notified.

### **SITUATIONS 301.240b2**

All of Cook County is susceptible to a major emergency or disaster that could lead to a large number of fatalities. Transportation disasters, environmental or natural hazards, medical and health hazards or national attack can produce fatalities in Cook County that would strain or overwhelm normal capabilities of the Medical Examiner Officer. Under such adverse conditions, demands for services could increase readily, while the ability to provide services, special skills and equipment diminishes.

The River Forest Park District operates various facilities in the Village. When the temporary local storage of human remains is necessary, an agreement exists between the Village and the Park District to use its facilities for temporary storage in the best interest of the public.

### **ASSUMPTIONS 301.240b3**

The first responders to a mass casualty/fatality incident within the Village are the Fire and Police Departments. As the need for Medical Examiner Services becomes evident, the Cook County Medical Examiner must be notified. The Medical Examiner receives initial assistance from its Medical Examiner Deputies, if available, and funeral directors and morticians. Additional personnel for Medical Examiner Services may be obtained from adjoining counties, State and federal Agencies.

### **CONCEPT OF OPERATIONS 301.240b4**

The initial request for Medical Examiner Services should be to the County's 911 Center from the Police and/or Fire Department. Additional resources will be provided as requested by the Medical Examiner in charge at the scene. Following the elimination of pending dangers by fire, police and emergency medical services, and after any injured have been rescued and removed, the Medical Examiner on the scene, in conjunction with Fire, Police, EMA, and other authorized security and investigators, shall take charge of the scene, and complete such actions as may be necessary.

Following activation of this Plan, whenever fatalities have occurred, the Village will notify the CCDEMRS and request assistance from the Medical Examiner's Office. Representatives of the Medical Examiner's Office, operating within the County EOC, are responsible for assigning missions in support of the Village's request. **301.240j2**

Following notification of next of kin, the names of the deceased will be provided to the County

Public Information Officer for release to the media. The release to the media of the number of fatalities and the names of the deceased will come only from the Medical Examiner's Office.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The Cook County Medical Examiner is responsible for the personnel, resources and capabilities, of the following divisions within the Medical Examiner's Office:

1. Administration,
2. Investigation,
3. Toxicology Department.

## **DIRECTION AND CONTROL 301.240k1 and 301.240k2**

The Cook County Emergency Operations Center is the County's primary direction and control facility during any major emergency or disaster situation within its jurisdiction. In the event of such a situation occurs in, or otherwise directly affects, the Village, a designated field commander from the Medical Examiner's staff should report to and coordinate the Medical Examiner's efforts through the Command Post, or on-site, if appropriate.

When a disaster is declared, all Medical Examiner operations will come under the direction of the Chief Medical Examiner. The basic responsibilities of the Medical Examiner are to prepare for and perform the following functions upon activation of the Plan:

1. To ensure the mobilization, organization and operations of the Medical Examiner's personnel, equipment and expertise at the time of a disaster.
2. To provide for the recovery, removal, collection, identification and processing of the dead and their personal effects.
3. To coordinate Medical Examiner activities with other agencies involved in a disaster situation.
4. To provide necessary logistical support (food, water, emergency power and lighting, fuel, etc.) for mortuary response personnel during emergency operations.
5. Communications between the County EOC and Village EOC will be via telephone or radio from the Medical Examiner's EOC.

Functions assigned to the Medical Examiner are delineated in the County's Emergency Operation Plan.

## **TRANSPORTATION**

Police and Fire/EMS Departments should handle the transportation of victims. If additional transport vehicles are needed, contact the CCDEMRS EOC.

## **SUCCESSION OF COMMAND**

The line of succession for the Cook County Medical Examiner is:

1. Chief Medical Examiner
2. Chief Administrator
3. Assistant Chief Medical Examiner
4. Chief Investigator

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the CCDEMRS , Village's EMA Coordinator and Oak Park/CC Health Department to provide the information from the Chief Medical Examiner for maintenance, review and update of this Annex. **301.240b5**

## **APPENDICES**

Appendix I1 Mortuary Services Pre-Emergency Operation Checklist  
Appendix I 2 Mortuary Services Response Operation Checklist  
Appendix I 3 Mortuary Services Recovery Operation Checklist

## **PRIORITY ACTION CHECKLIST**

### **APPENDIX I 1**

#### **MORTUARY SERVICES**

##### **PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Review hazard/identification to determine possible Emergency Mortuary Services problems.
Complete: Yes/No	Familiarize Village staff with disaster and mass fatality operations and provide them with training as necessary.
Complete: Yes/No	Periodically meet with Cook County Department of Emergency Management and Regional Security to ensure adequate disaster and mass fatality planning.
Complete: Yes/No	Adequate integration of County Plans exists regarding Medical Examiner Services.
Complete: Yes/No	Develop a public information program in coordination with the County Public Information Officer for use in the event of an emergency. This program should provide information on identification and disposition of the dead, and methods for obtaining information related to Medical Examiner Services.
Complete: Yes/No	Contact the local ministerial association to assist in the disaster situation with religious counseling of families of disaster victims and workers.
Complete: Yes/No	Identify alternate morgue sites, which could be used during an emergency situation.
Complete: Yes/No	Identify refrigeration resources, which could be used during an emergency situation.
Complete: Yes/No	Identify and develop resources, which could be used during an emergency situation.

**FIRST PRIORITIES - INITIATE IMMEDIATELY**

**APPENDIX I 2**

**MORTUARY  
RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	Following determination that an emergency or disaster situation exists and requires activation of this Annex, the Village's EOC will contact the Medical Examiner, or designee, at the Cook County EOC.
Complete: Yes/No	The Medical Examiner's Field Command Officer shall be requested to report to the Field Command Post.
Complete: Yes/No	The Medical Examiner Field Command Officer at the Field Command Post shall take charge of the death scene after all rescue operations and pending hazards have been eliminated.
Complete: Yes/No	The Medical Examiner or designee will activate the Medical Examiner's Staff and have them report for duty.
Complete: Yes/No	The Medical Examiner, or designee, should:  a. Protect the scene, (i.e. evidence, bodies, property). b. Remove unauthorized personnel. c. Secure and rope off the area. d. Carefully make a map of the physical evidence and location of the bodies or parts thereof. e. Prepare a photographic record of the scene. f. Collect statements from eyewitnesses.
Complete: Yes/No	Supervise the proper removal of the dead to morgue facilities.  a. Identify the dead. b. Determine cause of death. c. Aid in the disposition of bodies. d. Assist in storage and disposition of personal property of the dead. e. Aid in maintenance of complete records. f. Coordinate release of information to the family, press and public through the EOC Press Center and Medical Examiner's Office.
Complete: Yes/No	Establish adequate morgue facilities.
Complete: Yes/No	Report all information to EOC.

## **SECONDARY PRIORITIES**

Complete: Yes/No	Continue assessment of local mortuary needs.
Complete: Yes/No	Request support from the Medical Examiner's Office for survey of mass mortuary issues.

## **CONTINUING PRORITIES**

### **APPENDIX I 3 MORTUARY SERVICES**

#### **MEDICAL EXAMINER RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	Continue to provide services for the Village.
Complete: Yes/No	If necessary, provide mental health assistance to Medical Examiner's staff with health department assistance.

## **ANNEX J – RESOURCE MANAGEMENT 301.240a10**

### **PURPOSE 301.240b1**

This Annex describes the procurement of outside resources that might be needed in the event of an emergency/disaster in the Village. Disaster experiences in other cities have shown the importance of a pre-planned resource system.

### **SITUATIONS AND ASSUMPTION 301.240b2 and 301.240b3**

The Village normally keeps in stock a sufficient quantity of equipment, material, and supplies to support the everyday activities of a thriving Village. The resources can handle most day-to-day emergencies on hand at any given time. However, if an emergency turns into a full-blown disaster, more equipment, supplies, material, and volunteers will probably be needed to respond to that disaster. Furthermore, a good system must be in place to warehouse and distribute donated goods and services that are customarily sent into a disaster area by concerned outside benefactors.

### **CONCEPT OF OPERATIONS 301.240b4**

Access to resources, including personnel and equipment, following the onset of a disaster is critical to effective response and recovery efforts. In like fashion, management of resources should be centralized with one Department or agency to prevent duplication of requests for the same resource.

## **RESOURCES**

### **Other Local Governmental Manpower and Equipment**

Requests for resource support will be generated by the Incident Commander, at the scene of an incident, or from members of the Crisis Management Team within the EOC. Following the activation of the Plan, the Public Works Department will be responsible for coordinating requests for resources for the Village at the EOC. **301.24011 and 301.24012**

The EMA Coordinator and the various Department Heads concerned shall immediately begin to obtain additionally needed items through mutual aid agreements, memoranda, letters of understanding, or loan contracts. These agreements, memoranda, letters of understanding, or loan contracts are on file in the Village Administration and Finance Offices.

Additional help may be sought from the Cook County EMA, Illinois Emergency Management Agency (IEMA), and federal government, if necessary.

An inventory of resources provided by the community can be found in the Cook County Resource Guide. Local EMAs and Public Works Resources can be found in the Cook County Sheriff's Emergency Municipal Resource Guide. Additional listing of resources available from the public and private sector can be obtained through Cook County CCDHSEM and IEMA.

In the event of a major emergency or disaster affecting multiple jurisdictions or unincorporated portions of the County, resource requests should be coordinated through CCDHSEM.



CCDEMRS can consolidate similar requests from multiple jurisdictions. Additionally, the County may be requested to coordinate the acquisition and scheduling of emergency response resources, i.e, light trucks, fuel re-supply vehicles, debris removal equipment, etc., during the early hours of a disaster to take that burden off the Village, thereby allowing it to coordinate emergency response activities.

Requests for resources provided from the State or federal government, including hardware, vehicles, and personnel, will be routed through the County EOC. The County will forward the requests to IEMA.

### **American Red Cross and Salvation Army**

The American Red Cross and Salvation Army will be asked to help with the procurement and distribution of emergency food and water supplies. Food and water can be acquired from any of the chain food stores in the Village.

### **Private Manpower and Equipment**

If a shortage of any everyday items and personnel is likely, there may be a need to purchase materials, supplies, equipment and manpower. An inventory of vendor resources, provided to the Village, can be found in the Village's Vendor Resource Book.

When it is necessary to contract for services or purchase needed resources, the following procedure will be initiated by the Finance Department.

## **FINANCE**

Following the onset of a major emergency or disaster, the tracking of financial and personnel costs is essential. The Village President's declaration of emergency or disaster allows the Village to make expenditures necessary to respond to, and recover from, its effects, bypassing the normal competitive bidding process.

Pursuant to Section 7-6-9 of the Village Code, Purchases and Expenditures, the Village Board may, upon recommendation of the EMA Coordinator, authorize any purchases or contracts necessary to procure services, supplies, equipment or materials in such situations. Further, the Coordinator is authorized to procure such services without the normal formalities pertaining to municipal contracts and obligations, as authorized by the IEMA Act. (See 20 ILCS 3305/10(j)) If the Board meets to approve the Coordinator's purchases, the Coordinator shall be subject to the directions and restrictions imposed by the Board.

The Finance Director is responsible for taking reasonable steps so that adequate funding is available for the Village's response and recovery efforts. The Finance Director should immediately establish a budget line item for disaster-related expenditures and personnel costs. Funding for emergency/disaster-related expenses is based on the following policies:

The Administration Department is responsible for managing the financial aspects of disaster response and recovery - specifically the finance area. Finance is responsible for backing up the computer every night and making sure that the tapes are kept off-site during such events. This will protect current and former financial information. Next, Finance must set up new account

numbers to accurately track costs involved in the response. The Departments will be required to track personnel time and a separate account must be added to payroll to track those costs. Should the State or federal government have reimbursement programs, Finance will handle the paperwork necessary to retrieve expenses.

During an emergency or disaster situation, the first use of funds will be dedicated to handling the situation. All optional or non-essential purchases will be delayed during this time. Should the Village have insufficient funds to handle the situation, the Administrator and Finance Director will notify the Village Board of its options, such as, obtaining a loan from a bank or issuing general obligation bonds.

Tracking of expenditures should begin as soon as possible. These expenses must be backed based on the following categories:

**Emergency Work:**

**Category A - Debris Removal**

Includes the removal of debris and wreckage from public and private property, demolition of unsafe structures, clean out of foreign material in reservoirs, catch basins, and drainage channels.

**Category B - Emergency Protective Measures**

Includes search and rescue, security force deployment, flood fighting activities, including sand bagging, pumping, etc., and sheltering costs.

**Permanent Work:**

**Category C - Road Systems**

Includes restoration of damaged road and bridge systems, culverts and traffic control systems.

**Category D - Water Control Facilities**

Includes restoration of damaged dikes, dams, levees, drainage channels, and similar facilities.

**Category E - Buildings and Equipment**

Includes restoration of damaged buildings, building contents and equipment.

**Category F - Utility Systems**

Includes water, sanitary and storm sewer, and electric utilities.

**Category G - Other (Recreational Facilities)**

Includes restoration of parks, recreation facilities and other types of damaged facilities that do not fit into other categories.

Tracking of expenditures, based upon the preceding categories, is required by the Federal Emergency Management Agency (FEMA), in the event that the incident is large enough to warrant a federal disaster declaration.

## **Financial Management Forms**

Financial management form packets are provided by the Illinois Emergency Management Agency (IEMA) and Federal Emergency Management Agency (FEMA) for tracking personnel and equipment costs, contract labor, and equipment rental costs related to a federally declared disaster. On the back of the sample form are detailed instructions indicating the information to be placed in each column/row. While the use of these forms is not mandatory for a non-federal declared disaster, the use of these forms for local emergencies will ensure that correct information is immediately available without extra work should the event be escalated to a federal disaster.

The Village's Finance Department has separate forms to be used for each job site and each category of work. Categories of these forms are:

- a. Force Account Labor Record
- b. Force Account Equipment Record
- c. Force Account Materials Record
- d. Contractual Services Record
- e. Rental Equipment Record

## **DONATIONS**

In time of emergency/disaster, the need for the general public to help its fellow man is great. This can be in the form of donated equipment, food, clothes, other items and money. The timely provision of donated resources can mean the difference between effective and ineffective response and recovery operations. Recent disaster experiences have highlighted the importance of a smooth-running donation resource system.

### **Monetary Donations**

The Finance Department is responsible for receiving, banking and accounting for all monetary donations sent to the Village during an emergency/disaster. The Village President and Village Board will adopt an appropriate ordinance for use of this disaster relief money. The Police Department will be responsible for security of these funds. (See the IEMA Act, 20 ILCS 3305/17)

See the Finance Department SMO's for Monetary Donations. These SMO's are kept in the EOC.

### **Other Donations**

The Public Works Department is responsible for receiving, storing, distributing and accounting for all material and supply donations sent to the Village during an emergency/disaster. The Village's EOC and EMA Coordinator will establish the proper procedures for use of these disaster relief supplies/materials. The Police Department will be responsible for the security of these donations.

## **VOLUNTEER**

### **Village Volunteer**

Residents have always helped the Village on a day-to-day basis by volunteering their services. These volunteers serve in many areas of our government and are fully screened by the Police Department and fully covered by our Village's insurance policy.

Only the following volunteer unit/committees are considered volunteer employees:

- a. EMA Unit
- b. Citizen Corp Unit
- c. Fire/Police Committee
- d. Zoning Board
- e. Parks Volunteers
- f. Library Board

The supervision and training of these volunteers are the responsibility of the respective unit/committee head.

### **Spontaneous Volunteer**

#### **ILLINOIS OFFICE OF HOMELAND SECURITY COMMUNITY GUIDELINES FOR DEVELOPING A SPONTANEOUS VOLUNTEER PLAN**

The following document, "Community Guidelines for Developing a Spontaneous Volunteer Plan" has been developed to assist communities in developing and executing a community spontaneous volunteer plan as part of the Cook County Emergency Operations Plan. This document outlines steps for volunteer agencies that are traditionally involved in disaster responses, other community agencies and/or organizations, and the Emergency Management Agency (EMA) Coordinator (EMA Coordinator) to form a core group and develop a spontaneous volunteer plan to address those individuals, who appear at the scene to volunteer in the event of a disaster. The Village adopts these Guidelines to the extent modified.

As a result of the events of September 11, 2001, with over 40,000 unsolicited volunteers arriving at Ground Zero and no plan to deal with them, a Volunteers and Donations Committee was established in Illinois as part of the Illinois Terrorism Task Force (ITTF). While the Task Force has been established since May 2000, the Committee was established after September 11, 2001, in hopes of bettering our response during a large-scale disaster here in Illinois. The Volunteers and Donations Committee was charged with dealing with issues on how and where to direct volunteers and donations and how to get unsolicited volunteers registered with an organization or agency in light of a disaster. More than 20 individuals, who serve on this Committee, represent the interests of many state and federal agencies, volunteer organizations in the communities, such as, the Voluntary Organizations Active in Disaster (VOAD), associations for volunteer administrators, senior programs, and voluntary programs.

Any questions regarding these guidelines or other issues surrounding volunteerism and homeland security may be addressed to the Coordinator or the Illinois Emergency Management Agency may be contacted at (217) 782-2700.

## **Community Guidelines for Developing a Spontaneous Volunteer Plan**

For the purpose of these guidelines, a spontaneous volunteer is an individual who arrives at a disaster scene without a specific request from, or an affiliation with, a traditional disaster agency. These guidelines illustrate how volunteer agencies traditionally involved in disaster response; other agencies and/or organizations and community members can participate in the execution of the emergency operations plan. (See Appendix A, Community Participation Diagram).

1. The Village's Emergency Management Agency (EMA) Coordinator, together with traditional disaster agencies should host a "summit" inviting community agencies and/or organizations to discuss partnerships and roles in the event of a large-scale disaster.
2. The Coordinator should establish a core group of agencies and/or organizations which meet to help develop a Spontaneous Volunteer Disaster Plan. This group should include both service providers traditionally involved in a disaster, as well as, social service and non-profit agencies and/or organizations. Several Illinois communities already have this structure; in some cases, it is a VOAD (Voluntary Organizations Active in Disaster). This group should work closely with the EMA Coordinator and within the parameters of the County Emergency Operations Plan and the State Emergency Operations Plan.
3. Agencies and/or organizations in the Village should ensure the following steps are completed to prepare its disaster plan. The emergency plans should include the following:

### **Step 1: Educate and Engage Community Agencies in Disaster Service Delivery.**

- a) The core group will clarify the services of each agency and/or organization in the event of a disaster as well as define the new roles for agencies and/or organizations not already involved in disaster response.
- b) These agencies and/or organizations should develop specific agreements with traditional disaster agencies or with the core group as a whole. (See Appendix B, Statement of Understanding).
- c) Each agency and/or organization will develop job descriptions for the key leadership positions in times of disaster.
- d) Written procedures and plans will be developed for security, volunteer liability, unwanted/unruly volunteers and volunteer credentialing. (See Appendix C, Related statutes regarding protections for volunteers).

### **Step 2: Solidify a Spontaneous Volunteer Plan.**

- a) The core group will work with its EMA Coordinator to amend the Emergency Operations Plan to include the Spontaneous Volunteer Plan.
- b) The EMA Coordinator will designate a Spontaneous Volunteer Manager. This individual will be responsible for coordinating the spontaneous volunteers in the event of a disaster. (See Appendix D, Spontaneous Volunteer Manager Job Description).
- c) Identify a Volunteer Screening Coordinator. This individual will oversee the screening of spontaneous volunteers at the screening facility. Resources for that person might include universal volunteer applications, job descriptions, code of conduct and local and statewide training courses. (See Appendix D, Volunteer Screening Coordinator Job Description; Appendix E, Universal Volunteer Application; and Appendix F, Training Resources).
- d) Identify a Core Group Contact Person. In the event of a disaster, the EMA Coordinator will contact this individual, who in turn will contact the other members of the core group.

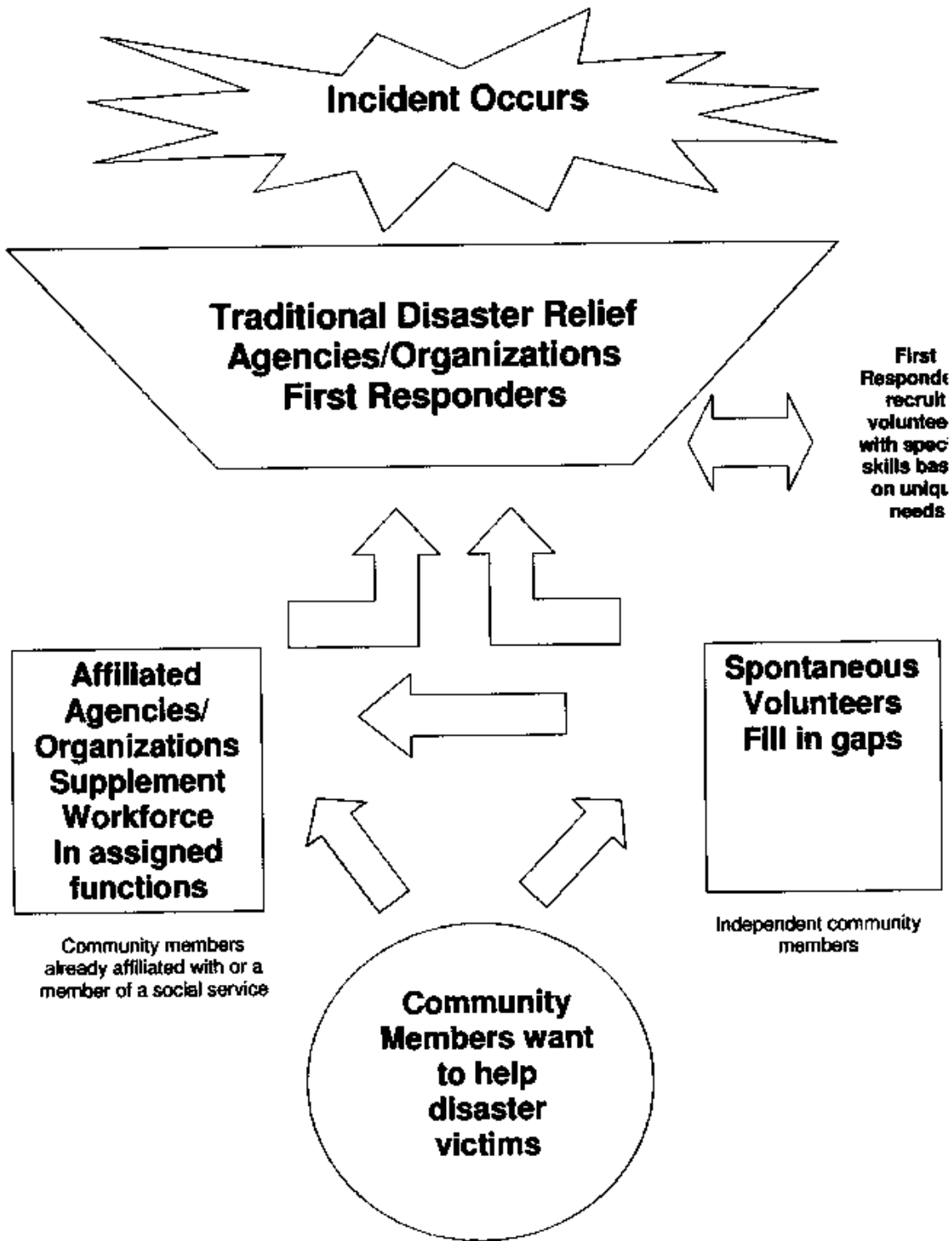
This will ensure that the Spontaneous Volunteer Plan is properly implemented. It is recommended that the Spontaneous Volunteer Manager also serve as the Core Group Contact Person.

- e) Determine where inquiries from spontaneous volunteers will be directed in the event of a disaster - for example, Village hall, a local business, Red Cross Office, etc. Distinguish between offers of volunteer services and donations.
- f) Determine a screening facility for spontaneous volunteers - for example, a local school, YMCA, United Way, etc.
- g) Identify a respite center where volunteers and emergency service workers can receive supplies, food and anticipated mental health counseling.
- h) Clarify mechanisms by which agencies and/or organizations will request volunteers in time of a disaster.
- i) Determine a follow-up plan that involves volunteer thank you's, incident wrap up and evaluation.

### **Step 3: Expand Education to the Community.**

- a) Create a campaign to encourage citizens to affiliate with traditional disaster agencies in the community.
  - b) Coordinate with the overall state public information and education program for disaster preparedness and relief.
  - c) Utilize outside resources to assist in the development and execution of the local education plan.
  - d) Share "best practices" of spontaneous volunteer coordination with neighboring communities.
4. This core group of agencies and/or organizations, along with the EMA Coordinator, will continue to meet periodically to review, enhance and update the Spontaneous Volunteer Plan.

# Community Participation Diagram



**SAMPLE STATEMENT OF UNDERSTANDING**

**OVERVIEW OF AMERICAN RED CROSS OF GREATER CHICAGO & YOUNG MEN'S CHRISTIAN ASSOCIATION OF METROPOLITAN CHICAGO**

**THE AMERICAN RED CROSS OF GREATER CHICAGO:**

1. Provide training, in advance, to 1 -5 YMCAMC staff per site.
2. Provide an annual update of materials, training or drill to YMCAMC staff.
3. Initiate the call for volunteers in a Level III or above disaster relief situation to an identified YMCAMC lead.
4. Provide instructions and/or training to all volunteers at the time of call-up in the function to which they have been assigned.
5. Provide daily updates of information and materials to YMCAMC site staff throughout the duration of their involvement.
6. Publicly acknowledge and recognize the partnership and contribution of YMCAMC in the event of plan activation and in anticipation of such an event.
7. Review partnership agreement on an annual basis.
8. Identify primary and secondary contact persons/liaisons for the YMCAMC.

**YOUNG MEN'S CHRISTIAN ASSOCIATION of METROPOLITAN CHICAGO :**

1. Agree to the project process as described by Statement of Understanding.
2. Respond to the call for help from the ARCGC at the time of a Level III and above disaster within (24) twenty-four hours providing at least one trained staff per site.
3. Recruit at least 2 employees to be site liaisons to work with ARCGC in advance, including training for disaster relief procedures.
4. Provide facilities for spontaneous volunteer registration and screening.
5. Provide necessary equipment at each site to facilitate. Equipment includes 2-4 registration tables, 2-4 volunteer screening areas and at least 20 chairs.
6. In the event of plan activation, provide daily reporting and constant communication with ARCGC headquarters site.
7. Participate in an annual update of materials, training, and/or drill.



## **Appendix C**

### **RELATED STATUES REGARDING PROTECTIONS FOR VOLUNTEERS**

745 ILCS 10/1 et seq., Local Governmental and Governmental Employees Tort Immunity Act:

Defines employee to include volunteers, 745 ILCS 10/1-202

Authorizes units of local government to indemnify employees, including volunteers. 745 ILCS 10/2-302.

820 ILCS 315/1 et seq., Workers' Compensation Act:

Defines civil defense worker to include volunteers during emergencies. 820 ILCS 315/2

5 ILCS 350/1 et seq., State Employee Indemnification Act:

Applies to representation and indemnification by the State. 5 ILCS 350/1(b)

Defines employee to includes those who perform volunteer services where the volunteer relationship is reduced to writing. 5 ILCS 350/2.

20 ILCS 3305/1 et seq., Illinois Emergency Management Agency Act (the IEMA Act):

Provides that volunteers engaged in a disaster, exercise, or training related to the emergency operations plan of a political subdivision or search-and-rescue response that is beyond local response capabilities shall be a State employee for purpose of Workers Compensation or Workers' Occupation Diseases Act, if certain criteria are met. 20 ILCS 3305/10(k).

42 U.S.C. 14501 et seq., Volunteer Protection Act

Preempts State laws under certain circumstances to limit the liability of persons serving as volunteers for governmental and non-profit organizations. 42 USC 14503.

## **Appendix C**

### **JOB DESCRIPTIONS**

#### **Spontaneous Volunteer Manager will:**

- Establish spontaneous volunteer center at designated facility.
- Coordinate with participating agencies to determine the training and experience levels of needed volunteers and document opportunities.
- Process and oversee the fulfillment of volunteer requests.
- Establish and clearly communicate job assignment rule and volunteer code of conduct.
- Consult with and act as a technical resource to volunteer supervisors regarding potential personnel problems.
- Investigate grievances and manage other personal action involving volunteers assigned through the spontaneous volunteer center.
- Oversee Volunteer Screening Coordinator.

#### **Volunteer Screening Coordinator will:**

- Ensure individuals processed through the spontaneous volunteer center undergo a consistent, non-discriminatory screening procedure including an application, interview and proper identification.
- Initiate and maintain master filing system.
- Engage and supervise additional volunteer screeners as needed.
- Work with spontaneous volunteer manager to fulfill volunteer requests.
- Arrange for the proper follow-up and thanking of volunteers assigned through the spontaneous volunteer center.
- Ensure proper disposition of volunteer records & files after operation.

## Appendix E 1 of 2

### UNIVERSAL VOLUNTEER APPLICATION

#### *Personal Information*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Employment Information (Title, Place of Employment): \_\_\_\_\_

Employment Contact Information (Name, Phone Numbers): \_\_\_\_\_

Describe any restrictions on your activities (physical, medical, mental): \_\_\_\_\_

Date of tetanus shot: \_\_\_\_\_

Are you currently charged with or have you ever been convicted of a felony?      ٺ Yes    ٺ No  
If yes, please explain:

#### *General Availability:*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Do you have personal transportation? \_\_\_\_\_

Geographic Preference: \_\_\_\_\_

Are you willing/able to do manual labor?      ٺ Yes      ٺ No

## Appendix E 2 of 2

### SKILLS & QUALIFICATIONS:

Fluency in Language(s) Other than English: \_\_\_\_\_

Licenses/Professional Certification: \_\_\_\_\_

Professional Background: \_\_\_\_\_

Education Background: \_\_\_\_\_

Computer Skills: \_\_\_\_\_

Prior or Current Volunteer Experience: \_\_\_\_\_

Prior Disaster Relief Experience: \_\_\_\_\_

---

#### Other Skills:

☐ Administrative/Secretarial

☐ Human Resources (interviewing, recruiting, etc.)

☐ Accounting/Finance/Bookkeeping

☐ Mental Health Counselor/Social Worker

☐ Civil Servant (Police, Firefighter, etc)

☐ Management

☐ Child Care

☐ Technical (IT professional, etc.)

☐ Customer Service

☐ Trade: \_\_\_\_\_

☐ Food Service (help prepare & serve meals)

☐ Transportation  
(Professional Trunk/Bus Driver)

☐ Health Services (Doctor, Nurse, EMT)

☐ other; \_\_\_\_\_

### Volunteer Agreement

1. The information provided is complete and true. If the information on this application is incomplete or untrue, I understand that my assignment may be terminated.
2. I have not disclosed any felony convictions. I agree to a background check, verification of the statements contained herein, and additional screening procedures.
3. I agree to respect the rights, property and confidentiality of emergency workers and individuals affected by disaster.
4. I agree to adhere to the rules/instructions of my job assignment(s) so as not to jeopardize relief operations or procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Name

Signature

## **Appendix F**

### **SUGGESTED TRAINING RESOURCES**

#### **Developing Volunteer Resources by the Illinois Emergency Management Agency (IEMA)**

This two-day course is designed to improve the participant's abilities to deal with a wide range of issues in managing volunteers. This course addresses:

1. Identification of tasks that require volunteers services;
2. Skill definition and specification of qualifications;
3. Publicity and recruitment;
4. Skill development and maintenance;
5. Motivation strategy that promotes continued involvement;
6. Quality performance use of volunteers during a disaster;
7. Reviewing volunteer programs for effectiveness.

For more information contact IEMA, 110 East Adams Street, Springfield, IL 62701 -1109, (217) 782-7860, [www.state.il.us/iema](http://www.state.il.us/iema)

#### **Human Resources in a Disaster** by the American Red Cross

The purpose of this training is to provide basic information about activities and processes of a local disaster volunteer, staffing, and training functions in support of American Red Cross disaster relief operations. Participants will learn how to deliver and support sufficient and effective human resources on a disaster relief operation.

For more information contact American Red Cross of Greater Chicago, 111 East Wacker Drive, Suite 200, Chicago, IL 60601, (312)-729-6100, <http://www.chicagoredcross.org/>

## **SUCCESSION OF COMMAND**

The line of succession for Resource Management is:

1. EMA Coordinator
2. Resource Administrator
3. Volunteer Manager
4. Village Clerk

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility EMA Coordinator, Finance Director, Public Works Director, Resource Administrator Volunteer Manager, Village Clerk to maintain, review and update this Annex.  
**301.240b5**

## **APPENDICES**

- Appendix J1 Resource Management Pre-Emergency Operation Checklist
- Appendix J2 Resource Management Response Operation Checklist
- Appendix J3 Resource Management Recovery Operation Checklist
- Appendix J4 Finance Pre-Emergency Operation Checklist
- Appendix J5 Finance Management Response Operation Checklist
- Appendix J6 Finance Management Recovery Operation Checklist
- Appendix J7 Volunteers Pre-Emergency Operation Checklist
- Appendix J8 Volunteers Response Operation Checklist
- Appendix J9 Volunteers Operation Checklist
- Appendix J10 – Resource Request Form

**PRIORITY ACTION CHECKLIST**

**APPENDIX J 1  
RESOURCE MANAGEMENT**

**PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Identify the agencies, organizations, commercial/industrial establishment, and local citizens capable of providing supporting services in times of emergency.
Complete: Yes/No	Maintain a current inventory list of all emergency response resources.
Complete: Yes/No	Develop procedures/SOP's for contacting resources.
Complete: Yes/No	Develop procedures for tracking resources deployed for emergency operations.
Complete: Yes/No	Provide training for departments personnel to prepare them for emergency response.

**FIRST PRIORITIES - INITIATE IMMEDIATELY**

**APPENDIX J 2  
RESOURCE MANAGEMENT**

**RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	After the EOC is activated, the staff shall collect, monitor, and provide periodic reports to the EOC and Incident Commander (IC) relative to procurement of goods, services and other support services requested by the IC or other Village Departments.
Complete: Yes/No	Organize, manage, coordinate and channel the services and supplies to the IC or scene of the disaster.
Complete: Yes/No	Provide all the necessary logistical support for the staging and response of food, materials, manpower, and other items used during emergency operations.

**SECONDARY PRIORITIES**

Complete: Yes/No	Locate sources of additional resources.
Complete: Yes/No	Establish shift staffing schedule.
Complete: Yes/No	Brief CMT members of status of resources.

**CONTINUING PRORITIES**

**APPENDIX J 3  
RESOURCE MANAGEMENT**

**RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	Support cleanup and recovery operations.
Complete: Yes/No	Returned borrowed resources to owner(s) in pre-use conditions.
Complete: Yes/No	Restock materials and supplies to pre-disaster conditions.



**APPENDIX J 4  
FINANCIAL MANAGEMENT**

**PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Identify agencies, organizations, and local citizens capable of providing supporting services in times of emergency.
Complete: Yes/No	Develop procedures for contacting Finance staff.
Complete: Yes/No	Provide training emergency response for Department personnel.

**FIRST PRIORITIES - INITIATE IMMEDIATELY**

Complete: Yes/No	Following the occurrence of a major emergency/disaster situation, the 911 Center will advise the Finance Director of the need to report to the EOC.
Complete: Yes/No	The Finance Director will report to the EOC.
Complete: Yes/No	The Finance Director , or designate, will contact additional Finance staff to report to work for assignments.
Complete: Yes/No	Finance staff will collect, record and bank all monetary donations.
Complete: Yes/No	Finance staff will help collect and record all other donations with other departments.
Complete: Yes/No	Finance staff will collect, monitor, and provide periodic reports relative to procurement of goods, services costs incurred, and other support services as requested by other EOC participants.

**APPENDIX J 5  
FINANCIAL MANAGEMENT**

**RESPONSE OPERATIONS CHECKLIST**

**SECONDARY PRIORITIES**

Complete: Yes/No	Ensure that adequate funding is available to support response efforts.
Complete: Yes/No	Establish budget accounts for labor, materials, and equipment costs.
Complete: Yes/No	Establish payroll codes to ensure tracking of personnel costs.

**CONTINUING PRIORITIES**

**APPENDIX J 6  
FINANCIAL MANAGEMENT**

**RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	Finance staff will continue to collect, monitor, and provide periodic reports relative to procurement of goods, services costs incurred, and other support services requested by other EOC participants, as long as necessary.
Complete: Yes/No	Assist in damage assessment activities, as requested.
Complete: Yes/No	Prepare reports on situation for inclusion into the official record and later critique.
Complete: Yes/No	Inventory supplies and contents needed to restock Village supplies and materials.

**APPENDIX J 7  
VOLUNTEERS**

**PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Identify sources of volunteer agencies and develop a working relationship to ensure their assistance, if needed, during an emergency.
Complete: Yes/No	Develop and train Village volunteer units.

**FIRST PRIORITIES - INITIATE IMMEDIATELY**

Complete: Yes/No	The Volunteer Coordinator will report to the EOC following its opening.
Complete: Yes/No	The Village's EMA Coordinator and the CCDEMRS will coordinate outside Volunteer Units to assist with Village needs.
Complete: Yes/No	Follow the Plan for spontaneous volunteers in accordance with the Illinois Homeland Security Guidelines.
Complete: Yes/No	Staging area, food and rest area for volunteers as needed.

**APPENDIX J 8  
VOLUNTEERS**

**RESPONSE OPERATIONS CHECKLIST**

**SECONDARY PRIORITIES**

Complete: Yes/No	Register walk-in volunteers and arranging any needed training.
Complete: Yes/No	Arrange volunteer shift rotation.

**CONTINUING PRIORITIES**

**APPENDIX J 9  
VOLUNTEERS**

**RECOVERY OPERATIONS CHECKLIST**

Complete: Yes/No	When it is evident that the emergency can be handle through local resources, volunteer and mutual aid resources should be released.
Complete: Yes/No	The EMA Coordinator will ensure that residents, who have volunteered, as well mutual aid communities, receive official recognition for their services.
Complete: Yes/No	The EMA Coordinator and Volunteer Coordinator will complete reports on the emergency for the official record and for later incident review.

**APPENDIX J-10 – RESOURCE REQUEST FORM**

**VILLAGE OF RIVER FOREST  
DISASTER RESOURCE REQUEST FORM**

<b>Date of request:</b>	<b>Time of request:</b>
<b>Requesting agency:</b>	<b>Contact person:</b>
<b>Call back phone:</b>	

<b>Resource requested:</b>
<b>Size:</b>
<b>Amount needed:</b>
<b>Location where needed:</b>
<b>Duration of time resource is needed:</b>

<b>GENERATOR INFORMATION:</b>	<b>PUMP INFORMATION</b>
<b>Voltage:</b>	<b>Type of water (clean/trash):</b>
<b>Amperage:</b>	<b>Distance to be pump:</b>
<b>Phasing:</b>	<b>How will pump be powered?</b>
	<b>Is staff available to man pump?</b>

<b>COMMENTS:</b>
------------------

<b>Request received by:</b>	<b>Time received:</b>
<b>Time request filled:</b>	<b>Time request filled:</b>

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## **HAZARD SPECIFIC ANNEX 301.250**

### **ANNEX K HAZARDOUS MATERIAL 301.250**

#### **PURPOSE 301.240b1**

In light of today's technology, the threat of an emergency involving the release of hazardous materials into the air, water, or land is increasing. In case of an incident where contamination has occurred, emergency procedures must be implemented as rapidly as possible to ensure the safety of residents.

The purpose of this Annex is to define the roles of various agencies responsible for responding to and coordinating response and recovery efforts in the event of a hazardous materials incident.

This Annex is consistent with the Annex developed by the Cook County Local Emergency Planning Committee, as part of the SARA Title III Regulations. It is intended that this Annex, which is developed for the Village, will dovetail with the County-wide Plan, thereby providing an effective coordinated effort in the event of an incident involving the release of a hazardous material.

#### **SITUATIONS 301.240b2**

The Village of River Forest has the potential of experiencing the effects of floods, tornadoes, fuel storage accidents, nuclear fallout, hazardous materials, pipeline, train, plane, and transportation accidents.

All emergencies and disasters place extraordinary strains on all levels of government. The demand for governmental services expands, while the ability to provide those services, in most cases diminishes.

#### **ASSUMPTION 301.240b3**

Many fire departments and hazard materials teams are available to respond to hazardous materials incidents in the Village. Mutual Aid Agreements between departments, such as, MABAS, are already in place and functioning throughout the State of Illinois.

It is assumed that the majority of residents will realize the danger of and the necessity of evacuation. However, those residents must be made aware of the need of a safe evacuation in a time frame, which is realistic to prevent injury or death to any citizen.

#### **CONCEPT OF OPERATIONS, ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES 301.240b4**

Under Illinois law, the Village has primary authority to protect life and property within its jurisdiction. The Village President is responsible for promoting Village services to provide effective disaster response and recovery operations. Providing an effective response to a

hazardous materials incident is one of the critical functions of such operations.

Within the Village, the Fire Department has been identified as the “lead agency” for coordinating responses to and mitigating hazardous materials incidents. Therefore, the highest-ranking officer of the Fire Department will be the “Incident Commander,” responsible for directing operations at the scene of an incident. Depending upon the severity of an incident, a number of agencies may also respond to the incident and provide a variety of primary services, i.e., law enforcement, EMS, fire and rescue, public works, etc., or support services, i.e., shelter and welfare, public health, and mortuary. The provision of these services shall be in accordance with the Village and Cook County Emergency Operation Plans. Additionally, various State and federal agencies, as well as private agencies and/or organizations, may become involved in response and recovery operations. The Fire Chief or designee, and the EMA Coordinator, with support from the EOC, will coordinate these organizations.

Immediately after an incident occurs, the owner/operator will conduct an initial assessment of the situation. Following this assessment, the owner/operator will classify the incident in accordance with the “Accident Classification System” shown in Appendix 1. The owner/operator is responsible for notifying the Fire Department, the Coordinator, and the State Emergency Response Commission in accordance with SARA Title III - Section 304. As soon as practical following an incident, the facility owner/operator must file a written report with the State Emergency Response Commission.

Upon arrival at the incident scene, the Incident Commander is responsible for initiating a second assessment to determine the resources necessary to manage the situation. Based on this second assessment, the Incident Commander may reclassify the incident to a higher or lower level. Additionally, the Incident Commander will activate a site-specific Incident Command System (ICS). All operating Departments having a primary or secondary role in the emergency will be represented in the ICS. The representatives from these Departments should be visually identifiable to ensure recognition by Incident Command Staff.

The Incident Commander will also appoint a “Safety Officer,” who will be responsible for overall maintenance of site safety. Specifically, the Safety Officer will be responsible for identifying and evaluating hazards and providing direction to the Incident Commander with respect to the safety of operations for the emergency.

Based on the incident assessment, protective actions may be recommended. These protective actions are broken into two categories: “Shelter-in-Place” or “Evacuation.”

Shelter-in-Place means area residents are directed to go indoors and close off outside ventilation systems. Residents should remain indoors until it is determined that it is safe to go outdoors.

Evacuation requires the physical movement of an affected population from an area of danger to one that provides safety. This option requires the commitment of considerable resources and time. Implementation of an evacuation protective action requires the Declaration of a Local Emergency by either the Village President or the County Board Chairman, or both, or their designated alternate(s). If time allows, the Village President will issue the Declaration prior to the commencement of the evacuation; however, if time does not permit, the Incident Commander may initiate the evacuation to ensure the preservation of life and safety. The Village President should immediately be notified of the situation and the action taken. Procedures for conducting an evacuation can be found in Annex B I of this Plan.

Public notification of these protective actions will be accomplished through the following methods:

- 4) Public Address Systems in Emergency Vehicles
- 5) Bullhorns
- 6) Door-to-door Notification
- 7) Mass Media (Radio and/or Television)
- 8) Cable Television Announcement
- 9) Telephone
- 10) Public Address System via Outdoor Warning Siren Speakers.

Activation of a shelter system capable of temporarily housing the affected population will be accomplished in cooperation with the American Red Cross, as specified in Annex G1 of this Plan. Following the initial response phase in which life safety is the primary concern, a secondary response phase will commence. During this phase, primary considerations will center upon detecting the presence of a material that is harmful to the environment, analyzing its intensity and effect, recommending appropriate continued protective actions, and supervising the containment, cleanup, and disposal of the material.

To accomplish these tasks, the Cook County Department of Public Health, assisted by the Illinois EPA and appropriate federal agencies, will be responsible for inspecting and monitoring water supplies and food providers. The Village and Cook County Public Works Departments, assisted by the Metropolitan Water Reclamation District, Illinois EPA, and appropriate federal agencies, are responsible for monitoring and controlling the materials entering the sewer systems and wastewater treatment facilities, as well as waterways. Both Illinois EPA and U.S. EPA have the responsibility for assisting local health officials in monitoring, analyzing, and enforcing environmental regulations.

Once the incident is under control, the determination to recommend suspension of protective actions will be made by the Incident Commander, in cooperation with appropriate governmental and private agencies. The final decision to suspend protective actions; however, will be made by the Village President, if the affected area is in the Village, or the County Board Chairman, if the affected area is in unincorporated Cook County.

## **DIRECTION AND CONTROL**

The Incident Commander for hazardous materials incidents shall be the highest-ranking responder from the River Forest Fire Department. The Incident Commander will be located at a Forward Command Post established at a site near the incident scene.

Each Department with response, support, or coordination responsibilities should have a representative at the Command Post. The Command Post may initially be the Fire Department's Command Unit or may be upgraded to the County's Mobile Incident Command Center procured through the County EMA.

The Village's Emergency Operations Center (EOC) may be activated to coordinate municipal emergency operations. Upon activation of the River Forest EOC, communications will be established between the Village and Cook County EOC's when necessary. In the event that



protective actions are implemented, the County Emergency Operation Center will respond to coordinate inter-community operations and emergency public information.

### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the Fire Chief and the EMA Coordinator to maintain, review and update this Annex. **301.240b5**

### **CONTINUITY OF GOVERNMENT**

The Incident Commander will establish a line of succession to ensure continued operations in accordance with standardized ICS procedures. Additionally, an operational staff of command personnel will assume operational positions, as required, to support the Incident Commander. Continuity of operations for the command of the Fire Department will be accomplished as indicated in Fire Department Line of Succession, Annex A 4 of this Plan.

### **APPENDICES**

Appendix K1 Accident Classification System

Appendix K2 Local Government Emergency Action Checklist

Appendix K3 Owner/Operator Emergency Action Checklist

**PRIORITY ACTION CHECKLIST**

**APPENDIX K 1  
HAZMAT**

**ACCIDENT CLASSIFICATION SYSTEM**

<b>CLASSIFICATION</b>	<b>INITIATING EVENT</b>
<b>UNUSUAL EVENT</b>	<b>FIXED SITE</b>
	Hazardous materials incident has occurred which are noticeable and dramatic from the site perimeter; however, no outside assistance is required and no evacuation outside of the incident scene has occurred or is necessary.
	<b>TRANSPORTATION</b>
	<b><u>All</u> requirements must be met to classify:</b>  A hazardous materials leak, spill, release, or fire has occurred, and 1. Transportation vehicle has not overturned; 2. Product transfer is not necessary before transport vehicle can be moved; and 3. Traffic rerouting is not required.
<b>ALERT</b>	<b>FIXED SITE</b>
	<b><u>One</u> requirement must be met to classify:</b>  A hazardous materials incident has occurred, and 1. Outside assistance is required, or 2. The potential exists for evacuation or in-place sheltering outside of the incident scene.
	<b>TRANSPORTATION</b>
	<b><u>One</u> requirement must be met to classify:</b>  1. Transportation vehicle with hazardous materials cargo has overturned, or 2. Vehicle with hazardous materials cargo cannot be moved until it is off-loaded or product transferred, or 3. Traffic is or must be rerouted.

<b>CLASSIFICATION</b>	<b>INITIATING EVENT</b>
<b>SITE EMERGENCY</b>	<b>FIXED SITE</b>
	Hazardous materials incident has occurred and the entire facility has been evacuated, or in-place sheltering has occurred at the facility, or the potential exists.
	<b>TRANSPORTATION</b>
	Hazardous materials incident has occurred and site evacuation and/or in-place sheltering has occurred, or the potential exists.
<b>GENERAL EMERGENCY</b>	<b>FIXED SITE</b>
	Hazardous materials incident has occurred and the affected community needs to be or is evacuated, or community in-place sheltering needs to be or has been implemented, or the potential exists.
	<b>TRANSPORTATION</b>
	Hazardous materials incident has occurred and affected community has been evacuated, or community in-place sheltering has occurred, or potential exists.
<b>RECOVERY/RE-ENTRY</b>	
	The incident has occurred and immediate life safety and/or environmental protective measures have been taken. Long-term measures must now be taken to bring the environment and/or the situation to normal. Evacuated residents may return to their homes and/or businesses.

## APPENDIX K 2

### LOCAL GOVERNMENT EMERGENCY ACTION CHECKLIST

<b>UNUSUAL EVENT</b>	No emergency response notification of off-site authorities is required by the facility owner/operator.
<b>ALERT</b>	1. Obtain assessment of the situation from the owner/operator and local Fire Department Dispatch, including actual or projected exposures.
	2. The Fire and Police Department, as well as other appropriate department and/or agencies, will respond to the scene and establish a Command Post. Upon activation, the Incident Commander should be located at this facility.
	3. The Incident Commander will establish “hot,” “warm, and “cold” zones, and coordinate the establishment of access control with the Police Department.
	4. The Incident Commander will ensure that the River Forest Emergency Management Coordinator has been contacted and made aware of the situation. The Coordinator will have the responsibility of contacting the Cook County EOC, if necessary.
	5. The Coordinator will ensure that the Village President and Administrator have been briefed on the situation and prepare for the Village President to declare a state of emergency/disaster, if necessary.
	6. The Incident Commander will appoint a “Safety Officer” to oversee on-site operational safety considerations.
	7. The Command Post will obtain meteorological data and plot potentially affected areas.
	8. The Coordinator will ensure that the facility has notified the State Emergency Response Commission (SERC) and the National Response Center (NRC) if appropriate.
	9. The Incident Commander, in cooperation with the Coordinator, will identify special facilities located in the projected risk area (i.e., schools, places of assembly, businesses, etc.) and alert them of the situation.

<b>ALERT Cont.</b>	11. The Coordinator will contact the County EOC to request alert of the area Emergency Broadcast System (EBS) station to place them on stand-by in the event that emergency instructions need to be broadcast.
	12. The Incident Commander will request status updates from the facility owner/operator at least every thirty minutes. These reports will be forwarded to the Village and/or County EOC as soon as they are received.
	13. Prepare to move to a higher level of classification.
<b>SITE EMERGENCY</b>	Perform all actions listed under "ALERT" if not done previously.
	1. The Emergency Management Coordinator will notify the Village President to declare a " State of Emergency" or Declaration of a Disaster."
	2. Review methods for warning residents in the immediate area and make assignments to those agencies that will carry out this responsibility.
	3. Provide periodic media updates to keep residents aware of the status of the situation.
	4. Place emergency personnel and organizations needed for an evacuation on stand-by.
	5. Continuously monitor and assess the incident jointly with the owner/operator and appropriate local, County, State, and federal officials, with special regard for protective actions that may be necessary.
	6. If evacuation is considered likely, determine and plan for the following: <ul style="list-style-type: none"> <li>◆ Number of people in the risk area</li> <li>◆ Evacuation routes</li> <li>◆ Reception centers and/or shelters</li> <li>◆ Access control points</li> </ul>
	7. Notify area residents via the media to prepare for possible evacuation.
	8. Keep accurate records of all actions taken and money expended.

<b>GENERAL EMERGENCY</b>	<b>Perform all actions listed under “SITE EMERGENCY” above if not already accomplished.</b>
	1. The Village President will declare a State of Emergency or Disaster.
	2. Activate the Village EOC and contact the County EOC, if necessary.
	3. The Coordinator will ensure that communication links are established between the Command Post, and Village/County EOC's.
	4. The Village EOC will obtain meteorological data from the local weather service office and relay the information to the Forward Command Post.
	5. If necessary, the County will activate the Emergency Broadcast System (EBS) and read the appropriate message.
	6. The Coordinator will institute procedures to warn residents within the emergency zone.
	7. If the incident extends beyond the Village, the County will activate the County Media Control Center and coordinate the release of official information among the Incident Commander, the Village President and other officials.
	8. The Police Department will establish and man traffic/access control points to ensure a security perimeter around the affected facility.
	9. The Coordinator, in cooperation with the Incident Commander, will issue the recommendation for implementation of appropriate protective actions.
	10. If evacuation is implemented, the <ul style="list-style-type: none"> <li>• Red Cross will open appropriate Reception Centers and/or Shelters;</li> <li>• Police Department will ensure traffic flow is monitored along the evacuation routes;</li> <li>• The Coordinator will coordinate the requests for special transportation for residents unable to provide their own transportation;</li> <li>• The Coordinator will coordinate the evacuation of special facilities (i.e.: schools; businesses; etc.);</li> </ul>

<b>GENERAL EMERGENCY Cont.</b>	<ul style="list-style-type: none"> <li>• Police Department will establish perimeter control around the evacuated area and provide security to prevent looting;</li> <li>• The Coordinator will ensure that the Command Post, EOC(s), and Media Center receive regular information updates regarding: <ul style="list-style-type: none"> <li>➤ Evacuation routes,</li> <li>➤ Location of Reception Centers and/or Shelters,</li> <li>➤ Access control points and alternate traffic routes,</li> <li>➤ Rumor control telephone numbers,</li> <li>➤ Geographical boundaries of the affected area, and</li> <li>➤ Number of people evacuated, injured, and deceased.</li> </ul> </li> </ul>
	11. The Coordinator will ensure the closure of railroads passing through the affected area.
	12. The Fire Department’s Medical Officer will notify area hospitals of the situation.
	13. The Medical Officer will ensure that any hospital and/or medical center that may receive injured victims of the incident has medical treatment information available for the chemical(s) involved.
	14. The Incident Commander will ensure that the local utility companies have been notified regarding the potential shut-off of utility services to affected structures.
<b>RECOVERY &amp; RE-ENTRY</b>	
	1. The Incident Commander will ensure the continuous evaluation of response and recovery efforts.
	2. If appropriate, the Coordinator will coordinate the gathering of data necessary to prepare a damage assessment for submittal to the County EMA, State of Illinois and the federal government.
	3. The Cook County Department of Public Health, in cooperation with State and federal agencies, and local officials, will inspect water and sanitation systems, as well as soil, animals, etc., to determine that the area is safe for re-entry.
	4. The health authorities, in cooperation with local and County Public Information Officers, will develop media releases to inform area residents of safety and recovery measures, as well as instructions on how to decontaminate their homes if appropriate.

<b>RECOVERY &amp; RE-ENTRY CONT.</b>	<p>1. The Incident Commander, in cooperation with local, County, State, and federal authorities, will determine that protective actions are no longer necessary. Following this determination, the Village President, and/or the County Board Chairman, or both, will be briefed. Once authorized, re-entry will be allowed.</p>
	<p>2. The Village President and/or the County Board Chairman, or both, will officially announce the termination of protective actions.</p>
	<p>3. The Coordinator, in cooperation with the River Forest Township and American Red Cross, will begin closing Reception Centers and/or Shelters.</p>
	<p>4. The Police Department, supported by mutual aid law enforcement agencies, will provide traffic control as necessary to assist residents in re-entry to an evacuated area.</p>
	<p>5. Local public works agencies will remove barricades from intersections as access is granted.</p>
	<p>6. The Coordinator will assist State and federal assistance efforts if appropriate.</p>
	<p>7. The Incident Commander will direct the Safety Officer to oversee the process of cleaning up the hazardous materials and other contaminated items.</p>



**APPENDIX K 3**  
**OWNER/OPERATOR EMERGENCY ACTIONS CHECKLIST**

<b>UNUSUAL EVENT</b>	
	1. No emergency response notification of local, State, or federal officials is necessary, unless required by SARA Title III.
	2. Mobilize personnel resources as necessary.
	3. Assess the situation and respond as appropriate.
	4. Protect personnel at the incident scene.
<b>ALERT</b>	
	1. Promptly notify the River Forest Fire Department.
	2. Notify the State Emergency Response Commission (SERC) and the National Response Center (NRC), if appropriate.
	3. Assess the situation and respond to contain the release or spill, if possible, and determine if actions can be taken without threat to life.
	4. Request outside assistance, if necessary.
	5. Take appropriate actions to handle the product, as necessary.
	6. Following the arrival of the Fire Department, assign a representative to the Forward Command Post to serve as a point of contact between the Fire Department and the facility.
	7. Protect personnel outside of the immediate incident scene through in-place sheltering and/or evacuation.
	8. Provide periodic status updates to off-site authorities at a minimum of thirty (30) minute intervals.
	9. Provide an official to work with the Village's Public Information Officer on information to be released to the media.
	10. If releases are occurring or are imminent, provide exposure estimates and projections.
	11. Augment personnel resources and alert mutual aid companies and resources, if appropriate.
	12. Be prepared to move to a higher level of accident classification.

<b>SITE EMERGENCY</b>	<b>Perform all actions listed under "ALERT" if not done previously.</b>
	1. Take appropriate actions to handle the product as necessary.
	2. Protect personnel at the entire facility through in-place sheltering and/or evacuation.
	3. Participate in media briefings in conjunction with local, County, and State authorities.
	4. Dispatch or assist in activating monitoring teams responsible for predicting and/or determining the level of off-site contamination.
	5. Provide meteorological data and exposure estimates and projections to off-site authorities if possible.
	6. Augment resources by activating mutual aid agreements.
	7. Provide a representative, as a technical point of contact, for the Village's Emergency Operations Center, if requested.
	8. Be prepared to move to a higher level of accident classification.
<b>GENERAL EMERGENCY</b>	<b>Perform all actions listed under "SITE EMERGENCY" if not done previously.</b>
	1. Recommend to the Incident Commander that protective action, either in-place sheltering or evacuation, be initiated.
	2. Participate in scheduled media briefings in conjunction with local, County, and State authorities.
	3. Make staff available to consult with local, County, and State authorities on a periodic basis.

<b>RECOVERY &amp; RE-ENTRY</b>	
	1. Assist local, County, and State authorities in evaluating the continued threat, thereby assisting in the determination that protective actions can be suspended and re-entry can begin.
	2. Assist local, County, and State authorities in evaluating recovery actions and determining when re-entry can be safely conducted.
	3. Begin site cleanup when safe to do so.
	4. Dispose of contaminated material in the proper manner.
	5. If appropriate, develop a long-term monitoring capability to detect future contamination of the water or soil, as a result of the incident.
	6. Participate in scheduled media briefings in conjunction with local, County, and State authorities.
	7. Initiate a written follow-up notification of the release in accordance with Section 304 of SARA Title III.

# **ANNEX L WEAPONS of MASS DESTRUCTION 301.250**

## **INTRODUCTION**

Presidential Decision Directive (PDD-39), U.S. Policy on counter terrorism, establishes a policy to reduce the Nation's vulnerability to terrorism, deter and respond to terrorism, strengthen capabilities to detect, prevent, defeat, and manage the consequences of terrorist use of weapons of mass destruction (WMD). PDD-39 states that, "The United States shall have the ability to respond rapidly and decisively to terrorism directed against Americans wherever it occurs, arrest or defeat the perpetrators using all appropriate instruments against the sponsoring organizations and governments, and provide relief to victims, as permitted by law." Subsequent Presidential Decisions Directives (PDD-62 and 63) address counter terrorism and critical infrastructure protection respectively. Additionally, PDD-62 provides for the stockpiling of vaccines and antibiotics for public distribution in the event of attack.

Federal, State, and local governments have been responding successfully to natural disasters for many years. However, over the last few years, the new, unfamiliar threat of terrorism has emerged, particularly terrorism utilizing weapons that have the capability of causing mass casualties. International and domestic terrorism threatens to destroy and disrupt on a scale never seen before in this country. No jurisdiction is immune. The threat of terrorism is on the rise. Most alarming is the potential for devastation from the use of weapons of mass destruction - chemical, biological, radiological/nuclear, and explosive.

The specific response to a terrorist incident depends largely on the type of incident. Similarly, the appropriate resource agencies, local, State, and federal, necessary for an effective response to an act of terrorism, will vary depending on the type of incident. However, on a more general level, there does exist a certain commonality relative to most acts of terrorism. The majority of terrorist acts involve a threat or act of violence. This threat is commonly directed toward a person or persons in a community, or targets some part of the community's infrastructure. Finally, almost all acts of terrorism attempt to achieve some sort of political goal. In formulating this Annex, these commonalities have been utilized in the development of a consequence management plan to respond to incidents of this nature. Already in place is the Village's comprehensive Emergency Operations Plan" (Plan), which is an all-hazards guideline for response utilized for man-made or natural disasters.

This "Terrorism/Weapons of Mass Destruction" Annex, in coordination with the adopted Plan, will establish the outline for response to and management of an act of terrorism (Consequence Management). As with any catastrophic event, all responding agencies will need to work within the guidelines established by their respective Departmental Annexes and coordinate all activities through the Emergency Operations Center (EOC).

## **PURPOSE 301.240b1**

The purpose of this Annex is to define the roles and responsibilities of various agencies in an effort to provide a coordinated and effective response to acts of terrorism; additionally, it provides links to resources, which may be obtained from the State of Illinois and the federal government during these types of events, including terrorism involving WMD.

## **SITUATIONS 301.240b2**

No single agency at the local, State, federal or private sector level possesses the authority or expertise to act unilaterally on the many difficult issues that arise in response to a threat or act of terrorism, particularly if WMD are involved.

Responding to terrorism events involves instruments that provide crisis management, as well as consequence management. "Crisis management" refers to measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, or resolve a threat or act of terrorism. The federal government exercises primary authority to prevent, preempt, and terminate threats or acts of terrorism and to apprehend and prosecute the perpetrators. State and local governments provide assistance, as required. Crisis management is predominantly a law enforcement response activity. "Consequence management" refers to measures to protect public health and safety, restore essential services, and provide emergency relief to businesses and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism; the federal government provides assistance, as required. Consequence management is generally a multifunctional response of government services coordinated by emergency management.

## **ASSUMPTIONS 301.240b3**

An act of terrorism, particularly an act directed at the Village or any other large population center within the United States involving WMD, may produce major consequences that would overwhelm the capabilities of local and State governments almost immediately. In events such as these, the full resources of the federal government would be brought to assist.

There has never been an in-town terrorist incident in the Village. Currently, the probability of an incident remains low. However, the vulnerability to an incident and the consequence of terrorism is moderate to high.

## **CONCEPT OF OPERATIONS 301.240b4**

It is recognized that the Village has primary responsibility to provide services to protect the lives and property of its residents and the Village President is responsible for promoting the Village's effective response to disaster situations that occur in the Village. Illinois law authorizes the Village President to declare a local emergency or disaster.

While the President has such authority within the Village, it must be recognized that the response to a confirmed terrorist incident relies on many governmental agencies, including local, State, and federal. The key to a successful emergency response involves smooth coordination with multiple agencies and officials from various jurisdictions regarding all aspects of the response.

PDD-39 validates and reaffirms existing lead agencies responsible for all facets of the U.S. counter terrorism effort. The Department of Justice has been designated as the lead agency for threats or acts of terrorism within U.S. territory. The Department of Justice has assigned lead responsibility for operational response to the Federal Bureau of Investigation (FBI). Within this role, the FBI operates as the on-scene manager of "Crisis Management" for the Federal Government. The FBI will coordinate closely with local law enforcement authorities to provide a successful law enforcement resolution to the incident. The Federal Emergency Management

Agency (FEMA) has been designated as the lead agency for "Consequence Management" for acts of terrorism within U.S. territory. FEMA retains authority and responsibility to act as the lead agency for "Consequence Management" throughout the federal response. It is FEMA policy to use Federal Response Plan structure to coordinate all federal assistance to local and state governments for consequence management. To ensure that there is one overall Lead Federal Agency, PDD-39 directs FEMA to support the Department of Justice (as delegated to the FBI) until the Attorney General transfers the overall Lead Federal Agency role to FEMA.

Few communities could expect to respond to the effects of a terrorist attack without the assistance of the State and/or federal government. If an incident occurs that produces major consequences and appears to be caused by an act of terrorism, the Village should request such assistance. The channel through which the Village requests such assistance is to declare a state of emergency or disaster by written executive order and contact the Illinois Emergency Management Agency's 24-hour number, 217-782-7860.

The local FBI field office must be notified of any suspected terrorist threat or incident. The Chicago Division, north resident agency office is located at 1600 Golf Road in Rolling Meadows; phone number 847-290-0525. The 24-hour phone number is 312-431-1333. If there is even slight suspicion of a possible terrorist event, the FBI should be called immediately. It is always better to have the FBI on scene, as soon as possible, in such incidents.

## **DIRECTION AND CONTROL**

Overall command of emergency operations within the Village of River Forest remains with the Village President. Command of individual Departments remains with the operating Department Heads under direction of the Village Administrator. The Village of River Forest EMA Coordinator will provide overall coordination of Village operations

Terrorist events, especially those involving WMD, require resources beyond those of the Village, and State and federal assistance will be required. The Village must integrate its efforts with these agencies, and a smooth transition from the Incident Command System to Unified Command will facilitate both crisis management and consequence management activities.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Local Emergency Responders: The Fire Department, Hazardous Materials teams, EMS, and Police personnel will be among the first to respond to a WMD incident. As the response efforts escalate, the Emergency Management Agency, Health Department, and Village Administration will coordinate needed services.

An on-scene Incident Command post will be established and the Emergency Operations Center will be activated. The Fire Department will assume on-scene command during an initial fire, HazMat, rescue, or medical response to an incident. Since acts of terrorism are considered a crime scene, the Police Department will assume command after the fire, HazMat, rescue, and/or medical threat has been neutralized to conduct a preliminary investigation until the FBI is prepared to assume command.

The task of on-scene Incident Command during a terrorist incident is a cooperative effort (Unified Command) between the Fire Department, Police Department, and FBI.

State Emergency Responders: If requested by the Village, Cook County Department of Emergency Management and Regional Security (CCDEMRS) and the State of Illinois Emergency Management Agency (IEMA) have the capabilities and resources to support the Village during a WMD incident.

The Department of Defense has established twenty-seven (27) National Guard WMD Civil Support Teams nationwide with one (1) based in Peoria, Illinois. These teams work in support of civilian agencies and are under the control of the Governor. The teams work collaboratively with local and State first responders. The teams consist of twenty-two (22) members and possess the technical expertise to identify and assess particular chemical or biological agents. Each team utilizes two major pieces of equipment, a mobile analytical lab and a mobile communications facility.

Federal Emergency Responders: Upon determination of a credible WMD threat (level 2), or if such an incident actually occurs (level 1), the federal government will respond through the appropriate departments or agencies. There are more than forty (40) federal departments and agencies that play a part in counter terrorism efforts. The Department of Justice, Federal Emergency Management Agency, and the FBI remain the lead agencies and they will request appropriate response teams, as necessary. A guide to Federal WMD Response Assets is maintained in the River Forest Emergency Operations Center.

### **FEDERAL THREAT LEVELS**

Level #4 - Minimal Threat - Information received not assessed as credible.

Level #3 - Potential Threat - Threat indicates potential but source not assessed as credible.

Level # 2 - Credible Threat - Threat assessed as credible and involves planned use of WMD. Federal response necessary in an effort to lessen or avert the potential terrorist incident. "Crisis Management"

Level # 1 - WMD Incident - A WMD terrorism incident has occurred and requires immediate Federal response in support of State and local authorities. "Consequence Management"

### **THE STRATEGIC NATIONAL STOCKPILE PROGRAM**

Concern is increasing that terrorists may use biological and chemical agents to harm civilian populations in the United States. The Department of Health and Human Services (HHS) has been designated as the lead Federal agency responsible for health and medical response. One of the agencies within HHS, which plays a key role in its overall bio-terrorism preparedness plan, is the Centers for Disease Control. Other efforts have been the development of the National Pharmaceutical Stockpile, mandated by PDD-6 which has been placed under the control of the CDC.

The National Pharmaceutical Stockpile (NPSP) has two basic components. The first component consists of ten (10) 12-hour Push Packages ready for immediate response. These Push Packages are positioned in secured warehouses in various locations around the country, and are ready for immediate deployment to reach any effected area in the United States within 12 hours of a

federal decision to release the assets. A 12-hour Push Package is a pre-assembled set of supplies, pharmaceuticals, and medical equipment ready for quick delivery. Each package consists of 50 tons of materials intended to address a mass casualty incident.

The second component is comprised of Vendor Managed Inventory (VMI) material. VMI packages are comprised of pharmaceuticals and supplies that can be tailored to provide pharmaceuticals, vaccines, supplies, and/or products specific for the suspected or confirmed agent or agents involved.

Once delivered to a site outside of the hot zone, the materials will be transferred to the Illinois Department of Public Health. It will then be the State's responsibility to get the materials to a breakdown facility where the bulk shipments will be sorted, bottled and labeled so local officials can distribute them.

## **ADMINISTRATION AND LOGISTICS**

There are many factors, which make response to a WMD incident unique. Unlike some natural disasters (e.g., floods, tornadoes, winter storms, etc.), the administration and logistics for response to a WMD incident require special considerations. Primarily, there may be little to no forewarning, immediately obvious indicators, or lead-time available to local government officials or citizens to react proactively.

Terrorist attacks may be overt (e.g., bombings). Due to the fact that the release of a WMD may not be immediately apparent, emergency first responders are in imminent danger themselves of becoming casualties before the actual identification of a crime scene can be determined. The presence of a secondary device must be assumed once it has been determined or suspected that the incident is actually a terrorist act. This is the most dangerous type of event for both first responders and victims of the incident that they are trying to protect and care for. It is the terrorist's goal to inflict as large a "Mass Casualty" incident as possible. It must be understood that incidents of this type can quickly escalate from one scene to multiple locations and jurisdictions.

Chemical and biological weapons have been used primarily to terrorize an unprotected civilian population. Biological agents are infectious microbes or toxins used to produce illness or death in people, animals, or plants. These agents can be dispersed as aerosols or airborne particles and are extremely difficult to detect. Chemical agents kill or incapacitate people, destroy livestock, or ravage crops. Most chemical agents have an immediate effect (a few seconds to a few minutes).

Chemical terrorism acts are likely to be overt because the effects of chemical agents absorbed through inhalation or by absorption through the skin or mucous membranes are usually immediate and obvious. Terrorists choose chemical agents that are designed to kill, seriously injure, or incapacitate the public through physiological effects. Such attacks elicit immediate response from our police, fire, emergency medical personnel, and hazardous materials teams.

In contrast, attacks utilizing biological agents are more likely to be covert. They present different challenges and require an additional dimension of emergency planning and response that involves the public health infrastructure. Covert dissemination of a biological agent in a public place will not have an immediate impact because of the delay between exposure and the onset of illness. Consequently, physicians or other primary health care providers in emergency



rooms probably will identify the first casualties of a covert biological weapons attack during the first or second week after exposure. Local emergency medical and health department personnel, as well as, local hospital staff must remain vigilant and be capable of detecting unusual patterns of disease or clusters of rare, unusual, or unexplained illnesses or deaths. Early detection and response to biological or chemical terrorism is crucial. These local front line health care providers are in the best position to detect and report suspicious illnesses, injuries, or deaths.

Bombings are still the most common method of attack for terrorists. Recently there has been a great deal of concern regarding the potential use of bombs, which utilize high explosives with the addition of radioactive materials. These bombs are referred to as Radiological Dispersal Devices (RDD), commonly called "Dirty Bombs." While these devices lack the devastatingly explosive power of a nuclear bomb, they can spread dangerously high levels of radioactivity. It would, therefore, be prudent that once an explosion has been determined or suspected to be a terrorist attack that a radiological assessment be conducted immediately. The River Forest Fire Department Hazardous Materials Team, as well as, their Combined Communities Chemical Emergency Response Team (CCCERT) counterparts, are fully capable of performing such necessary assessments.

### **Local Government Preparedness and Target Assessment:**

Local Government preparation for terrorist activity is essential. The events of September 11, 2001, brought home to many citizens the reality that massive terrorist attacks can occur on American soil. The basic purpose of government is to protect lives and property. Everything else is based on that fundamental principle.

Regarding terrorism, government has a two-fold mission.

### **Prevention -Reaction**

1. Intelligence gathering and preparation for dynamic action.
2. Responding to and investigating acts committed by terrorists.

State and local governments are charged with primary enforcement and public safety responsibilities related to terrorist attacks. The development of a cooperative partnership among local, State, and federal law enforcement and other emergency response agencies will prove invaluable should such an incident occur.

The Village of River Forest, like all other communities, must assess potential terrorist targets. These targets could be either symbolic or substantive. An example of the types of facilities that could be targets are hospitals, military bases, government facilities, industrial complexes, sports stadiums, theaters and any other facility where large groups of people congregate. Though not present in the Village, some large, covered shopping malls are on federal watch lists. These types of facilities are vulnerable to biological attacks due to their large common ventilation systems. Additionally, certain events such as Frontier Days or a visit by a well-known dignitary might be a tempting target. Just as important in assessing vulnerability is the knowledge of which groups or individuals in our specific area pose threats.

## **Public Communications and Media Relations:**

If the Village of River Forest should become involved, even collaterally, with a terrorist event, the public information aspects must not be overlooked. It is important that the Village constantly reassure its residents that their government is responding appropriately in an effort to inspire confidence in its ability to cope with the problem. It is often desirable for the chief elected official of government (Village President) to appear before the media with the aura of governmental authority to keep the public informed in an effort to ease fears and reduce panic.

If it became necessary, for example, that the public be directed to pre-arranged locations for counseling of the “well-being” or the dispensing of prophylaxis antibiotics or vaccines after an attack, the media would prove to be an invaluable asset. It must be understood that without direction from the Village, the public would overrun the hospital or local health care facility demanding treatment. This action would quickly overwhelm the health care system and possibly cause social disruption.

Clashes have at times occurred with the media during these types of events. It is always a challenge to balance the public's right to know against the government's right to withhold information for public safety. The dilemma is that the media can unfairly criticize officials for not responding, in detail, to all of their questions, which has the adverse effect of eroding the public's confidence in the government.

The important thing for Village officials to recognize is that the media does not always see matters in the same way that they do. Often the media's desire for a dramatic and sensationalized story transcends everything else. It must be remembered that the Village has no obligation to provide sensitive information to the media, especially if it could jeopardize or complicate response activities. It is NOT a First Amendment issue even though the media will claim that it is.

## **AUTHORITIES AND REFERENCES**

Federal Emergency Management Agency (FEMA) Federal Response Plan - SLG (101)

Presidential Decision Directives (PDD-39), (PDD-62), and (PDD-63)

Robert T. Stafford Disaster Relief and Emergency Assistance Act P.L. 93-288. as amended

Illinois Emergency Management Agency (IEMA) Emergency Operations Plan

Biological Warfare, Preparing for the Unthinkable Emergency - D.A. Henderson MD, MPH and Tara O'Toole, MD, MPH - Johns Hopkins Center for Civilian Bio-defense Studies, Johns Hopkins University, Baltimore, MD.

Centers for Disease Control and Prevention Bio-defense Protocols

## MAINTENANCE, REVIEW AND UPDATING THIS ANNEX **301.240b5**

It is the responsibility of the Fire Chief, Police Chief and the EMA Coordinator to maintain, review and update this Annex.

### **APPENDICES**

- Appendix L 1 Terrorism/Weapons of Mass Destruction
- Appendix L 2 WMD Hazardous Agent Guide-Biological and Chemical
- Appendix L 3 Pre-Emergency Operation Checklist
- Appendix L 4 Response Operation Checklist
- Appendix L 5 Recovery Operation Checklist
- Appendix L 6 Key Definitions
- Appendix L7 Acronyms

# **TERRORISM/WEAPONS OF MASS DESTRUCTION**

## **APPENDIX L 1**

The Village of River Forest is not permitted to call federal, State, or military agencies directly for assistance in such instances.

The channel through which the Village requests State or federal assistance, including military assistance, is to declare a state of emergency or declaration of disaster by written executive order and then contact:

1. Cook County Sheriff Emergency Management Agency; office phone number 708-865-4766; fax number 708-681-0504
2. Illinois Emergency Management Agency IEMA Region 4 Coordinator Ron Carlson; office phone number 847-294-4747; fax number 847-294-4715; pager number 1-800-612-6595
3. Illinois Emergency Management Agency IEMA - Emergency Operations Center -Springfield Illinois; 24-hour phone number 217-782-7860 or 1-800-782-7860

The first contact after the incident should be to CCDEMRS and Region 4 Coordinator Ronald Carlson, if available.

If not immediately available, call the Illinois Emergency Management Agency (IEMA) in Springfield directly.

The following information needs to be reported to CCDEMRS and IEMA when calling:

LOCATION	What is the location of the event?
EVENT	What has caused the event?
CASUALTIES	Are there any confirmed deaths/injuries? If so, how many?
ACCESS	Can the location be accessed by emergency responders?
DAMAGES	What damage can be observed? How widespread is the damage?
ACTIONS	What actions have been taken?

The above information will be forwarded to the State Emergency Operations Center for use in coordinating the State's response. Continue to monitor the event and make follow-up reports as the situation develops.

**A LOCAL DISASTER DECLARATION IS NOT REQUIRED TO SECURE EITHER A STATE OR FEDERAL DISASTER DECLARATION; HOWEVER, A STATE DECLARATION MUST PRECEDE A REQUEST FOR A FEDERAL PRESIDENTIAL DECLARATION.**

# **TERRORISM/WEAPONS OF MASS DESTRUCTION**

## **APPENDIX L 2**

### **WMD HAZARDOUS AGENT GUIDE - BIOLOGICAL & CHEMICAL**

Biological Agents Threat - There are dozens of biological agents that could be used as weapons, but the two that concern authorities most are anthrax and smallpox. Anthrax is bacteria that would have to be disseminated by aerosol and is not contagious. It will infect only those who inhale the germ spores. Smallpox is a lethal virus. Unlike anthrax, smallpox is highly contagious and can be transmitted with horrifying ease from one person to another resulting in an epidemic.

Biological agents are placed in one of three (3) categories, which are Bacterial, Viral, or Biological Toxins.

- Bacterial - Anthrax, Plague, Q Fever, Tularemia
- Viral - Smallpox, Ebola Virus, Viral Hemorrhagic Fever
- Toxins Botulinum Ricin

It must be remembered that a bio-terrorist event would unfold like a disease epidemic. Most likely it would be a silent release. We would not even know that we had been attacked until clusters of cases started to appear days or weeks later.

Chemical Weapons Threat - Unlike biological agents, chemical weapons have an immediate effect. Ranging in sophistication from rat poison to powerful nerve agents, chemical weapons are by far the most popular choice among terrorists. Chemical weapons cause symptoms, such as, convulsions, respiratory failure, and tissue destruction. They are designed to kill, seriously injure, or incapacitate the public through physiological effects.

Chemical agents are placed in one of five (5) categories, which are Blistering, Blood, Pulmonary, Incapacitating, or Nerve.

- Blistering - Mustard Gas, Phosgene Oxime, Phenodichoroarsine
- Blood - Hydrogen Chloride, Hydrogen Cyanide
- Pulmonary - Chlorine, Nitrogen Oxide, Phosgene, Sulfur Trioxide
- Incapacitating - Agent 15, Cannibolds, Fentanyl's Nerve - Sarin, Sornan, Tabun. V-Gas

Regardless of the choice of weapon, the goal is the same, disruption, devastation, illness and death.

## **TERRORISM/WEAPONS OF MASS DESTRUCTION**

### **APPENDIX L 3**

#### **PRE-EMERGENCY OPERATIONS CHECKLIST**

1. Identify local, County, and State agencies available to provide assistance.
2. Develop plans to safeguard designated buildings and facilities in the event of attack.
3. Prepare and maintain lists of appropriate resources.
4. Provide specialized training to ensure that all "Crisis Team Members" are familiar with the Terrorism/Weapons of Mass Destruction Annex.
5. Maintain current assessment of hazard/vulnerability analysis.
6. Continue cooperative efforts with West Suburban Medical Center for the maintenance of prophylaxis pharmaceuticals available for first responders.

# **TERRORISM/WEAPONS OF MASS DESTRUCTION**

## **APPENDIX L 4**

### **RESPONSE OPERATIONS CHECKLIST**

1. Ensure the establishment of a Unified Command Post at or near the scene of the incident.
2. Activate the Emergency Operations Center and callout of appropriate “Crisis Management Team” members.
3. Each involved Department Head is responsible for assuring that a command level representative is sent to the Command Post to coordinate field operations.
4. If applicable, establish protective measures for facilities previously determined as vital
5. Following assessment that a terrorism event has taken place, the Village President signs a formal declaration of a local state of emergency or disaster.
6. The Village Administrator or his/her designee notifies the Federal Bureau of Investigation, phone no. 847-290-0525 or 24-hour phone no. 312-431-1333, Illinois Emergency Management Agency - phone no.217-782-7860, and the Cook County Department of Emergency Management and Regional Security, phone no. 708-865-4766.
7. The Village Administrator or his/her designee will hold an initial briefing as soon as practical to assure thorough understanding of the situation by all members of the Crisis Management Team.
8. The Village President will issue a statement to the public as soon as possible to identify the scope of the situation, outline initial government actions, and recommend actions to be taken by citizens, if any.
9. The Village President and Public Information Officer will schedule an initial media briefing and post a schedule for further media statements.
10. The Emergency Operations Center will be the principal point of contact for liaison between the Village of River Forest and local, County, State, and federal resources.

# **TERRORIST/WEAPONS OF MASS DESTRUCTION**

## **APPENDIX L 5**

### **RECOVERY OPERATIONS CHECKLIST**

1. Assess recovery needs.
2. Coordinate recovery operations to ensure that resident concerns are answered.
3. Coordinate resource management or assist State or federal agencies, if involved.
4. Provide appropriate counseling to those in need.
5. Prepare final damage assessment and expenditure data for submission to appropriate governmental authorities for possible reimbursement.
6. As soon as possible following the close of emergency response operations, the Crisis Management team should meet with involved staff to critique the operation, and determine if any modifications proved necessary.
7. Prepare final reports on the incident for inclusion in the official Village record.
8. Resume normal governmental functions as soon as possible.



# TERRORISM/WEAPONS OF MASS DESTRUCTION

## APPENDIX L 6

### KEY DEFINITIONS

**Aerosol** - Fine liquid or solid particles suspended in a gas, for example, fog or smoke.

**Biological Agents** - Living organisms or the materials derived from them that cause disease in or harm to humans, animals or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols or dry powders.

**Chemical Agent** - A chemical substance that is intended to kill, seriously injure or incapacitate people through physiological effects. Generally separated by severity of effect: lethal, blister, and incapacitating.

**Consequence Management** - Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism (Source: FRP Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the Lead Federal Agency (LFA) for consequence management to ensure that the Federal Response Plan is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

**Crisis Management** - This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the LFA for crisis management for such an incident (Source: FBI). During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA (Source: FRP Terrorism Incident Annex, April 1999).

**Decontamination** - The process of making people, objects or areas safe by absorbing, destroying, neutralizing, making harmless or removing the HazMat.

**Federal Response Plan (FRP)** - The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USCJ, et seq.]). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (Source: FRP Terrorism Incident Annex, April 1999).

**Lead Agency** - The Federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the Federal response in a specific functional area. The FBI is the lead agency for crisis management and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

**Lead Federal Agency (LFA)** - The agency designated by the President to lead and coordinate the overall Federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

**Mitigation** - Those actions (including threat and vulnerability assessments) taken to reduce the exposure to and detrimental effects of a WMD incident.

**Non-persistent Agent** - An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

**Persistent Agent** - An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

**Plume** - Airborne material spreading from a particular source; the dispersal of particles, gases, vapors and aerosols into the atmosphere.

**Preparedness** - Establishing the plans, training, exercises, and resources necessary to achieve readiness for all hazards, including WMD incidents.

**Radiation** - High-energy particles or gamma rays that are emitted by an atom as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

**Recovery** - Recovery, in this document, includes all types of emergency actions dedicated to the continued protection of the public or promoting the resumption of normal activities in the affected area.

**Response** - Executing the plan and resources identified to perform those duties and services to preserve and protect life and property as well as provide services to the surviving population

**Terrorism** - The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Domestic terrorism involves groups or individuals who are based and operate entirely within the United States and U.S. territories without foreign direction and whose acts are directed at elements of the U.S. government or population.

**Toxicity** - A measure of the harmful effects produced by a given amount of a toxin on a living organism.

**Weapons-Grade Material** - Nuclear material considered most suitable for a nuclear weapon. It usually connotes uranium enriched to above 90 percent uranium-235 or plutonium with greater than about 90 percent plutonium-239.

**Weapons of Mass Destruction** - Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life (Source: 18 USC 2332a as referenced in 18 USC 921).

# TERRORISM/WEAPONS OF MASS DESTRUCTION

## APPENDIX 7

### ACRONYMIS

AFB	Air Force Base
AMS	Aerial Measuring System
ANSIR	Awareness of National Security Issues and Response Program
ARAC	Atmospheric Release Advisory Capability
ARG	Accident Response Group
ARS	Agriculture/Research Service
ATC	Air Traffic Control
ATSD(CS)	Assistant to the Secretary of Defense for Civil Support
BDC	Bomb Data Center
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBRNE	Chemical, Biological, Radiological, Nuclear Material, or High-Yield Explosive
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CHEMTREC	Chemical Transportation Emergency Center
CHP PM	Center for Health Promotion and Preventive Medicine
CIRG	Crisis Incident Response Group
CJCS	Chairman of the Joint Chiefs of Staff
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
CRU	Crisis Response Unit
CSREES	Cooperative State Research, Education and Extension Service
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DMCR	Disaster Management Central Resource
DMORT	Disaster Mortuary Operational Response Team
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DPP	Domestic Preparedness Program
DTCTPS	Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)
DTIC	Defense Technical Information Center
EM	Emergency Management
EMI	Emergency Management Institute
EMS	Emergency Medical Services

EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERT	Emergency Response Team (FBI)
ERT-AE	Emergency Response Team - Advance Element
ERTU	Evidence Response Team Unit
ESE	Emergency Support Function
EST	Emergency Support Team
EU	Explosives Unit
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FEST	Foreign Emergency Support Team
FNS	Food and Nutrition Service
FRERP	Federal Radiological Emergency Response Plan
ERMAC	Federal Radiological Monitoring and Assessment Center
FRP	Federal Response Plan
FS	Forest Service
HazMat	Hazardous Materials
HHS	Department of Health and Human Services
HMRU	Hazardous Materials Response Unit
HQ	Headquarters
HRT	Hostage Rescue Team (CIRG)
HTIS	Hazardous Technical Information Services (DOD)
IC	Incident Commander
ICS	Incident Command System
IND	Improvised Nuclear Device
JIC	Joint Information Center
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LLNL	Lawrence Livermore National Laboratory
MEDCOM	Medical Command
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MSCA	Military Support to Civil Authorities
NAP	Nuclear Assessment Program
NBC	Nuclear, Biological, and Chemical
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDMS	National Disaster Medical System
NDPO	National Domestic Preparedness Office
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NMRT	National Medical Response Team
NRC	Nuclear Regulatory Commission

NRT	National Response Team
NSC	National Security Council
NTIS	National Technical Information Service
OEP	Office of Emergency Preparedness
OFCM	Office of the Federal Coordinator for Meteorology
OIG	Office of the Inspector General (USDA)
OSC	On-Scene Commander
OSLDPS	Office for State and Local Domestic Preparedness Support
PDD	Presidential Decision Directive
PHS	Public Health Service
POC	Point of Contact
PT	Preparedness Training and Exercises Directorate (FEMA)
R&D	Research and Development
RAP	Radiological Assistance Program
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersal Device
REAC/TS	Radiation Emergency Assistance Center/Training Site
ROC	Regional Operations Center
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team
SAC	Special Agent in Charge (FBI)
SARA	Superfund Amendments and Reauthorization Act
SBCCOM	Soldier and Biological Chemical Command (U.S. Army)
SCBA	Self-Contained Breathing Apparatus
SEB	State Emergency Board
SERC	State Emergency Response Commission
SIOC	Strategic Information and Operations Center (FBI HQ)
SLG	State and Local Guide
TLRC	Tribal Emergency Response Commission
TIA	Terrorist Incident Appendix
TRIS	Toxic Release Inventory System
UC	Unified Command
UCS	Unified Command System
USC	U.S. Code
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
VA	Department of Veterans Affairs
WMD	Weapons of Mass Destruction
WMD-CST	WMD Civil Support Team

# Chapter 7

## Local Emergency Operation Plan (EOP) Requirements

### Plan Development & Review (PDR) Document

This Local Emergency Operation Plan “*Plan Development and Review*” (PDR) document provides local emergency planners with a comprehensive listing of all the provisions required for inclusion in Local Emergency Operation Plan (EOP) pursuant to Illinois 29 ILCS Part 301 Political Subdivision Emergency Services and Disaster Agencies, Subpart B: Emergency Operation Plan Requirements, and Subpart C: Emergency Operation Plan Submission and Review Requirements.

This form is provided as a tool for EOP completion and **should be submitted as an accompanying document to the submission of the Local Emergency Operation Plan.** This review document provides assurance of the inclusion of all required EOP provisions, along with the locations/page numbers-sections, etc, of each required provision.

The PDR document is in a format that provides detailed, step-by-step requirements taken directly from Illinois 29 ILCS Part 301, Political Subdivision Emergency Services and Disaster Agencies, Subpart B, Emergency Operation Plan Requirements, the administrative rule for Local Emergency Operation Plan (EOP) development. On each page, you will find spaces to “check off” each provision and to provide a location where the provision can be found in the Emergency Operation Plan (EOP). The locations can be identified using section references, page references, and/or a combination thereof. Space for comments is provided throughout the PDR. Comments are not required but may be useful during the development and review process.

The PDR document assists local governments in developing plans that meet all of the requirements, while also assisting the CCDEMRS review and approval process by confirming that all provisions have been included, and by providing the specific locations within the EOP, where each provision can be found.

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**This EOP Plan Development & Review (PDR) document has been used in the process of updating our Emergency Operation Plan. All provisions required by Illinois 29 ILCS Part 301 Political Subdivision Emergency Services and Disaster Agencies, Subpart B: Emergency Operation Plan Requirements have been addressed in this EOP submission. Specific locations within the EOP, for each provision, are provided within this PDR document.**

**Name of EMA/EMA Organization:** Village of River Forest

**Signature of EMA Coordinator/Liaison Officer:** \_\_\_\_\_

**Printed Name of EMA Coordinator/Liaison Officer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**COOK COUNTY SHERIFF’S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Basic Plan Requirements – Section 301.230**

**The EOP Foreword includes:**

\_\_\_\_\_ A document signed and dated by the principal executive officer of the political subdivision approving the plan. **301.230a1**

\_\_\_\_\_ A register for recording changes and entering change dates. **301.230a2**

\_\_\_\_\_ A signature page providing signatory evidence that the highest ranking officials of all governmental departments, including, but not limited to, fire and police, and private sector organizations with assigned emergency responsibilities, concur with the portions of the plan applicable to the entity they represent. **301.230a3**

\_\_\_\_\_ For non-mandated EMAs, except those accredited pursuant to Section **301.510** of this part, a signature page providing signatory evidence that each county or coordinator serving the county in which the non-mandated EMA is located, other than the county or multiple county EMA reviewing the EOP for acceptance pursuant to Section 301.320 of this Part, concurs with the portions of the plan applicable to the EMA they represent.

\_\_\_\_\_ A distribution list of the plan recipients indicating whether complete plans or specific portions were distributed. **301.230a4**

\_\_\_\_\_ A table of contents listing all sections of the plan. **301.230a5**

**COMMENTS:**



**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

The EOP shall have a Basic Plan Overview detailing the political subdivision's approach to emergency operations including:

- \_\_\_\_\_ A general-purpose statement of the EOP. **301.230b1**
  
- \_\_\_\_\_ A list of assumptions used in developing the plan. **301.230b2**
  
- \_\_\_\_\_ A concept of operations section including, but not limited to, how the political subdivision will implement the concepts and procedures of a recognized incident command system. **301.230b3**
  
- \_\_\_\_\_ Identification of the line of succession, by title and position, (with up to two alternates) of who will implement the plan, direct emergency response and recovery, and provide continuous leadership, authority and responsibility. **301.230b4**
  
- \_\_\_\_\_ A description of the functions and responsibilities assigned to each organization, including private and volunteer organizations or groups, in support of emergency response and recovery operations in the political subdivision. This information may also be exhibited in a chart or matrix designating who has primary and support responsibilities. **301.230b5**
  
- \_\_\_\_\_ Maps, or references to maps or to a Geographic Information System available in the EOC, pertinent to emergency operations planning for the political subdivision and including, but not limited to, locating fixed hazards. **301.230b6**
  
- \_\_\_\_\_ An attachment containing written mutual aid agreements, memorandums of understanding (MOUs), and other written agreements affecting the emergency response and recovery functions of the political subdivision. **301.230b7**
  
- \_\_\_\_\_ Procedures detailing how the political subdivision will request outside assistance in a disaster, such as assistance from other EMAs, CCDEMRS or IEMA, or both. **301.230b8**
  
- \_\_\_\_\_ Citations to the legal authorities for emergency operations, including, but not limited to, ordinances. **301.230b9**
  
- \_\_\_\_\_ Assignment of responsibility for plan maintenance, review, evaluation and updating. **301.230b10**

**COMMENTS:**

**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Functional Annex Requirements - Section 301.240**

The EOP shall include an annex addressing how the political subdivision will perform each of the following functions:

1. **Direction and Control**—What means the political subdivision will use to direct and control activities during and following emergency situations. **301.240a1**
2. **Communications**—How information will be exchanged among responders in an emergency situation. **301.240a2**
3. **Warning/Emergency Information**--How the public will be warned and instructed regarding actual or threatened hazards through the public media or other means. **301.240a3**
4. **Public Information**—The means, organization and process by which a political subdivision will provide timely, accurate, and useful information and instructions to area residents throughout an emergency. It includes information disseminated to the public through the media and other information sources on what is happening, what the response organization is doing, and what the public should do for its safety. **301.240a4**
5. **Disaster Intelligence/Damage Assessment**—The means the political subdivision will use to identify, collect, analyze and disseminate information on the extent and impact of the disaster. **301.240a5**
6. **Evacuation**—The movement of people to a safe area from an area believed to be at risk, when emergency situations necessitate such action. **301.240a6**
7. **Mass Care**—Actions taken to ensure appropriate services are provided at a mass care facility, including, but not limited to providing temporary shelter, food, medical care, clothing and other essential life support needs to people displaced from their homes because of a disaster situation. **301.240a7**
8. **Health and Medical**—The activities associated with providing health and medical services in emergencies and disasters, including emergency medical, hospital, public health, environmental health, and mental health services. **301.240a8**
9. **Mortuary Services** – Activities including the collection, identification, and care of human remains; determining the cause of death; inventorying and protecting deceased's personal effects; and locating and notifying the next of kin. **301.240a9**
10. **Resource Management** – The process of managing people, equipment, facilities, supplies and other resources to satisfy the needs generated by a disaster. **301.240b10**

Each functional annex required by subsection (a) shall individually address:

1. The purpose of the function. **301.240b1**
2. A description of situations that trigger implementation of the function. **301.240b2**
3. A description of assumptions that apply to the function. **301.240b3**
4. The concept of operations for the function. **301.240b4**
5. Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

Additional functional annexes may be included in the EOP, if they are determined to be necessary for the emergency management efforts of the political subdivision in the event of a disaster, including, but not limited to, the following functions: search and rescue, law enforcement, public works, transportation, energy management, animal welfare, legislative relations, aviation operations and/or others. IEMA may require inclusion an additional functional annex in the EOP, if IEMA determines that such annex is necessary preparation for protection of the public peace, health and safety in the event of a disaster.

**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Functional Annex #1- Direction and Control**

What means the political subdivision will use to direct and control activities during and following emergency situations.

- \_\_\_\_\_ 1) The purpose of the function. **301.240b1**
- \_\_\_\_\_ 2) A description of situations that trigger implementation of the function. **301.240b2**
- \_\_\_\_\_ 3) A description of assumptions that apply to the function. **301.240b3**
- \_\_\_\_\_ 4) The concept of operations for the function. **301.240b4**
- \_\_\_\_\_ 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

**In addition to addressing the requirements listed above, the Direction and Control Annex shall also:**

- A) Describe the direction and control relationship of tasked organizations including:
  - \_\_\_\_\_ 1) The command structure--specifically who will be in charge during emergency response operations. **301.240c1a**
  - \_\_\_\_\_ 2) The authorities of, and limitations on, key response personnel such as the on-scene Incident Commander. **301.240c1b**
  - \_\_\_\_\_ 3) How emergency response organizations will be notified when it is necessary to respond. **301.240c1c**
  - \_\_\_\_\_ 4) The means that will be used to obtain, analyze, and disseminate information (for decision-making, requesting assistance, reporting, etc.). **301.240c1d**
  - \_\_\_\_\_ 5) The relationship between the EOC and the Incident Command Post. **301.240c1e**

**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

B) List the organizations that are tasked with specific direction and control responsibilities and describe those responsibilities. Include the assignment of responsibility for:

- \_\_\_\_\_ 1) Reporting to the EOC when activated. **301.240c2a**
- \_\_\_\_\_ 2) Coordinating press releases among response organizations. **301.240c2b**
- \_\_\_\_\_ 3) Managing the primary and alternate EOCs. **301.240c2c**
- \_\_\_\_\_ 4) Maintaining a significant events log. **301.240c2d**
- \_\_\_\_\_ 5) Removing debris. **301.240c2e**

What means the political subdivision will use to direct and control activities during and following emergency situations.

**COMMENTS:**

**COOK COUNTY SHERIFF’S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Functional Annex #2 – Communications**

How information will be exchanged among responders in an emergency situation.

- \_\_\_\_\_ 1) The purpose of the function. **301.240b1**
- \_\_\_\_\_ 2) A description of situations that trigger implementation of the function. **301.240b2**
- \_\_\_\_\_ 3) A description of assumptions that apply to the function. **301.240b3**
- \_\_\_\_\_ 4) The concept of operations for the function. **301.240b4**
- \_\_\_\_\_ 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

In addition to addressing the requirements listed above, the Communications Annex shall also:

- \_\_\_\_\_ 1) Describe the total emergency communications system used for communication among all groups and individuals involved in the political subdivision’s response to an emergency. **301.240d1**
- \_\_\_\_\_ 2) Describe the primary and backup communication methods and personnel. **301.240d2**
- \_\_\_\_\_ 3) Identify the organization assigned to coordinate all communication activities. **301.240d3**
- \_\_\_\_\_ 4) List the organizations that are tasked with specific communications responsibilities and describe those responsibilities. **301.240d4**
- \_\_\_\_\_ 5) Identify the representative from each tasked organization who will report to the EOC when activated. **301.240d5**

**COMMENTS:**

**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Functional Annex #3 - Warning/Emergency Information**

How the public will be warned and instructed regarding actual or threatened hazards through the public media or other means.

- \_\_\_\_\_ 1) The purpose of the function. **301.240b1**
- \_\_\_\_\_ 2) A description of situations that trigger implementation of the function. **301.240b2**
- \_\_\_\_\_ 3) A description of assumptions that apply to the function. **301.240b3**
- \_\_\_\_\_ 4) The concept of operations for the function. **301.240b4**
- \_\_\_\_\_ 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

In addition to addressing the requirements listed above, the Warning/Emergency Information annex shall also:

- \_\_\_\_\_ 1) Identify the methods used to provide warning/emergency information for the public and special populations. **301.240e1**
- \_\_\_\_\_ 2) Identify the locations of outdoor warning/emergency information devices and define the geographical areas covered. **301.240e2**
- \_\_\_\_\_ 3) Describe the specific warning/emergency information responsibilities assigned to the tasked organizations. **301.240e3**
- \_\_\_\_\_ 4) Identify the department or agency responsible for activating public warning/emergency information systems. **301.240e4**

**COMMENTS:**

COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY  
**Local Emergency Operation Plan (EOP)  
Plan Development & Review (PDR) Document**

**Functional Annex #4 - Public Information**

The means, organization and process by which a political subdivision will provide timely, accurate, and useful information and instructions to area residents throughout an emergency. It includes information disseminated to the public through the media and other information sources on what is happening, what the response organization is doing, and what the public should do for its safety.

- \_\_\_\_\_ 1) The purpose of the function. **301.240b1**
- \_\_\_\_\_ 2) A description of situations that trigger implementation of the function. **301.240b2**
- \_\_\_\_\_ 3) A description of assumptions that apply to the function. **301.240b3**
- \_\_\_\_\_ 4) The concept of operations for the function. **301.240b4**
- \_\_\_\_\_ 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

In addition to addressing the requirements listed above, the Public Information annex shall also:

- \_\_\_\_\_ 1) Assign a person to be the public information officer (PIO) responsible for coordinating information gathering and production, rumor control, public inquiries, and media relations. **301.240f1**
- \_\_\_\_\_ 2) Designate a facility as the public information center. **301.240f2**
- \_\_\_\_\_ 3) List the organizations that are tasked with specific public information responsibilities and describe those responsibilities. **301.240f3**
- \_\_\_\_\_ 4) Assign a public information representative to report to the EOC when activated. **301.240f4**

**COMMENTS:**



**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Functional Annex #5 - Disaster Intelligence/Damage Assessment**

The means the political subdivision will use to identify, collect, analyze and disseminate information on the extent and impact of the disaster. Each functional annex required by subsection (a) shall individually address:

- \_\_\_\_\_ 1) The purpose of the function. **301.240b1**
- \_\_\_\_\_ 2) A description of situations that trigger implementation of the function. **301.240b2**
- \_\_\_\_\_ 3) A description of assumptions that apply to the function. **301.240b3**
- \_\_\_\_\_ 4) The concept of operations for the function. **301.240b4**
- \_\_\_\_\_ 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

In addition to addressing the requirements listed above, the Disaster Intelligence/Damage Assessment annex shall also:

- \_\_\_\_\_ 1) List the organizations that are tasked with specific disaster intelligence/damage assessment responsibilities and describe those responsibilities. **301.240g1**
- \_\_\_\_\_ 2) Assign a disaster intelligence/damage assessment representative to report to the EOC when activated. **301.240g2**

COMMENTS:

**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Functional Annex #6 – Evacuation**

The movement of people to a safe area from an area believed to be at risk, when emergency situations necessitate such action.

- \_\_\_\_\_ 1) The purpose of the function. **301.240b1**
- \_\_\_\_\_ 2) A description of situations that trigger implementation of the function. **301.240b2**
- \_\_\_\_\_ 3) A description of assumptions that apply to the function. **301.240b3**
- \_\_\_\_\_ 4) The concept of operations for the function. **301.240b4**
- \_\_\_\_\_ 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

In addition to addressing the requirements listed above, the Evacuation annex shall also:

- \_\_\_\_\_ 1) List the organizations that are tasked with specific evacuation responsibilities and describe those responsibilities. **301.240h1**
- \_\_\_\_\_ 2) Identify the department, agency or organization responsible for coordinating all transportation resources planned for use in an evacuation. **301.240h2**

COMMENTS:

**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plans (EOP)**  
**Plan Development & Review (PDR) Document**

**Functional Annex #7 - Mass Care**

Actions taken to ensure appropriate services are provided at a mass care facility, including, but not limited to providing temporary shelter, food, medical care, clothing and other essential life support needs to people displaced from their homes because of a disaster situation.

- \_\_\_\_\_ 1) The purpose of the function. **301.240b1**
- \_\_\_\_\_ 2) A description of situations that trigger implementation of the function. **301.240b2**
- \_\_\_\_\_ 3) A description of assumptions that apply to the function. **301.240b3**
- \_\_\_\_\_ 4) The concept of operations for the function. **301.240b4**
- \_\_\_\_\_ 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

In addition to addressing the requirements listed above, the Mass Care annex shall also:

- A) List the organizations that are tasked with specific mass care responsibilities and describe those responsibilities, including:
  - \_\_\_\_\_ 1) Identification of the department, agency, or organization responsible for determining the need to open shelter. **301.240i1a**
  - \_\_\_\_\_ 2) Identification of the department, agency, or organization responsible for emergency mass feeding operations. **301.240i1b**
  - \_\_\_\_\_ 3) Identification of the department, agency, or organization responsible for providing health and/or medical care at shelter and/or congregate care facilities. **301.240i1c**
- B) Assign a mass care representative to report to the EOC when activated.
  - \_\_\_\_\_ 1) Identify the mass care representative who will coordinate press releases with the public information officer. **301.240i2**

**COMMENTS:**

**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Functional Annex #8 - Health and Medical**

The activities associated with providing health and medical services in emergencies and disasters, including emergency medical, hospital, public health, environmental health, and mental health services.

- \_\_\_\_\_ 1) The purpose of the function. **301.240b1**
- \_\_\_\_\_ 2) A description of situations that trigger implementation of the function. **301.240b2**
- \_\_\_\_\_ 3) A description of assumptions that apply to the function. **301.240b3**
- \_\_\_\_\_ 4) The concept of operations for the function. **301.240b4**
- \_\_\_\_\_ 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

In addition to addressing the requirements listed above, the Health and Medical Services annex shall also:

- A) List the organizations and individuals that are tasked with responsibilities for providing emergency health and medical services and describe those responsibilities, including:
  - \_\_\_\_\_ 1) Identification of the department, agency, or organization responsible for arranging crisis counseling for emergency workers. **301.240j1a**
  - \_\_\_\_\_ 2) Identification of the department, agency, or organization responsible for sanitation services. **301.240j1b**
- \_\_\_\_\_ B) Assign a health and medical services representative to report to the EOC when activated. **301.240j2**

COMMENTS:

**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Functional Annex #9 - Mortuary Services**

Activities including the collection, identification, and care of human remains; determining the cause of death; inventorying and protecting deceased's personal effects; and locating and notifying the next of kin.

- \_\_\_\_\_ 1) The purpose of the function. **301.240b1**
- \_\_\_\_\_ 2) A description of situations that trigger implementation of the function. **301.240b2**
- \_\_\_\_\_ 3) A description of assumptions that apply to the function. **301.240b3**
- \_\_\_\_\_ 4) The concept of operations for the function. **301.240b4**
- \_\_\_\_\_ 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

In addition to addressing the requirements listed above, the Mortuary Services annex shall also:

- \_\_\_\_\_ 1) List the organizations and individuals that are tasked with mortuary services responsibilities and describe those responsibilities. **301.240k1**
- \_\_\_\_\_ 2) Describe how mortuary services will be expanded during a mass casualty incident, if necessary. **301.240k2**

COMMENTS:

**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Functional Annex #10 - Resource Management**

The process of managing people, equipment, facilities, supplies and other resources to satisfy the needs generated by a disaster.

- \_\_\_\_\_ 1) The purpose of the function. **301.240b1**
- \_\_\_\_\_ 2) A description of situations that trigger implementation of the function. **301.240b2**
- \_\_\_\_\_ 3) A description of assumptions that apply to the function. **301.240b3**
- \_\_\_\_\_ 4) The concept of operations for the function. **301.240b4**
- \_\_\_\_\_ 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

In addition to addressing the requirements of subsection (b), the Resource Management annex shall also:

- \_\_\_\_\_ 1) List the organizations and individuals that are tasked with resource management responsibilities and describe those responsibilities. Include identification of who will organize, manage, coordinate, and distribute the donations of money, goods, and labor received from individual citizens and volunteer groups during an emergency. **301.24011**
- \_\_\_\_\_ 2) Assign a resource management representative to report to the EOC when activated. **301.24012**

COMMENTS:

**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Hazard Specific Annexes - Section 301.250**

Each hazard specific annex of the EOP shall individually address:

- 1) The purpose of the annex. **301.240b1**
- 2) A description of situations that trigger implementation of the hazard specific annex. **301.240b2**
- 3) A description of assumptions that apply to the hazard specific annex. **301.240b3**
- 4) The concept of operations for the hazard specific annex. **301.240b4**
- 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

Beginning January 1, 2003, the EOP shall include, as a Hazardous Materials annex, all applicable portions of a SERC approved LEPC chemical emergency response plan for the political subdivision, developed in accordance with the requirements of the Illinois EPCRA. The SERC shall appoint an EMA coordinator from within the LEPC's emergency planning district to serve as a member of the LEPC in the development of the LEPC chemical emergency response plan.

**Earthquake Annex is not a requirement in Cook County.**

Additional Hazard Specific annexes may be included in the EOP, if they are determined to be necessary for the emergency management efforts of the political subdivision in the event of a disaster, including, but not limited to annexes on flooding and dam failures, nuclear power plant accidents, terrorism, weapons of mass destruction, tornadoes, or airport accidents. IEMA may require the EMA to include an additional Hazard Specific annex in the EOP, if IEMA determines that such annex is necessary preparation for protection of the public peace, health and safety in the event of a disaster.

**COOK COUNTY SHERIFF'S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

## **HAZARDOUS MATERIALS ANNEX**

\_\_\_\_\_ the \_\_\_\_\_ The EOP includes, as a Hazardous Materials annex, all applicable portions of SERC approved LEPC chemical emergency response plan for this political subdivision, developed in accordance with the requirements of the Illinois EPCRA.

- \_\_\_\_\_ 1) The purpose of the annex. **301.240b1**
- \_\_\_\_\_ 2) A description of situations that trigger implementation of the hazard specific annex. **301.240b2**
- \_\_\_\_\_ 3) A description of assumptions that apply to the hazard specific annex. **301.240b3**
- \_\_\_\_\_ 4) The concept of operations for the hazard specific annex. **301.240b4**
- \_\_\_\_\_ 5) Assignment of responsibility for annex maintenance, review and updating. **301.240b5**

COMMENTS:



**COOK COUNTY SHERIFF’S EMERGENCY MANAGEMENT AGENCY**  
**Local Emergency Operation Plan (EOP)**  
**Plan Development & Review (PDR) Document**

**Other Annexes, Section 301.260**

Mandated EMAs shall include, as an annex, the EOP, or a cross-reference to the EOP, of a non-mandated EMA that the mandated EMA has reviewed and accepted in accordance with the provisions of Section 301.320 of this Part.

Enter YES or NO to the following statement:

\_\_\_\_\_ The jurisdiction submitting this Emergency Operation Plan (EOP) Development Tool and Submission Review Checklist is a jurisdiction that is “mandated” to have an Emergency Management Agency and/or and Emergency Services and Disaster Agency by the terms and definitions specified in the Illinois Emergency Management Agency Act, 20 ILCS 3305, Section 10, parts (b), (c) and (d). The term “Mandated EMA” applies to all 102 Counties in Illinois, municipalities with populations over 500,000, and any jurisdiction that has received the designation of “Mandated EMA” from the State of Illinois Office of the Governor.

\_\_\_\_\_ If “Yes” was answered to the condition specified above, the Mandated EMA has included, as an annex, the EOP, or a cross-reference to the EOP, of any and all non-mandated EMAs that the mandated EMA has reviewed and accepted in accordance with the provisions of Title 29, Part 301.320 from the Illinois Register.

COMMENTS:

## **EMERGENCY OPERATION PLAN SUBMISSION AND REVIEW REQUIREMENTS**

EOP Submission and Review Requirements for Mandated EMAs and Accredited EMAs, Section 301.310

- a) Each mandated EMA and each EMA eligible for and seeking accreditation pursuant to Section 301.510 of this Part shall biennially submit to IEMA for review and approval an emergency operations plan for their geographic boundaries that complies with the planning standards of this Part.
- b) The principal executive officer of the political subdivision and the EMA Coordinator shall review and approve the EOP submission not more than 60 days prior to the submission to IEMA. The EOP submission shall include a statement, signed by the principal executive officer and the EMA coordinator, that the plan has been reviewed and approved by all departments or organizations with assigned emergency responsibilities.
- c) Each EMA shall review and update its EOP biennially, except the EMA shall annually review and update the Hazardous Materials annex to the EOP based on the LEPC annual review of the LEPC chemical emergency response plan.
- d) Each EMA shall submit a copy of its EOP, either personally with proof of submittal or by certified or registered mail, to IEMA in accordance with the review schedule established by IEMA.
- e) Within 30 days after submittal, IEMA shall review the plan and give written notification to the EMA, either personally with proof of notification or by certified or registered mail, of IEMA approval or disapproval of the EOP in accordance with the planning standards set forth in this Part.
- f) If the EOP is disapproved, IEMA shall provide a written list of deficiencies and suggested means of remediation to the EMA. The EMA has 60 days after receipt of the disapproval to remediate the plan and resubmit it to IEMA, either personally with proof of submission or by certified or registered mail. IEMA may arrange for technical assistance in reediting the plan.
- g) Within 30 days after receipt of the resubmitted plan, IEMA shall notify the EMA and the principal executive officer of the political subdivision, either personally with proof of notification or by certified or registered mail, of its final determination of approval or disapproval.
- h) In the event that the EMA fails to obtain IEMA approval of an EOP within the time frames established in this Section, IEMA may arrange for an EOP that complies with the planning standards of this Part to be written for the political subdivision in order to fulfill the IEMA mandate of ensuring statewide disaster preparedness.

- i) Upon approval of the EOP, IEMA will make and retain a copy of the approved plan in the IEMA regional office and return the original copy of the approved plan to the EMA for retention. In addition, IEMA shall forward a copy of the approved plans of those EMAs eligible for and seeking accreditation pursuant to Section 301.510 of this Part to the county or multiple county EMA serving the county in which the EMA eligible for and seeking accreditation is located.
- j) IEMA shall send a letter of approval to each mandated EMA or accredited EMA that has completed an EOP that complies with the planning standards of this Part.

#### EOP Submission and Review Requirements for Non-Mandated EMAs, Section 301.320

- a) Except for those non-mandated EMAs eligible for and seeking accreditation pursuant to Section 301.510 of this Part, each non-mandated EMA shall biennially submit to the county or multiple county EMA serving the county in which the non-mandated EMA is located, for acceptance by the county or multiple county EMA, an EOP for its geographic boundaries that complies with the planning standards of this Part. The county or multiple county EMA shall send a letter of acceptance or non-acceptance to the non-mandated EMA. If the EOP is not accepted by the county or multiple county EMA and if the non-mandated EMA so requests, IEMA shall provide professional and technical EOP assistance through the county or multiple county EMA serving the county in which the non-mandated EMA is located.
- b) IEMA shall annually review a random sample of at least one EOP but not less than 10 percent of county or multiple county EMA accepted EOPs in each county that has accepted an EOP in accordance with subsection (a) to ensure consistency of planning review statewide.
- c) For non-mandated EMAs eligible for and seeking accreditation pursuant to Section 301.510 of this Part, the EOP submission and review requirements of Section 301.310 of this Part shall apply.

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# Glossary of Terms

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. Such definitions allow the users of the EOP to share an understanding of the EOP.

American Red Cross	The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.
Attack	A hostile action taken against the United States by foreign forces or terrorists: resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage or destruction to public and private property.
Checklist	Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.
Chief Executive Official	The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be a mayor, city manager, etc.
Community	A political entity which has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each State defines its own political subdivisions and forms of government.
Contamination	The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.
Dam	A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

Damage Assessment	The process used to appraise or determine the number of injuries and deaths; damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.
Decontamination	The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object or person.
Disaster	An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a "large-scale disaster" is one that exceeds the response capability of the local jurisdiction and requires State, and potentially Federal, involvement. As used in the Stafford Act, a "major disaster" is "any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources or States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."
Disaster Field Office	The office established in or near the designated area of a Presidential declared major disaster to support Federal and State response and recovery operations. The DFO houses the FCO and ERT, and where possible, the SCO and support staff.
Disaster Recovery Center	Places established in the area of a Presidential declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. Local staffs DRCs. State, and Federal agency representatives, as well as staff from volunteer organizations (e.g., the ARC).
Dose (Radiation)	A general term indicating the quantity (total or accumulated) of ionizing radiation or energy absorbed by a person or animal.
Dose Rate	The amount of ionizing radiation, which an individual would absorb per unit of time.
Dosimeter	An instrument for measuring and registering total accumulated exposure to ionizing radiation.

Earthquake	The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.
Electromagnetic Pulse	A sharp pulse of energy radiated instantaneously by a nuclear detonation which may affect or damage electronic components and equipment.
Emergency	Any occasion or instance—such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe—that warrants action to save lives and to protect property, public health, and safety.
Emergency Alert System	A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission. The system provides the President and other national, State, and local officials the means to broadcast emergency information to the public before, during, and after disasters.
Emergency Environmental	Services required to correct or improve damaging environmental
Health	health effects on humans, including inspection for food contamination, inspection for water contamination, and vector control; providing for sewage and solid waste inspection and disposal; clean-up and disposal of hazardous materials; and sanitation inspection for emergency shelter facilities.
Emergency Health Services	Services required to prevent and treat the damaging health effects of an emergency, including communicable disease control, immunization, laboratory services, dental and nutritional services; providing first aid for treatment of ambulatory patients and those with minor injuries; providing public health information on emergency treatment, prevention, and control; and providing administrative support including maintenance of vital records and providing for a conduit of emergency health funds from State and Federal governments.

Emergency Medical Services	Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead. Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.
Emergency Mortuary Services	Services required to assure adequate death investigation, Identification, and disposition of bodies; removal, temporary storage, and transportation of bodies to temporary morgue facilities; notification of next of kin; and coordination of mortuary services and burial of unclaimed bodies.
Emergency Operations Center	The protected site from which State and local civil government officials coordinate, monitor, and direct emergency response activities during an emergency.
Emergency Operations Plan	A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.
Emergency Planning Zones	<p>Areas around a facility for which planning is needed to ensure prompt and effective actions are taken to protect the health and safety of the public if an accident occurs. The REP Program and CSEPP use the EPZ concept.</p> <p>➤ In the REP Program, the two EPZs are:</p> <ul style="list-style-type: none"> <li>• <u>Plume Exposure Pathway (10-mile EPZ)</u>. A circular geographic zone (with a 10-mile radius centered at the nuclear power plant) for which plans are developed to protect the public against exposure to radiation emanating from a radioactive plume caused as a result of an accident at the nuclear power plant.</li> <li>• <u>Ingestion Pathway (50-mile EPZ)</u>. A circular geographic zone (with a 50-mile radius centered at the nuclear power plant) for which plans are developed to protect the public from the ingestion of water or foods</li> </ul>



contaminated as the result of a nuclear power plant accident.

➤ In CSEPP the EPZ is divided into three concentric circular zones:

- Immediate Response Zone (IRZ). A circular zone ranging from 10 to 15 km (6 to 10 miles) from the potential chemical event source, depending on the stockpile location on-post. Emergency Response Plans developed for the IRZ must provide for the most rapid and effective protection actions possible, since the IRZ will have the highest concentration of agent and the least amount of warning time.

- Protective Action Zone (POZ). An area that extends beyond the IRZ to approximately 16 to 50 km (10 to 30 miles) from the stockpile location. The PAZ is the area where public protective actions may still be necessary in case of an accidental release of chemical agent, but where the available warning and response time is such that most people could evacuate. However, other responses (e.g., sheltering) may be appropriate for institutions and special populations that could not evacuate within the available time.

- Precautionary Zone (PZ). The outermost portion of the EZP for CSEPP, extending from the PAZ outer boundary to a distance where the risk of adverse impacts to humans is negligible. Because of the increased warning and response time available for implementation of response actions in the PZ, detailed local emergency planning is not required, although consequence management planning may be appropriate.

#### Emergency Response Team

An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed. The ERT usually consists of regional-level staff.

Emergency Response Team	An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed. The ERT usually consists of regional-level staff
Emergency Response Team the Advance	For Federal disaster response and recovery activities under the Element Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident. The ERT-A is the nucleus of the full ERT.
Emergency Response Team National	An ERT that has been established and roster for deployment to catastrophic disasters where the resources of the FEMA Region have been, or are expected to be, overwhelmed. Three (3) ERT-Ns have been established.
Emergency Support Function	In the FRP, a functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety. ESF's represent those types of Federal assistance which the State will most likely need because of the impact of a catastrophic or significant disaster will have on its own resources and response capabilities, or because of the specialized or unique nature of the assistance required. ESF missions are designed to supplement State and Local response efforts.
Emergency Support Team	An interagency group operating from FEMA headquarters. The EST oversees the national-level response support effort under the FRP and coordinates activities with the ESF primary and support agencies in supporting Federal requirements in the field.
Evacuation	Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.  ➤ <u>Spontaneous Evacuation.</u> Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised.

- Voluntary Evacuation. This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order are NOT required to evacuate; however, it would be to their advantage to do so.
- Mandatory or Directed Evacuation. This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

Evacuees	All person's removed or moving from areas threatened or struck by a disaster.
Exposure (Radiological)	A quantitative measure of gamma or x-ray radiation at a certain place based on its ability to produce ionization in air.
Exposure Rate (Radiological)	The amount of ionizing radiation to which an individual would be exposed or which he or she would receive per unit of time?
Federal Coordinating Officer	The person appointed by the President to coordinate Federal assistance in a presidential declared emergency or major disaster
Field Assessment Team	A small team of pre-identified technical experts that conduct an assessment of response needs (not a PDA) immediately following a disaster. The experts are drawn from FEMA, other agencies and organizations - such as the U.S. Public Health Service, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency (EPA), and the American Red Cross - and the affected State(s). All FAT operations are joint Federal/State efforts.
Flash Flood	Follows a situation in which rainfall is so intense and severe and runoff so rapid that it precludes recording and relating it to stream stages and other information in time to forecast a flood condition.
Flood	A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

Governor's Authorized Representative	<p>The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.</p> <p>Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.</p>
Hazardous Materials	<p>Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.</p>
High-Hazard Areas	<p>Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous material accident, etc.) resulting in vast property damage and loss of life.</p>
Hurricane	<p>A tropical cyclone formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or "eye". Circulation is counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.</p>
Incident Command System	<p>A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.</p>
Joint Information Center	<p>A central point of contact for all news media near the scene of a large-scale disaster. Public information officials who represent all participating Federal, State and local agencies that are collocated at the JIC keep news media representatives informed of activities and events.</p>

Joint Information System	Under the ERP, connection of public affairs personnel, decision-makers, and news centers by electronic mail, fax, and telephone when a single Federal - State – Local JIC is not a viable option.
Mass Care	The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.
Nuclear Detonation	An explosion resulting from fission and/or fusion reactions in nuclear material, such as that from a nuclear weapon.
Public Information Officer	A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information.
Preliminary Damage Assessment	A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. At least One State and one Federal representative make PDAs. A local government representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed
Radiation Sickness	The symptoms characterizing the sickness known as radiation injury, resulting from excessive exposure of the whole body to ionizing radiation.
Radiological Monitoring	The process of locating and measuring radiation by means of survey instruments that can detect and measure (as exposure rates) ionizing radiation.
Recovery	The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

Regional Operations Center	The temporary operations facility for the coordination of Federal response and recovery activities located at the FEMA Regional Office (or Federal Regional Center) and led by the FEMA Regional Director or Deputy Director until the DFO becomes operational. Once the ERT-A is deployed, the ROC performs a support role for Federal staff at the disaster scene.
Resource Management	Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.
Secondary Hazard	A threat whose potential would be realized as the result of a triggering event that of itself would constitute an emergency. For example, dam failure might be a secondary hazard associated with earthquakes.
Standard Operating Procedures	A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specking how tasks assigned in the EOP are to be carried out.
State Coordinating Officer	The person appointed by the Governor to coordinate State, Commonwealth, or Territorial response and recovery activities with FRP related activities of the Federal Government, in cooperation with the FCO.
State Liaison	A FEMA official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency.
Storm Surge	A dome of seawater created by the strong winds and low barometric pressure in a hurricane that causes severe coastal flooding as the hurricane strikes land.

Terrorism	The use of - or threatened use of - criminal violence against civilians or the civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").
Tornado	A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.
Warning	The alerting of emergency response personnel and the related effects those specific hazards may cause. A warning issued by the NWS (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.
Watch	Indication by the NWS that, in a defined area, conditions are favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch, and tropical storm watch).



2023

**VILLAGE OF RIVER FOREST PUBLIC NOTICE OF MEETINGS**

Name of Board, Committee or Commission	Day of Month	Time
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<b>VILLAGE BOARD REGULAR MEETING</b>	<b>2<sup>nd</sup> Monday &amp; 4<sup>th</sup> Monday</b>	<b>7:00 p.m.</b>
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Name of Board, Committee or Commission	Day of Month	Time
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<b>VILLAGE BOARD COMMITTEE-OF-THE-WHOLE</b> <i>except as listed below:</i> Monday, January 16 – rescheduled to January 17 Monday, February 20 – rescheduled to February 21	3 <sup>rd</sup> Monday ( <i>as needed</i> )  ( <i>MLK Day</i> ) ( <i>Presidents Day</i> )	7:00 p.m.
<b>DEVELOPMENT REVIEW BOARD</b>	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday	7:30 p.m.
<b>TRAFFIC &amp; SAFETY COMMISSION</b>	3 <sup>rd</sup> Wednesday of Jan., March, May, July, Sept., and Nov.	7:30 p.m.
<b>AGE FRIENDLY ADVISORY COMMITTEE</b>	2 <sup>nd</sup> Wednesday	6:00 p.m.
<b>BOARD OF FIRE AND POLICE COMMISSIONERS</b>	4 <sup>th</sup> Wednesday	6:00 p.m.
<b>PLAN COMMISSION</b>	3 <sup>rd</sup> Tuesday	7:00 p.m.
<b>JOINT REVIEW BOARD – MADISON ST TIF</b>	Wednesday, January 12	5:00 p.m.
<b>JOINT REVIEW BOARD – NORTH AVE TIF</b>	Wednesday, January 12	5:15 p.m.
<b>ZONING BOARD OF APPEALS</b>	2 <sup>nd</sup> Thursday	7:30 p.m.
<b>HISTORIC PRESERVATION COMMISSION</b>	4 <sup>th</sup> Thursday	7:00 p.m.
<b>SUSTAINABILITY COMMISSION</b>	2 <sup>nd</sup> Tuesday	7:00 p.m.
<b>POLICE PENSION BOARD</b>	4 <sup>th</sup> Thursday of Jan., April, July & Oct.	3:30 p.m.
<b>FIRE PENSION BOARD</b>	4 <sup>th</sup> Thursday of Jan., April, July & Oct.	2:00 p.m.
<b>BOARD OF LOCAL IMPROVEMENTS</b>	On Call	
<b>LOCAL ETHICS COMMISSION</b>	On Call	
<b>ECONOMIC DEVELOPMENT COMMISSION</b>	1 <sup>st</sup> Wednesday	6:00 p.m.
<b>DIVERSITY, EQUITY AND INCLUSION ADVISORY GROUP</b>	1 <sup>st</sup> Monday and 3 <sup>rd</sup> Tuesday	7:00 p.m.

**VILLAGE HALL ADMINISTRATIVE OFFICES ARE CLOSED ON THE FOLLOWING HOLIDAYS:**

MONDAY FOLLOWING NEW YEAR’S DAY (1/2/23) MARTIN LUTHER KING JR. DAY (1/16/23), PRESIDENTS DAY (2/20/23),  
MEMORIAL DAY (5/29/23),  
INDEPENDENCE DAY (7/4/23), LABOR DAY (9/4/23), THANKSGIVING DAY (11/23/23), DAY AFTER THANKSGIVING (11/24/23), DAY  
BEFORE CHRISTMAS EVE (12/22/23), CHRISTMAS DAY (12/25/23)

*All Meetings are held in the Community Room of the  
Municipal Center unless otherwise posted. Meeting dates and times may be subject to  
change. Check Village Hall or Village website under “Agendas and  
Minutes” to confirm meetings.*

*Revised 12/12/22*





## MEMORANDUM

Date: December 1, 2022

To: Brian Murphy, Village Administrator

From: Rosey McAdams, Director of Finance

Subject: Expenditures – November 2022

Attached for your review and approval is a list of payments made to vendors by account number for the period from November 1-30, 2022. The total payments made for the period, including payrolls, are as follows:

**VILLAGE OF RIVER FOREST  
EXPENDITURES  
MONTH ENDED NOVEMBER 30, 2022**

FUND	FUND #	VENDORS	PAYROLLS	TOTAL
General Fund	01	\$ 750,759.90	\$ 529,831.97	\$ 1,280,591.87
Water & Sewer Fund	02	764,648.07	45,311.07	809,959.14
Motor Fuel Tax	03	95,070.76	-	95,070.76
Debt Service	05	351,335.18	-	351,335.18
Capital Equip Replacement	13	2,084.00	-	2,084.00
Capital Improvement Fund	14	84,758.24	-	84,758.24
TIF-Madison	31	193.78	-	193.78
TIF-North	32	-	-	-
Infrastructure Imp Fund	35	250,000.00	-	250,000.00
<b>Total Village Expenditures</b>		<b>\$ 2,298,849.93</b>	<b>\$ 575,143.04</b>	<b>\$ 2,873,992.97</b>

**Requested Board Actions:**

1. Motion to Approve the November 2022 Accounts Payable and Payroll transactions totaling \$2,873,992.97.

# Accounts Payable

## Transactions by Account

User: rmcadams  
 Printed: 12/01/2022 - 10:49AM  
 Batch: 00000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-00-00-13-0009	Sikich, LLP	FY 2022 AUDIT 1ST & 2ND PROGR	11/30/2022	54854	2,205.00	
		Vendor Subtotal:			2,205.00	
01-00-00-13-0010	Sikich, LLP	FY 2022 AUDIT 1ST & 2ND PROGR	11/30/2022	54854	2,205.00	
		Vendor Subtotal:			2,205.00	
01-00-00-17-0025	LRS Holdings LLC	WASTE TAGS	11/30/2022	0	4,800.00	
		Vendor Subtotal:			4,800.00	
01-00-00-21-0015	State Treasurer	PR Batch 00015.11.2022 State Income	11/15/2022	100143	16,895.71	
01-00-00-21-0015	State Treasurer	PR Batch 00030.11.2022 State Income	11/30/2022	100148	12,892.27	
		Vendor Subtotal:			29,787.98	
01-00-00-21-0015	United States Treasury	PR Batch 00015.11.2022 Medicare En	11/15/2022	100144	5,712.45	
01-00-00-21-0015	United States Treasury	PR Batch 00015.11.2022 FICA Emplo	11/15/2022	100144	4,303.35	
01-00-00-21-0015	United States Treasury	PR Batch 00015.11.2022 FICA Emplo	11/15/2022	100144	4,303.35	
01-00-00-21-0015	United States Treasury	PR Batch 00015.11.2022 Medicare En	11/15/2022	100144	5,712.45	
01-00-00-21-0015	United States Treasury	PR Batch 00015.11.2022 Federal Inco	11/15/2022	100144	53,330.08	
01-00-00-21-0015	United States Treasury	PR Batch 00030.11.2022 Medicare En	11/30/2022	100149	4,382.96	
01-00-00-21-0015	United States Treasury	PR Batch 00030.11.2022 Federal Inco	11/30/2022	100149	35,201.30	
01-00-00-21-0015	United States Treasury	PR Batch 00030.11.2022 FICA Emplo	11/30/2022	100149	3,950.45	
01-00-00-21-0015	United States Treasury	PR Batch 00030.11.2022 Medicare En	11/30/2022	100149	4,382.96	
01-00-00-21-0015	United States Treasury	PR Batch 00030.11.2022 FICA Emplo	11/30/2022	100149	3,950.45	
		Vendor Subtotal:			125,229.80	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF Emplc	11/15/2022	100147	2,025.31	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF-Volun	11/15/2022	100147	989.63	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF Emplc	11/15/2022	100147	1,118.05	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF-Volun	11/15/2022	100147	166.86	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF Emplc	11/15/2022	100147	2,047.35	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF Emplc	11/15/2022	100147	4,171.79	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF-Volun	11/30/2022	100147	1,118.14	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF-Volun	11/30/2022	100147	180.10	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF Emplc	11/30/2022	100147	2,070.54	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF Emplc	11/30/2022	100147	1,094.12	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF Emplc	11/30/2022	100147	4,220.28	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF Emplc	11/30/2022	100147	1,975.44	
		Vendor Subtotal:			21,177.61	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.11.2022 ICMA	11/15/2022	100142	3,406.28	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.11.2022 ICMA	11/15/2022	100142	3,093.93	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00030.11.2022 ICMA	11/30/2022	100146	3,093.93	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00030.11.2022 ICMA	11/30/2022	100146	2,480.94	
		Vendor Subtotal:			12,075.08	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.11.2022 AXA Flat	11/15/2022	100140	1,284.01	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.11.2022 AXA Roth %	11/15/2022	100140	2,608.15	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.11.2022 AXA Loan R	11/15/2022	100140	48.88	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.11.2022 AXA %	11/15/2022	100140	1,911.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.11.2022 AXA Roth	11/15/2022	100140	350.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00030.11.2022 AXA Loan R	11/30/2022	100145	48.88	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00030.11.2022 AXA Roth	11/30/2022	100145	350.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00030.11.2022 AXA %	11/30/2022	100145	905.16	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00030.11.2022 AXA Flat	11/30/2022	100145	1,284.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00030.11.2022 AXA Roth %	11/30/2022	100145	1,832.51	
		Vendor Subtotal:			10,622.59	
01-00-00-21-0043	Further	PR Batch 00015.11.2022 VEBA Contr	11/15/2022	100141	3,842.17	
		Vendor Subtotal:			3,842.17	
01-00-00-21-0043	WEX Health, Inc	PR Batch 00030.11.2022 VEBA Contr	11/30/2022	100150	3,845.48	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					3,845.48	
		Vendor Subtotal:				
01-00-00-21-0050	Illinois Fraternal Order of Police La	PR Batch 00030.11.2022 Police Union	11/30/2022	6485	1,392.00	
					1,392.00	
		Vendor Subtotal:				
01-00-00-21-0050	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	21.23	
01-00-00-21-0050	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	1,274.84	
01-00-00-21-0050	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	4,963.95	
					6,260.02	
		Vendor Subtotal:				
01-00-00-21-0050	International Union of Operating Eng	PR Batch 00015.11.2022 Public Works	11/15/2022	6486	281.04	
01-00-00-21-0050	International Union of Operating Eng	PR Batch 00030.11.2022 Public Works	11/30/2022	6486	301.67	
					582.71	
		Vendor Subtotal:				
01-00-00-21-0050	International Union of Operating Eng	PR Batch 00015.11.2022 Public Works	11/15/2022	6487	56.72	
01-00-00-21-0050	International Union of Operating Eng	PR Batch 00030.11.2022 Public Works	11/30/2022	6487	60.48	
					117.20	
		Vendor Subtotal:				
01-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00015.11.2022 Supplementa	11/15/2022	6488	44.79	
01-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00030.11.2022 Supplementa	11/30/2022	6488	44.79	
					89.58	
		Vendor Subtotal:				
01-00-00-25-0021	4Ever Remodeling LLC	RETURN OF STREET DUMPSTER 1	11/30/2022	54866	350.00	
					350.00	
		Vendor Subtotal:				
01-00-00-25-0021	Jacknow Construction	RETURN OF DEPOSIT FOR STREE	11/11/2022	54753	350.00	
					350.00	
		Vendor Subtotal:				
01-00-00-25-0021	Kelsey Roofing	RETURN OF DUMPSTER DEPOSIT	11/30/2022	54845	350.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			350.00	
01-00-00-25-0021	Jane Levy	DUMPSTER DEPOSIT REFUND 134	11/30/2022	54846	350.00	
		Vendor Subtotal:			350.00	
01-00-00-25-0085	Trinity High School	PLANNED DEVELOP ESCROW BA	11/11/2022	54773	4,567.69	
		Vendor Subtotal:			4,567.69	
01-00-00-42-2345	FE Moran Inc. Fire Protection of No	REFUND FOR DUPLICATE CONTR	11/30/2022	54837	125.00	
		Vendor Subtotal:			125.00	
01-00-00-42-2364	Kinetic Energy	REIMBURSEMENT FOR FAILED IN	11/15/2022	54755	75.00	
		Vendor Subtotal:			75.00	
01-00-00-43-3550	Paramedic Billing Services Inc	SEPTEMBER 2022- COLLECTION I	11/28/2022	0	2,995.37	
01-00-00-43-3550	Paramedic Billing Services Inc	OCTOBER 2022 - COLLECTION FE	11/30/2022	0	7,163.00	
		Vendor Subtotal:			10,158.37	
01-00-00-44-4230	Mary Johnston	REFUND FOR TICKET REDUCTIOI	11/11/2022	54754	15.00	
		Vendor Subtotal:			15.00	
01-00-00-44-4230	Sarah Schriber	REFUND FOR DUPLICATE PAYME	11/11/2022	54770	30.00	
		Vendor Subtotal:			30.00	
01-00-00-44-4230	Artem Zhuravel	REFUND FOR DUPLICATE PAYME	11/11/2022	54779	30.00	
		Vendor Subtotal:			30.00	
01-10-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	-444.36	
01-10-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	-0.05	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-10-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	6,173.99	
		Vendor Subtotal:			5,729.58	
01-10-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	14.50	
01-10-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	740.61	
		Vendor Subtotal:			755.11	
01-10-00-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	-1.73	
01-10-00-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	85.42	
		Vendor Subtotal:			83.69	
01-10-00-52-0500	Thomas Gaertner	REIMBURSEMENT FOR JUICE AN	11/15/2022	0	43.51	
		Vendor Subtotal:			43.51	
01-10-00-53-0200	AT&T	MONTHLY ELEVATOR FEE (OCTO	11/11/2022	54726	1,302.62	
		Vendor Subtotal:			1,302.62	
01-10-00-53-0200	Fifth Third Bank	HIGH SPEED INTERNET	11/30/2022	1505	78.53	
01-10-00-53-0200	Fifth Third Bank	MONTHLY CHARGES 8/23-9/22/22	11/30/2022	1505	1,593.82	
01-10-00-53-0200	Fifth Third Bank	INTERNET	11/30/2022	1505	299.22	
		Vendor Subtotal:			1,971.57	
01-10-00-53-0200	Peerless Network	MONTHLY PHONE SERVICE	11/30/2022	0	676.73	
		Vendor Subtotal:			676.73	
01-10-00-53-0200	Verizon Wireless	DATA SERVICE FOR TABLETS & M	11/11/2022	0	114.71	
01-10-00-53-0200	Verizon Wireless	DATA SERVICE FOR TABLETS & M	11/11/2022	0	42.32	
01-10-00-53-0200	Verizon Wireless	DATA FOR MESSAGE BOARD ADM	11/30/2022	0	42.27	
01-10-00-53-0200	Verizon Wireless	DATA FOR MESSAGE BOARD ADM	11/30/2022	0	114.65	
		Vendor Subtotal:			313.95	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-10-00-53-0300	Sikich, LLP	FY 2022 AUDIT 1ST & 2ND PROGR	11/30/2022	54854	10,477.21	
		Vendor Subtotal:			10,477.21	
01-10-00-53-0380	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	117.18	
		Vendor Subtotal:			117.18	
01-10-00-53-0380	VeriSource Services Inc	MONTHLY ADMIN FEE (COBRA) S	11/15/2022	54775	100.00	
		Vendor Subtotal:			100.00	
01-10-00-53-0380	Vicarious Productions Inc	NOVEMBER 2022- MONTHLY RET	11/11/2022	0	6,000.00	
		Vendor Subtotal:			6,000.00	
01-10-00-53-0410	ClientFirst Consulting Group LLC	FY 23 IT SUPPORT SEPTEMBER 20	11/30/2022	0	1,546.88	
01-10-00-53-0410	ClientFirst Consulting Group LLC	FY23- IT SUPPORT- SEPTEMBER 2	11/28/2022	0	4,143.75	
		Vendor Subtotal:			5,690.63	
01-10-00-53-0410	Fifth Third Bank	AMAZON WEB SERVICES	11/30/2022	1505	78.19	
01-10-00-53-0410	Fifth Third Bank	AMAZON WEB SERVICES	11/30/2022	1505	234.57	
		Vendor Subtotal:			312.76	
01-10-00-53-0410	TKB Associates Inc	ANNUAL LASERFICHE FEES	11/30/2022	54857	4,221.75	
		Vendor Subtotal:			4,221.75	
01-10-00-53-3300	Regal Business Machines Inc	MAINTENANCE & TONER - 3 KON	11/30/2022	54852	387.71	
01-10-00-53-3300	Regal Business Machines Inc	STAPLES	11/30/2022	54852	198.64	
		Vendor Subtotal:			586.35	
01-10-00-53-4100	Morrison Associates Ltd	PROFESSIONAL DEVELOPMENT	11/15/2022	54759	1,050.00	
		Vendor Subtotal:			1,050.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-10-00-53-4250	Fifth Third Bank	MEETING	11/30/2022	1505	65.00	
01-10-00-53-4250	Fifth Third Bank	IPELRA CONFERENCE M. WALSH	11/30/2022	1505	242.56	
		Vendor Subtotal:			307.56	
01-10-00-53-4250	Patricia Ivanssek	IPELRA CONFERENCE WALSH, IV	11/11/2022	0	216.50	
		Vendor Subtotal:			216.50	
01-10-00-53-4300	Chicago Metropolitan Agency for Pl	DUES CMAP	11/11/2022	54734	419.64	
		Vendor Subtotal:			419.64	
01-10-00-53-4300	CityTech USA Inc	PUBLIC SALARY MEMBERSHIP	11/28/2022	54830	310.00	
		Vendor Subtotal:			310.00	
01-10-00-53-4300	Fifth Third Bank	ADMIN DROPBOX	11/30/2022	1505	199.00	
01-10-00-53-4300	Fifth Third Bank	DOMAIN RENEWAL	11/30/2022	1505	21.17	
		Vendor Subtotal:			220.17	
01-10-00-53-4300	Forest Insurance	ILLINOIS NOTARY CERTIFICATE-	11/30/2022	54839	80.00	
		Vendor Subtotal:			80.00	
01-10-00-53-4300	Secretary of State Index Dept	ILLINOIS NOTARY CERTIFICATE -	11/30/2022	54853	15.00	
		Vendor Subtotal:			15.00	
01-10-00-53-4400	Edward Hospital	NEW HIRE MEDICAL CANO	11/11/2022	54742	233.00	
		Vendor Subtotal:			233.00	
01-10-00-53-5300	Fifth Third Bank	POSTING FOR DEPUTY CLERK	11/30/2022	1505	350.00	
		Vendor Subtotal:			350.00	



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-10-00-53-5300	Growing Community Media NFP	TREASURER'S REPORT PUBLISHE	11/11/2022	0	786.00	
01-10-00-53-5300	Growing Community Media NFP	LEGAL NOTICE	11/30/2022	0	609.00	
		Vendor Subtotal:			1,395.00	
01-10-00-53-5600	Fifth Third Bank	SOLSMART SILVER PLAQUE	11/30/2022	1505	79.74	
		Vendor Subtotal:			79.74	
01-10-00-54-0100	Fifth Third Bank	VILLAGE HALL LIGHT BULBS	11/30/2022	1505	44.61	
01-10-00-54-0100	Fifth Third Bank	OFFICE EQUIPMENT	11/30/2022	1505	55.60	
01-10-00-54-0100	Fifth Third Bank	COFFEE OFFICE SUPPLIES	11/30/2022	1505	124.62	
01-10-00-54-0100	Fifth Third Bank	OFFICE SUPPLIES	11/30/2022	1505	198.80	
01-10-00-54-0100	Fifth Third Bank	RECEIPT PAPER	11/30/2022	1505	16.89	
		Vendor Subtotal:			440.52	
01-10-00-54-0100	The Printing Store Inc	ENVELOPES	11/30/2022	54851	597.00	
		Vendor Subtotal:			597.00	
01-10-00-54-0100	Warehouse Direct Inc	OFFICE SUPPLIES	11/30/2022	54862	52.79	
		Vendor Subtotal:			52.79	
01-14-00-53-4275	West Suburban Consolidated	MONTHLY DISPATCH SERVICE	11/11/2022	0	18,186.00	
		Vendor Subtotal:			18,186.00	
01-15-00-53-0380	Nova Collective, LLC	DEI CONSULTANT CONTRACT DE	11/11/2022	0	16,500.00	
		Vendor Subtotal:			16,500.00	
01-15-00-53-4300	Illinois Fire & Police	IL FIRE & POLICE COMM. ASSO	11/30/2022	54841	375.00	
		Vendor Subtotal:			375.00	
01-15-00-53-5300	Growing Community Media NFP	ZBA LEGAL NOTICE	11/30/2022	0	301.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-15-00-53-5300	Growing Community Media NFP	ZBA LEGAL NOTICE	11/30/2022	0	287.00	
01-15-00-53-5300	Growing Community Media NFP	ZBA LEGAL NOTICE	11/30/2022	0	252.00	
01-15-00-53-5300	Growing Community Media NFP	ZBA LEGAL NOTICE	11/30/2022	0	224.00	
01-15-00-53-5300	Growing Community Media NFP	ZBA LEGAL NOTICE	11/30/2022	0	287.00	
		Vendor Subtotal:			1,351.00	
01-20-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	4,518.90	
		Vendor Subtotal:			4,518.90	
01-20-00-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	23.83	
		Vendor Subtotal:			23.83	
01-20-00-53-0370	Envirosafe	WEEKLY CHECK AND REBAIT AL	11/15/2022	54745	235.00	
01-20-00-53-0370	Envirosafe	WEEKLY CHECK AND REBAIT AL	11/15/2022	54745	235.00	
01-20-00-53-0370	Envirosafe	WEEKLY CHECK AND REBAIT AL	11/30/2022	54836	235.00	
01-20-00-53-0370	Envirosafe	WEEKLY CHECK AND REBAIT AL	11/30/2022	54836	235.00	
01-20-00-53-0370	Envirosafe	WEEKLY CHECK AND REBAIT AL	11/30/2022	54836	235.00	
01-20-00-53-0370	Envirosafe	WEEKLY CHECK AND REBAIT AL	11/30/2022	54836	235.00	
01-20-00-53-0370	Envirosafe	ADDISTIONAL STATIONS ADDED	11/30/2022	54836	305.00	
01-20-00-53-0370	Envirosafe	WEEKLY CHECK AND REBAIT AL	11/30/2022	54836	235.00	
		Vendor Subtotal:			1,950.00	
01-20-00-53-0370	Verizon Wireless	DATA SERVICE FOR TABLETS & M	11/11/2022	0	50.24	
01-20-00-53-0370	Verizon Wireless	DATA FOR MESSAGE BOARD BUI	11/30/2022	0	50.21	
		Vendor Subtotal:			100.45	
01-20-00-53-1300	B&F Construction Code Services Inc	INSPECTIONS AUGUST	11/11/2022	54727	8,325.00	
		Vendor Subtotal:			8,325.00	
01-20-00-53-3200	Pete's Automotive Service Inc	WIPER BLADES FOR FORD FOCA'	11/30/2022	0	65.00	
		Vendor Subtotal:			65.00	
01-30-00-53-0420	Clark Baird Smith LLP	LEGAL SERVICES EMPLOYMENT	11/11/2022	54736	350.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					350.00	
		Vendor Subtotal:			350.00	
01-40-00-52-0330	Illinois Municipal Retirement Fund		11/30/2022	100151	69.08	
		Vendor Subtotal:			69.08	
01-40-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	-1,683.91	
01-40-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	39,300.89	
01-40-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	1,167.10	
		Vendor Subtotal:			38,784.08	
01-40-00-52-0420	Bestco HARTFORD	POLICE RETIREE BENEFITS DEC :	11/30/2022	54826	8,481.86	
		Vendor Subtotal:			8,481.86	
01-40-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	11,886.11	
01-40-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	104.38	
		Vendor Subtotal:			11,990.49	
01-40-00-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	577.79	
		Vendor Subtotal:			577.79	
01-40-00-53-0200	AT&T Wireless	AT&T CELLULAR PHONE BILL PE	11/14/2022	1504	218.76	
		Vendor Subtotal:			218.76	
01-40-00-53-0200	Verizon Wireless	DATA SERVICE FOR TABLETS & M	11/11/2022	0	94.20	
01-40-00-53-0200	Verizon Wireless	DATA SERVICE FOR TABLETS & M	11/11/2022	0	12.86	
01-40-00-53-0200	Verizon Wireless	DATA FOR MESSAGE BOARD PD (	11/30/2022	0	17.82	
01-40-00-53-0200	Verizon Wireless	DATA FOR MESSAGE BOARD PD	11/30/2022	0	94.17	
		Vendor Subtotal:			219.05	
01-40-00-53-0385	Daniel J Kelley	ADJUDICATION OFFICER	11/30/2022	54844	300.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			300.00	
01-40-00-53-0385	Municipal Systems LLC	SEPTEMBER COLLECTIONS	11/11/2022	0	351.95	
01-40-00-53-0385	Municipal Systems LLC	SEPTEMBER MSI	11/11/2022	0	1,150.00	
01-40-00-53-0385	Municipal Systems LLC	OCTOBER 2022 MSI	11/30/2022	0	1,150.00	
		Vendor Subtotal:			2,651.95	
01-40-00-53-0385	Alfred M Swanson Jr	RED LIGHT HEARING	11/11/2022	0	300.00	
01-40-00-53-0385	Alfred M Swanson Jr	ADJUDICATION HEARING NOVEN	11/30/2022	0	300.00	
01-40-00-53-0385	Alfred M Swanson Jr	RED LIGHT HEARING	11/30/2022	0	300.00	
		Vendor Subtotal:			900.00	
01-40-00-53-0410	Verizon Connect NWF Inc	FLEET MGT - SEPT 22	11/11/2022	54776	113.33	
01-40-00-53-0410	Verizon Connect NWF Inc	FLEET MGT. OCT 22	11/30/2022	54859	113.33	
		Vendor Subtotal:			226.66	
01-40-00-53-0430	Animal Care League	AUG & SEP ANIMAL CONTROL	11/11/2022	0	100.00	
		Vendor Subtotal:			100.00	
01-40-00-53-3100	Battery Service Corporation	CAMERAS	11/30/2022	54825	299.95	
01-40-00-53-3100	Battery Service Corporation	CAMERAS	11/30/2022	54825	299.95	
		Vendor Subtotal:			599.90	
01-40-00-53-3100	Chicago Communications LLC	RADIO PROGRAMMING	11/30/2022	54828	95.00	
01-40-00-53-3100	Chicago Communications LLC	RADIO PROGRAMMING	11/30/2022	54828	95.00	
01-40-00-53-3100	Chicago Communications LLC	RADIO PROGRAMMING	11/30/2022	54828	95.00	
		Vendor Subtotal:			285.00	
01-40-00-53-3100	Lyons & Pinner Electric Companies	400 HARLEM STREET LIGHT REP/	11/30/2022	0	1,168.00	
		Vendor Subtotal:			1,168.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-40-00-53-3200	CAMZ Communications Inc	NEW CAR #6 UPFITTING	11/11/2022	54731	4,895.00	
		Vendor Subtotal:			4,895.00	
01-40-00-53-3200	Fleet Safety Supply	NEW CAR # 6 ELECTRONICS EQU	11/28/2022	54838	604.00	
		Vendor Subtotal:			604.00	
01-40-00-53-3200	Pete's Automotive Service Inc	MONTHLY VEHICLE MAINT. 2019	11/11/2022	0	353.28	
01-40-00-53-3200	Pete's Automotive Service Inc	MONTHLY VEHICLE MAINT. 2019	11/11/2022	0	953.00	
01-40-00-53-3200	Pete's Automotive Service Inc	MONTHLY VEHICLE MAINT. 2019	11/11/2022	0	436.54	
01-40-00-53-3200	Pete's Automotive Service Inc	MONTHLY VEHICLE MAINT. 2019	11/11/2022	0	2,999.00	
01-40-00-53-3200	Pete's Automotive Service Inc	MONTHLY VEHICLE MAINT. 2018	11/11/2022	0	476.02	
01-40-00-53-3200	Pete's Automotive Service Inc	OCTOBER 2022 MONTHLY VEHIC	11/28/2022	0	230.00	
01-40-00-53-3200	Pete's Automotive Service Inc	OCTOBER 2022 MONTHLY VEHIC	11/28/2022	0	1,131.73	
01-40-00-53-3200	Pete's Automotive Service Inc	OCTOBER 2022 MONTHLY VEHIC	11/28/2022	0	233.41	
01-40-00-53-3200	Pete's Automotive Service Inc	OCTOBER 2022 MONTHLY VEHIC	11/28/2022	0	701.00	
		Vendor Subtotal:			7,513.98	
01-40-00-53-3200	W.C. Schauer Hardware	VEHICLE SUPPLIES	11/11/2022	54769	7.45	
01-40-00-53-3200	W.C. Schauer Hardware	VEHICLE SUPPLIES	11/11/2022	54769	17.08	
		Vendor Subtotal:			24.53	
01-40-00-53-4100	CE21 LLC	TUITION ANNUAL IL. PUBLIC SEC	11/30/2022	54827	650.00	
		Vendor Subtotal:			650.00	
01-40-00-53-4100	Chicago Police Department	BASIC METROPOLITAN TRAINING	11/30/2022	54829	2,386.00	
		Vendor Subtotal:			2,386.00	
01-40-00-53-4100	Fifth Third Bank	TRAINING J. CASEY	11/30/2022	1505	95.00	
01-40-00-53-4100	Fifth Third Bank	TRAINING M. LANDINI	11/30/2022	1505	95.00	
01-40-00-53-4100	Fifth Third Bank	TRAINING W. CASSIDY	11/30/2022	1505	95.00	
01-40-00-53-4100	Fifth Third Bank	TRAINING M. DRAKE	11/30/2022	1505	95.00	
		Vendor Subtotal:			380.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-40-00-53-4100	North East Multi-Regional Training	TUITION FOR LUIS TAGLE	11/11/2022	54763	200.00	
01-40-00-53-4100	North East Multi-Regional Training	TUITION FOR PAUL BRADLEY	11/11/2022	54763	300.00	
01-40-00-53-4100	North East Multi-Regional Training	TUITION FOR 2 -DAY COURSE 11/	11/30/2022	54850	325.00	
		Vendor Subtotal:			825.00	
01-40-00-53-4200	Andy Frain Services Inc	SEPT. 2022 CROSSING GUARDS	11/11/2022	0	14,842.46	
01-40-00-53-4200	Andy Frain Services Inc	OCT. 2022 CROSSING GUARDS	11/30/2022	0	13,585.83	
		Vendor Subtotal:			28,428.29	
01-40-00-53-4200	Kimberly J. Wojack	ISEARCH BILLING KIM WOJACK	11/30/2022	54865	830.00	
		Vendor Subtotal:			830.00	
01-40-00-53-4300	Fifth Third Bank	DIGITAL SUBSCRIPTION - TRIBUN	11/30/2022	1505	27.72	
01-40-00-53-4300	Fifth Third Bank	DROPBOX ACCT. - GREENWOOD	11/30/2022	1505	540.00	
01-40-00-53-4300	Fifth Third Bank	REFUND DROPBOX ACCT. - GREE	11/30/2022	1505	-540.00	
01-40-00-53-4300	Fifth Third Bank	DROPBOX ACCT - GREENWOOD	11/30/2022	1505	540.00	
		Vendor Subtotal:			567.72	
01-40-00-53-4350	Classic Graphic Industries Inc	PARKING TICKET ENVELOPES	11/11/2022	54737	3,171.15	
		Vendor Subtotal:			3,171.15	
01-40-00-53-4400	Elmhurst Occupational Health	PD WORKERS COMP CORTES	11/11/2022	54744	289.00	
		Vendor Subtotal:			289.00	
01-40-00-54-0100	Fifth Third Bank	PD Office Equipment	11/30/2022	1505	505.84	
		Vendor Subtotal:			505.84	
01-40-00-54-0100	Warehouse Direct Inc	OFFICE SUPPLIES	11/11/2022	54777	22.36	
01-40-00-54-0100	Warehouse Direct Inc	OFFICE SUPPLIES	11/28/2022	54862	66.50	
01-40-00-54-0100	Warehouse Direct Inc	OFFICE SUPPLIES	11/30/2022	54862	13.10	
01-40-00-54-0100	Warehouse Direct Inc	PAPER PD	11/30/2022	54862	66.48	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			168.44	
01-40-00-54-0150	Ray O'Herron Co. Inc	(2) BOLAWRAP SYSTEMS AND AC	11/11/2022	54764	2,582.10	
		Vendor Subtotal:			2,582.10	
01-40-00-54-0300	Emblem Enterprises Inc	UNIFORM PATCHES	11/30/2022	54835	1,113.81	
		Vendor Subtotal:			1,113.81	
01-40-00-54-0310	JG Uniforms Inc	GOETZ BELT	11/30/2022	54843	34.50	
		Vendor Subtotal:			34.50	
01-40-00-54-0400	Anchortex Corporation	PRISONER BLANKETS	11/11/2022	54725	236.37	
		Vendor Subtotal:			236.37	
01-40-00-54-0400	Fifth Third Bank	PRISONER FOOD	11/30/2022	1505	24.95	
01-40-00-54-0400	Fifth Third Bank	FINGER PRINT INK SUPPLIES	11/30/2022	1505	6.73	
		Vendor Subtotal:			31.68	
01-40-00-54-0400	Starship Inc	PRISONER MEALS	11/30/2022	54855	152.00	
		Vendor Subtotal:			152.00	
01-40-00-54-0601	Chicago Communications LLC	RADIO PROGRAMMING	11/11/2022	54733	35.00	
		Vendor Subtotal:			35.00	
01-50-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	27,599.45	
		Vendor Subtotal:			27,599.45	
01-50-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	71.49	
01-50-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	8,380.57	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					8,452.06	
		Vendor Subtotal:				
01-50-00-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	319.30	
		Vendor Subtotal:			319.30	
01-50-00-53-0200	AT&T Wireless	AT&T CELLULAR PHONE BILL FE	11/14/2022	1504	262.30	
		Vendor Subtotal:			262.30	
01-50-00-53-0200	Verizon Wireless	DATA SERVICE FOR TABLETS & M	11/11/2022	0	36.01	
01-50-00-53-0200	Verizon Wireless	DATA FOR MESSAGE BOARD FD	11/30/2022	0	36.01	
		Vendor Subtotal:			72.02	
01-50-00-53-3100	Air One Equipment Inc	SCBA AIR COMPRESSOR AIR QUA	11/11/2022	54724	150.00	
		Vendor Subtotal:			150.00	
01-50-00-53-3200	Irene G. Grilli	# 214 SAFETY LANE INSPECTION	11/30/2022	54840	40.00	
		Vendor Subtotal:			40.00	
01-50-00-53-3200	Interstate Power Systems Inc	#214- REPAIRED BOX MARKER LI	11/15/2022	54752	1,927.86	
01-50-00-53-3200	Interstate Power Systems Inc	WATER TANK LEVEL REPAIRED #	11/11/2022	54752	968.93	
		Vendor Subtotal:			2,896.79	
01-50-00-53-3200	Pete's Automotive Service Inc	# 201 OIL CHANGE AND STEER SU	11/30/2022	0	277.10	
		Vendor Subtotal:			277.10	
01-50-00-53-3200	Stryker Sales LLC	ANNUAL PREVENTATIVE MAINT	11/28/2022	54856	3,251.00	
01-50-00-53-3200	Stryker Sales LLC	BATTERY	11/28/2022	54856	660.00	
		Vendor Subtotal:			3,911.00	



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-50-00-53-3200	Wigit's Truck Center	#213 A/C REPAIRED AND CHECK I	11/30/2022	54863	787.49	
		Vendor Subtotal:			787.49	
01-50-00-53-4200	Fifth Third Bank	OPEN HOUSE SNACKS	11/30/2022	1505	13.10	
01-50-00-53-4200	Fifth Third Bank	OPEN HOUSE SNACKS	11/30/2022	1505	38.98	
01-50-00-53-4200	Fifth Third Bank	CARD AND GIFT CARD FOR JULIE	11/30/2022	1505	511.11	
		Vendor Subtotal:			563.19	
01-50-00-53-4200	Kevin Wiley	REIMBURSEMENT FOR PIZZA FOR	11/30/2022	54864	82.50	
		Vendor Subtotal:			82.50	
01-50-00-53-4250	Fifth Third Bank	HOTEL ROOM FOR ILFC CONFERENCE	11/30/2022	1505	556.35	
		Vendor Subtotal:			556.35	
01-50-00-53-4300	Illinois Fire Inspectors Association	2023 IFIA MEMBERSHIP DUES- KE	11/30/2022	54842	100.00	
		Vendor Subtotal:			100.00	
01-50-00-54-0100	Warehouse Direct Inc	2023 DESK CALENDAR	11/30/2022	54862	6.60	
		Vendor Subtotal:			6.60	
01-50-00-54-0600	Christopher Doran	NEW BATTERIES FOR PELICAN-C	11/30/2022	54834	169.25	
		Vendor Subtotal:			169.25	
01-50-00-54-0600	Fifth Third Bank	FD EQUIPMENT	11/30/2022	1505	120.80	
01-50-00-54-0600	Fifth Third Bank	FD EQUIPMENT	11/30/2022	1505	417.72	
		Vendor Subtotal:			538.52	
01-50-00-54-0600	US Gas	OXYGEN CYLINDER RENTAL OCTOBER	11/11/2022	0	178.50	
		Vendor Subtotal:			178.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-50-00-54-0600	Warehouse Direct Inc	OFFICE SUPPLIES	11/30/2022	54862	162.79	
		Vendor Subtotal:			162.79	
01-50-00-54-0600	Zoll Medical Corporation	B/P CUFFS	11/15/2022	54780	859.80	
		Vendor Subtotal:			859.80	
01-60-01-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	3,881.15	
		Vendor Subtotal:			3,881.15	
01-60-01-52-0400	MOE Funds	PW EMPLOYEE HEALTH INSURAN	11/28/2022	54848	6,693.30	
		Vendor Subtotal:			6,693.30	
01-60-01-52-0420	Bestco HARTFORD	PUBLIC WORKS RETIREE BENEFI	11/30/2022	54826	1,327.16	
		Vendor Subtotal:			1,327.16	
01-60-01-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	2.88	
01-60-01-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	1,284.37	
		Vendor Subtotal:			1,287.25	
01-60-01-52-0420	Midwest Operating Eng-Pension Tru	HEALTH INSURANCE PW RETIRE	11/28/2022	54847	1,130.00	
		Vendor Subtotal:			1,130.00	
01-60-01-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	29.63	
01-60-01-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	-4.60	
		Vendor Subtotal:			25.03	
01-60-01-53-0200	Verizon Wireless	DATA SERVICE FOR TABLETS & M	11/11/2022	0	47.47	
01-60-01-53-0200	Verizon Wireless	DATA FOR MESSAGE BOARD	11/11/2022	0	18.04	
01-60-01-53-0200	Verizon Wireless	DATA FOR MESSAGE BOARD PW	11/30/2022	0	47.41	
01-60-01-53-0200	Verizon Wireless	DATA FOR MESSAGE BOARD	11/30/2022	0	18.02	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			130.94	
01-60-01-53-0380	FBO: Thomas Engineering Group LL	GENERAL CONSTRUCTION ENGI	11/11/2022	0	3,745.14	
		Vendor Subtotal:			3,745.14	
01-60-01-53-0410	MGP Inc	GIS CONSORTIUM STAFFING SER	11/11/2022	0	1,788.41	
01-60-01-53-0410	MGP Inc	GIS CONSORTIUM STAFFING SER	11/11/2022	0	1,788.42	
		Vendor Subtotal:			3,576.83	
01-60-01-53-3200	Irene G. Grilli	VEHICLE SAFETY INSPECTIONS #	11/30/2022	54840	120.00	
		Vendor Subtotal:			120.00	
01-60-01-53-3200	Wigit's Truck Center	VEHICLE REPAIRS	11/11/2022	54778	1,193.95	
01-60-01-53-3200	Wigit's Truck Center	VEHICLE REPAIRS #41	11/15/2022	54778	1,151.66	
		Vendor Subtotal:			2,345.61	
01-60-01-53-3400	Meade Electric Company Inc	EMERGENCY VEHICLE PRE-EMP	11/11/2022	54757	424.00	
		Vendor Subtotal:			424.00	
01-60-01-53-3400	Lyons & Pinner Electric Companies	POLE RELOCATION PAID FOR BY	11/11/2022	0	3,986.00	
01-60-01-53-3400	Lyons & Pinner Electric Companies	POLE REPLACEMENT FROM TRA	11/11/2022	0	3,337.70	
01-60-01-53-3400	Lyons & Pinner Electric Companies	LIGHT POLE RELOCATION- 915 M	11/15/2022	0	3,979.00	
		Vendor Subtotal:			11,302.70	
01-60-01-53-3600	W.W. Grainger Inc	LIGHT BULBS FOR PW BVH	11/11/2022	54748	78.30	
		Vendor Subtotal:			78.30	
01-60-01-53-3600	David J. Beacom	CONTRACT LANDSCAPING	11/11/2022	54728	2,350.00	
		Vendor Subtotal:			2,350.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-60-01-53-3600	Pizzo & Associates Ltd	CHICAGO AVE NATIVE PLANT M	11/11/2022	54767	998.75	
		Vendor Subtotal:			998.75	
01-60-01-53-3600	U.S. Geological Survey	DES PLAINES RIVER GAGING STA	11/11/2022	54774	5,500.00	
		Vendor Subtotal:			5,500.00	
01-60-01-53-3610	Davis Concrete Construction Co	2022 CURB AND SIDEWALK PROJ	11/11/2022	54740	61,953.90	
		Vendor Subtotal:			61,953.90	
01-60-01-53-3620	Josephine Cacciatore	REIMBURSEMENT FROM ALLEGE	11/11/2022	54730	2,463.00	
		Vendor Subtotal:			2,463.00	
01-60-01-53-3620	Fifth Third Bank	TEMP. TRAFFIC BARRIERS -VBO1	11/30/2022	1505	3,728.41	
		Vendor Subtotal:			3,728.41	
01-60-01-53-4250	Fifth Third Bank	IAA CONFERENCE DAN RADDAT	11/30/2022	1505	225.00	
01-60-01-53-4250	Fifth Third Bank	IAA CONFERENCE MATT DECOSC	11/30/2022	1505	225.00	
01-60-01-53-4250	Fifth Third Bank	IAA CONFERENCE MIKE THOMA	11/30/2022	1505	225.00	
01-60-01-53-4250	Fifth Third Bank	IAA CONFERENCE BRIAN SKOCZ	11/30/2022	1505	315.00	
		Vendor Subtotal:			990.00	
01-60-01-53-4400	Edward Hospital	RANDOM DRUG TEST PW	11/11/2022	54742	40.00	
		Vendor Subtotal:			40.00	
01-60-01-53-5350	Rainbow Farms Enterprises Inc	DISPOSAL OF WOODCHIPS	11/11/2022	0	350.00	
		Vendor Subtotal:			350.00	
01-60-01-53-5400	Lyons & Pinner Electric Companies	STREET LIGHT REPAIR/TRAFFIC	11/11/2022	0	13,086.41	
01-60-01-53-5400	Lyons & Pinner Electric Companies	STREET LIGHT REPAIR/DAMAGE	11/11/2022	0	2,714.00	
01-60-01-53-5400	Lyons & Pinner Electric Companies	STREET LIGHT REPAIR/TRAFFIC	11/11/2022	0	3,372.35	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			19,172.76	
01-60-01-53-5450	AEP Energy	ELECTRICITY FOR STREET LIGHT	11/11/2022	54723	1,629.43	
		Vendor Subtotal:			1,629.43	
01-60-01-54-0310	Alec Cepak	BOOTS AND WORK SHIRTS CEPAL	11/11/2022	54732	215.67	
		Vendor Subtotal:			215.67	
01-60-01-54-0500	Bristol Hose & Fitting Inc	HOSES FOR HI RANGER	11/11/2022	0	136.32	
		Vendor Subtotal:			136.32	
01-60-01-54-0600	Fifth Third Bank	PW TOOLS	11/30/2022	1505	36.37	
01-60-01-54-0600	Fifth Third Bank	PW TOOLS	11/30/2022	1505	36.37	
		Vendor Subtotal:			72.74	
01-60-01-54-0600	W.W. Grainger Inc	MISC. SUPPLIES	11/11/2022	54748	62.02	
		Vendor Subtotal:			62.02	
01-60-01-54-0600	Traffic Control & Protection Inc	SIGNS & MATERIALS	11/30/2022	54858	205.10	
		Vendor Subtotal:			205.10	
01-60-05-53-5500	LRS Holdings LLC	REFUSE REMOVAL PER CONTRAC	11/11/2022	0	96,653.92	
		Vendor Subtotal:			96,653.92	
01-60-05-53-5510	LRS	LEAF DISPOSAL	11/11/2022	54756	11,287.18	
01-60-05-53-5510	LRS	LEAF DISPOSAL	11/11/2022	54756	373.23	
		Vendor Subtotal:			11,660.41	
Subtotal for Fund: 01					750,759.90	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-00-00-21-0000	RINI GHOSH	Refund Check 001299-000, 624 ASH	11/07/2022	54747	102.20	
		Vendor Subtotal:			102.20	
02-00-00-21-0000	ERICH BIXLER	Refund Check 013769-000, 121 PARI	11/07/2022	54729	167.59	
		Vendor Subtotal:			167.59	
02-00-00-21-0015	State Treasurer	PR Batch 00015.11.2022 State Income	11/15/2022	100143	1,442.03	
02-00-00-21-0015	State Treasurer	PR Batch 00030.11.2022 State Income	11/30/2022	100148	1,431.78	
		Vendor Subtotal:			2,873.81	
02-00-00-21-0015	United States Treasury	PR Batch 00015.11.2022 Federal Inco	11/15/2022	100144	3,642.82	
02-00-00-21-0015	United States Treasury	PR Batch 00015.11.2022 FICA Emplo	11/15/2022	100144	1,976.52	
02-00-00-21-0015	United States Treasury	PR Batch 00015.11.2022 Medicare En	11/15/2022	100144	476.46	
02-00-00-21-0015	United States Treasury	PR Batch 00015.11.2022 Medicare En	11/15/2022	100144	476.46	
02-00-00-21-0015	United States Treasury	PR Batch 00015.11.2022 FICA Emplo	11/15/2022	100144	1,976.52	
02-00-00-21-0015	United States Treasury	PR Batch 00030.11.2022 FICA Emplo	11/30/2022	100149	1,793.87	
02-00-00-21-0015	United States Treasury	PR Batch 00030.11.2022 Medicare En	11/30/2022	100149	472.60	
02-00-00-21-0015	United States Treasury	PR Batch 00030.11.2022 FICA Emplo	11/30/2022	100149	1,793.87	
02-00-00-21-0015	United States Treasury	PR Batch 00030.11.2022 Medicare En	11/30/2022	100149	472.60	
02-00-00-21-0015	United States Treasury	PR Batch 00030.11.2022 Federal Inco	11/30/2022	100149	3,683.78	
		Vendor Subtotal:			16,765.50	
02-00-00-21-0027	Ace Boring & Excavating	RETURN OF HYDRANT METER DI	11/30/2022	54824	1,000.00	
		Vendor Subtotal:			1,000.00	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF Emplc	11/30/2022	100147	1,066.76	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF Emplc	11/30/2022	100147	2,121.68	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF Emplc	11/30/2022	100147	395.95	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF Emplc	11/30/2022	100147	741.96	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF-Volun	11/30/2022	100147	207.63	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00030.11.2022 IMRF-Volun	11/30/2022	100147	424.80	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF Emplc	11/15/2022	100147	764.64	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF-Volun	11/15/2022	100147	223.27	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF Emplc	11/15/2022	100147	1,065.26	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF Emplc	11/15/2022	100147	2,121.84	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF-Volun	11/15/2022	100147	352.63	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.11.2022 IMRF Emplc	11/15/2022	100147	409.09	
		Vendor Subtotal:			9,895.51	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.11.2022 ICMA	11/15/2022	100142	396.07	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.11.2022 ICMA	11/15/2022	100142	111.72	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00030.11.2022 ICMA	11/30/2022	100146	102.63	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00030.11.2022 ICMA	11/30/2022	100146	396.07	
		Vendor Subtotal:			1,006.49	
02-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.11.2022 AXA Flat	11/15/2022	100140	25.99	
02-00-00-21-0041	AXA Equitable Retirement	PR Batch 00030.11.2022 AXA Flat	11/30/2022	100145	26.00	
		Vendor Subtotal:			51.99	
02-00-00-21-0045	Amalgamated Bank of Chicago	2022A DEBT CERTIFICATES INTEF	11/30/2022	0	25,498.15	
		Vendor Subtotal:			25,498.15	
02-00-00-21-0050	International Union of Operating Eng	PR Batch 00030.11.2022 Public Works	11/30/2022	6486	240.76	
02-00-00-21-0050	International Union of Operating Eng	PR Batch 00015.11.2022 Public Works	11/15/2022	6486	261.39	
		Vendor Subtotal:			502.15	
02-00-00-21-0050	International Union of Operating Eng	PR Batch 00030.11.2022 Public Works	11/30/2022	6487	43.52	
02-00-00-21-0050	International Union of Operating Eng	PR Batch 00015.11.2022 Public Works	11/15/2022	6487	47.28	
		Vendor Subtotal:			90.80	
02-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00030.11.2022 Supplementa	11/30/2022	6488	19.21	
02-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00015.11.2022 Supplementa	11/15/2022	6488	19.21	
		Vendor Subtotal:			38.42	
02-00-00-43-3100	Ace Boring & Excavating	RETURN OF HYDRANT METER DI	11/30/2022	54824	-100.00	
		Vendor Subtotal:			-100.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-00-00-46-6580	Parks Plumbing and Sewer	ISSUE REFUND FOR 1" WATER MI	11/11/2022	54765	229.00	
		Vendor Subtotal:			229.00	
02-60-06-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	7,143.24	
02-60-06-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	-296.25	
		Vendor Subtotal:			6,846.99	
02-60-06-52-0400	MOE Funds	PW EMPLOYEE HEALTH INSURA1	11/28/2022	54848	6,205.70	
		Vendor Subtotal:			6,205.70	
02-60-06-52-0420	Midwest Operating Eng-Pension Tru	HEALTH INSURANCE PW RETIRE	11/28/2022	54847	523.00	
		Vendor Subtotal:			523.00	
02-60-06-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	-1.15	
02-60-06-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	213.26	
02-60-06-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	-1.16	
		Vendor Subtotal:			210.95	
02-60-06-53-0200	Comcast Cable	INTERNET AT PUMP STATION	11/30/2022	54831	209.70	
		Vendor Subtotal:			209.70	
02-60-06-53-0200	Peerless Network	MONTHLY PHONE SERVICE	11/30/2022	0	169.18	
		Vendor Subtotal:			169.18	
02-60-06-53-0200	Verizon Wireless	DATA SERVICE FOR TABLETS & M	11/11/2022	0	47.47	
02-60-06-53-0200	Verizon Wireless	DATA FOR MESSAGE BOARD PW	11/30/2022	0	47.41	
		Vendor Subtotal:			94.88	
02-60-06-53-0300	Sikich, LLP	FY 2022 AUDIT 1ST & 2ND PROGR	11/30/2022	54854	5,612.79	



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			5,612.79	
02-60-06-53-0380	Christopher B. Burke Engineering Lt	STORMWATER MASTER PLAN PA	11/15/2022	0	5,728.00	
02-60-06-53-0380	Christopher B. Burke Engineering Lt	LEAD SERVICE REPLACEMENT P	11/15/2022	0	1,050.00	
		Vendor Subtotal:			6,778.00	
02-60-06-53-0380	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	11/01/2022	1502	8.82	
		Vendor Subtotal:			8.82	
02-60-06-53-0410	ClientFirst Consulting Group LLC	FY23- IT SUPPORT- SEPTEMBER 2	11/28/2022	0	1,381.25	
02-60-06-53-0410	ClientFirst Consulting Group LLC	FY 23 IT SUPPORT SEPTEMBER 20	11/30/2022	0	1,546.87	
		Vendor Subtotal:			2,928.12	
02-60-06-53-0410	MGP Inc	GIS CONSORTIUM STAFFING SER	11/11/2022	0	1,788.42	
02-60-06-53-0410	MGP Inc	GIS CONSORTIUM STAFFING SER	11/11/2022	0	1,788.41	
		Vendor Subtotal:			3,576.83	
02-60-06-53-0410	SBRK Finance Holdings Inc	UB WEB PAYMENTS OCTOBER 20	11/11/2022	54768	592.00	
		Vendor Subtotal:			592.00	
02-60-06-53-0410	TKB Associates Inc	ANNUAL LASERFICHE FEES	11/30/2022	54857	1,407.25	
		Vendor Subtotal:			1,407.25	
02-60-06-53-3050	Eden Brothers LLC	LEAK DETECTION SURVEY	11/15/2022	54741	6,395.00	
		Vendor Subtotal:			6,395.00	
02-60-06-53-3200	MyFleetCenter.com	OIL CHANGE 2019 FORD F550 #66	11/11/2022	54761	97.15	
		Vendor Subtotal:			97.15	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-60-06-53-3200	Wigit's Truck Center	VEHICLE REPAIRS #41	11/15/2022	54778	287.92	
		Vendor Subtotal:			287.92	
02-60-06-53-3300	Regal Business Machines Inc	STAPLES	11/30/2022	54852	22.07	
02-60-06-53-3300	Regal Business Machines Inc	MAINTENANCE & TONER - 3 KON	11/30/2022	54852	43.08	
		Vendor Subtotal:			65.15	
02-60-06-53-3600	Alarm Detection Systems Inc	PW ALARM MONITORING	11/30/2022	0	105.00	
		Vendor Subtotal:			105.00	
02-60-06-53-3600	Nicor Gas Company	NATURAL GAS PUMPING STATIO	11/11/2022	54762	114.00	
		Vendor Subtotal:			114.00	
02-60-06-53-3600	Patten Industries Inc	GENERATOR MAINTENANCE	11/11/2022	0	569.00	
		Vendor Subtotal:			569.00	
02-60-06-53-3630	Natasha Diaz	OVERHEAD SEWER REIMBURSEM	11/30/2022	54833	4,000.00	
		Vendor Subtotal:			4,000.00	
02-60-06-53-3630	Stephanie Petersmarck	OVERHEAD SEWER REIMBURSEM	11/11/2022	54766	4,000.00	
		Vendor Subtotal:			4,000.00	
02-60-06-53-3630	Lawrence Vogel	OVERHEAD SEWER REIMBURSEM	11/30/2022	54861	4,000.00	
		Vendor Subtotal:			4,000.00	
02-60-06-53-3631	Lisa Honaman Grant	LEAD SERVICE LINE REPLACEMI	11/11/2022	54749	2,500.00	
		Vendor Subtotal:			2,500.00	
02-60-06-53-3631	Jonathan M. Gregory	LEAD SERVICE LINE REPLACEMI	11/11/2022	54750	7,500.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal:			7,500.00	
02-60-06-53-3631	Michael Gumbel	LEAD SERVICE LINE REPLACEMI	11/11/2022	54751	2,500.00	
		Vendor Subtotal:			2,500.00	
02-60-06-53-3631	Joan Mercuri	LEAD SERVICE LINE REPLACEMI	11/11/2022	54758	7,500.00	
		Vendor Subtotal:			7,500.00	
02-60-06-53-3631	Lawrence Vogel	LEAD SERVICE REPLACEMENT P.	11/30/2022	54861	7,500.00	
		Vendor Subtotal:			7,500.00	
02-60-06-53-3640	Murphy's Contractors Equipment Inc	EQUIPMENT RENTAL FOR SEWEF	11/11/2022	54760	275.00	
		Vendor Subtotal:			275.00	
02-60-06-53-4350	Sebis Direct (Printing)	UTILITY BILLING PRINTING OCT	11/11/2022	0	202.21	
		Vendor Subtotal:			202.21	
02-60-06-53-4480	Suburban Laboratories Inc	WATER QUALITY TESTING	11/11/2022	54772	90.00	
		Vendor Subtotal:			90.00	
02-60-06-53-5350	LRS	STREET SWEEPING	11/11/2022	54756	201.40	
		Vendor Subtotal:			201.40	
02-60-06-54-0600	Core & Main LP	STOCK PARTS	11/11/2022	54739	85.00	
		Vendor Subtotal:			85.00	
02-60-06-54-0600	EJ USA, Inc.	MANHOLE COVER	11/11/2022	54743	600.68	
		Vendor Subtotal:			600.68	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-60-06-54-0600	Hawkins Inc	WATER TREATMENT CHEMICALS	11/11/2022	0	940.32	
		Vendor Subtotal:			940.32	
02-60-06-54-1300	Sebis Direct (Postage)	UTILITY BILLING POSTAGE NOV1	11/11/2022	0	749.76	
		Vendor Subtotal:			749.76	
02-60-06-54-2200	City of Chicago	PURCHASE OF WATER	11/11/2022	54735	64,110.39	
02-60-06-54-2200	City of Chicago	PURCHASE OF WATER	11/11/2022	54735	77,721.32	
		Vendor Subtotal:			141,831.71	
02-60-06-55-1150	Visu-Sewer of Illinois LLC	2022 SEWER LINING PAYMENT #2	11/30/2022	54860	20,680.05	
		Vendor Subtotal:			20,680.05	
02-60-06-56-0104	Illinois Environmental Protection Ag	IEPA LOAN PRINCIPAL AND INTEI	11/30/2022	0	340,837.43	
		Vendor Subtotal:			340,837.43	
02-60-06-56-0105	Illinois Environmental Protection Ag	IEPA LOAN PRINCIPAL AND INTEI	11/30/2022	0	117,735.47	
		Vendor Subtotal:			117,735.47	
				Subtotal for Fund: 02	764,648.07	
03-00-00-55-9100	Schroeder Asphalt Services Inc	2022 STREET IMPROV PROJECT P2	11/11/2022	54771	95,070.76	
		Vendor Subtotal:			95,070.76	
				Subtotal for Fund: 03	95,070.76	
05-00-00-21-0045	Amalgamated Bank of Chicago	2022A DEBT CERTIFICATES INTEF	11/30/2022	0	72,851.85	
		Vendor Subtotal:			72,851.85	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
05-00-00-56-0035	Forest Park National Bank	2022 BOND PRINCIPAL AND INTEI	11/30/2022	0	275,000.00	
		Vendor Subtotal:			275,000.00	
05-00-00-56-0036	Forest Park National Bank	2022 BOND PRINCIPAL AND INTEI	11/30/2022	0	3,483.33	
		Vendor Subtotal:			3,483.33	
				Subtotal for Fund: 05	351,335.18	
13-00-00-55-8700	CDS Office Technologies Inc	SIERRA MODEM - NEW CAR # 6	11/28/2022	0	1,264.00	
		Vendor Subtotal:			1,264.00	
13-00-00-55-8700	Fleet Safety Supply	NEW CAR # 6 ELECTRONICS EQU	11/28/2022	54838	820.00	
		Vendor Subtotal:			820.00	
				Subtotal for Fund: 13	2,084.00	
14-00-00-53-0370	American Traffic Solutions Inc	MONTHLY CHARGE FOR AUTOM.	11/11/2022	0	4,042.00	
		Vendor Subtotal:			4,042.00	
14-00-00-55-0500	Garland/DBS Inc	APPARATUS BAY ROOF QUOTE	11/11/2022	54746	1,500.00	
		Vendor Subtotal:			1,500.00	
14-00-00-55-1250	FBO: Thomas Engineering Group LL	GREEN ALLEY PROJECT PAYMET	11/11/2022	0	21,640.84	
		Vendor Subtotal:			21,640.84	
14-00-00-55-8620	ClientFirst Consulting Group LLC	SERVER UPGRADE CIP	11/28/2022	0	915.00	
14-00-00-55-8620	ClientFirst Consulting Group LLC	OFFICE 365 CIP	11/28/2022	0	750.00	
		Vendor Subtotal:			1,665.00	
14-00-00-55-8620	Dell Marketing L.P.	FY23 CIP - OFFICE 365 LICENSES	11/30/2022	54832	15,046.47	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
14-00-00-55-8620	Dell Marketing L.P.	FY23 CIP - SERVER STORAGE ARF	11/30/2022	54832	40,863.93	
		Vendor Subtotal:			55,910.40	
		Subtotal for Fund: 14			84,758.24	
31-00-00-53-0100	ComEd	11 ASHLAND ELECTRICITY # 2	11/11/2022	54738	16.47	
31-00-00-53-0100	ComEd	11 ASHLAND ELECTRICITY #1	11/11/2022	54738	16.81	
31-00-00-53-0100	ComEd	ELECTRICITY 10 LATHROP	11/11/2022	54738	29.45	
		Vendor Subtotal:			62.73	
31-00-00-53-0100	Fifth Third Bank	10 LATHROP GAS	11/30/2022	1505	24.20	
		Vendor Subtotal:			24.20	
31-00-00-53-0100	Nicor Gas Company	NATURAL GAS 11 ASHLAND AVE	11/30/2022	54849	34.55	
31-00-00-53-0100	Nicor Gas Company	NATURAL GAS 11 ASHLAND AVE	11/30/2022	54849	37.65	
31-00-00-53-0100	Nicor Gas Company	GAS 11 ASHLAND # 2	11/30/2022	54849	34.65	
		Vendor Subtotal:			106.85	
		Subtotal for Fund: 31			193.78	
35-00-00-55-9100	Schroeder Asphalt Services Inc	2022 STREET IMPROV PROJECT P	11/11/2022	54771	250,000.00	
		Vendor Subtotal:			250,000.00	
		Subtotal for Fund: 35			250,000.00	
		Report Total:			2,298,849.93	



# Village of River Forest

## MONTHLY FINANCE REPORT Fiscal Year 2023 through November 30, 2022

This report includes financial information for Fiscal Year 2023 through November 30, 2022 which represents 58.33% of the fiscal year. A revenue and expenditure report by fund and account and an investment report for November 2022 are attached.

### GENERAL FUND

#### Revenues, Expenditures and Changes in Fund Balance Fiscal Year 2023 through November 30, 2022

	2023		Percent Rec/Exp
	Budget	Actual	
<b>REVENUES</b>			
<b>Taxes</b>			
Property Taxes	\$6,931,715	\$62,629	0.90%
General Sales Taxes	2,112,388	1,296,581	61.38%
Non Home Rule Sales Tax	880,440	597,056	67.81%
Utility Taxes	622,519	407,512	65.46%
Restaurant Tax	172,794	96,541	55.87%
Telecommunications Tax	170,796	108,752	63.67%
Real Estate Transfer Tax	133,952	79,731	59.52%
Local Gasoline Tax	101,988	52,161	51.14%
Cannabis State Excise Tax	21,091	10,926	51.80%
<b>Intergovernmental Revenue</b>			
Personal Property Replacement Tax	272,241	286,811	105.35%
Use Tax	439,388	257,300	58.56%
State Income Taxes	1,550,159	1,172,541	75.64%
<b>Licenses and Permits</b>	1,243,778	928,317	74.64%
<b>Charges for Services</b>			
Garbage Collections	1,176,068	655,528	55.74%
Other Charges for Services	802,871	1,028,670	128.12%
<b>Fines</b>	260,381	91,425	35.11%
<b>Investment Income</b>	76,725	2,364	3.08%
<b>Grants and Contributions</b>	778,376	762,200	97.92%
<b>Miscellaneous Revenues</b>	441,436	106,677	24.17%
<b>TOTAL REVENUES</b>	<b>\$18,189,106</b>	<b>\$8,003,722</b>	<b>44.00%</b>
<b>EXPENDITURES</b>			
Administration	\$ 1,848,735	\$ 987,180	53.40%
E911	242,694	129,159	53.22%
Boards & Commissions	212,260	39,027	18.39%
Building and Development	567,137	272,149	47.99%
Legal Services	233,000	53,157	22.81%
Police Department	7,139,367	2,868,554	40.18%
Fire Department	5,306,241	2,130,781	40.16%
Public Works	2,978,449	1,548,604	51.99%
<b>TOTAL EXPENDITURES</b>	<b>\$18,527,883</b>	<b>\$8,028,611</b>	<b>43.33%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(\$338,777)</b>	<b>(\$24,889)</b>	

### Revenues

Fiscal year-to-date revenue collections are at 44.00%. Property Tax Revenue is at .90% because collections on the 2<sup>nd</sup> installment of the 2021 levy have not been received. The second installment bills were mailed out in November with a due date of December 30, 2022. Sales tax and non-home rule sales tax revenues are for collections thru the month of August. Receipts continue to be higher than projected. Inflation has reached levels that have not been seen for many years. This effects both revenues and expenditures and staff continues to monitor this and will make adjustments as needed.

Use tax is as expected and is also for the Month of August. Real Estate Transfer Tax revenues are based on the timing of real estate sales and the housing market. Utility tax payments are typically elevated during the warmer summer (electric) and cooler winter (gas) months and vary based on weather conditions. The Village continues to see growth in the Cannabis State Excise taxes. These revenues are to be used for public safety initiatives.

Income tax receipts continue to be higher than projected. This has been fueled by the rebounding labor market and extraordinary corporate income tax collections. The payment received in November is for October 2022 collections. We continue to see higher revenue collections each month. The FY 2023 State budget includes an additional .10% in LGDF payments to municipalities. Personal Property Replacement Tax revenues continue to exceed projections. In the most recent update from the Illinois Municipal League, this reflects an improving economy generating exceptionally high corporate earnings and profits. The local gasoline tax is slightly below what has been projected. License and permit revenue includes spring building permit activity and the 2022 vehicle license revenue collections. Vehicle licenses were due July 14<sup>th</sup>. Revenue from Ambulance billings is included in charges for services and has increased due to the Ground Emergency Medical Transportation (GEMT) reimbursement program that the Village now participates in. Grants and contributions include the second tranche payment from The American Rescue Plan Act of 2021. Allocations to communities were on a per-capita basis and were distributed in two payments.

**Expenditures**

Expenditures are at 43.33% of the budgeted amount. Salaries and benefits, with the exception of overtime, include payment for services rendered through the end of the month. All expenditures are below projections because there is about a month lag between the time that goods are received or services are performed, and when the vendor payment is made for the goods or services. Payments made after April 30th for goods received and services performed prior to May 1st were posted to the prior fiscal year.

**WATER AND SEWER FUND**  
**Revenues, Expenditures and Changes in Net Position**  
**Fiscal Year 2023 through November 30, 2022**

	<b>2023</b>		<b>Percent Rec/Exp</b>
	<b>Budget</b>	<b>Actual</b>	
Operating Revenues			
Permit Fees	\$ 23,000	\$ 21,200	92.17%
Water Sales	3,520,686	2,245,765	63.79%
Sewer Sales	2,229,926	1,386,983	62.20%
Water Penalties	28,969	14,070	48.57%
Miscellaneous	18,453	20,148	109.19%
<b>Total Operating Revenues</b>	<b>\$ 5,821,034</b>	<b>\$ 3,688,166</b>	<b>63.36%</b>
Operating Expenses			
Salaries and Benefits	\$ 1,251,006	\$ 674,381	53.91%
Contractual Services	884,194	386,753	43.74%
Water From Chicago	1,894,725	1,000,079	52.78%
Materials and Supplies	260,506	38,063	14.61%
Depreciation/Debt Service	1,297,901	917,146	70.66%
Transfer to CERF	111,467	65,022	58.33%
<b>Operating Expenses including Depreciation</b>	<b>\$ 5,699,799</b>	<b>\$ 3,081,444</b>	<b>54.06%</b>
Operating Revenues over Operating Exp	\$ 121,235	\$ 606,722	
Capital Improvements	\$ (628,000)	\$ (188,105)	29.95%
<b>Total Revenues over Expenses</b>	<b>\$ (506,765)</b>	<b>\$ 418,617</b>	



Water and Sewer revenues are slightly above projected. This includes summer consumption. Overall expenses are lower due to the delay in receiving and paying invoices for commodities and contractual services. There is a one-month lag in payments to the City of Chicago for FY 2023 water usage. Debt Service expenses include the May and December payments on the IEPA loan.

**REVENUES AND EXPENDITURES VS. BUDGET – OTHER FUNDS**

Fund #	Fund	Revenues			Expenditures		
		2023 Budget	2023 YTD Actual	% Rec	2023 Budget	2023 YTD Actual	% Exp
03	Motor Fuel Tax	\$ 599,883	\$ 399,467	66.59%	\$ 544,826	\$ 145,073	26.63%
05	Debt Service Fund	\$ 263,830	\$ 5,775	2.19%	\$ 278,934	\$ 278,483	99.84%
13	Cap Equipmnt Replcmnt	\$ 963,850	\$ 486,363	50.46%	\$ 726,864	\$ 46,833	6.44%
14	Capital Improvement	\$ 1,141,857	\$ 93,826	8.22%	\$ 3,325,446	\$ 1,360,835	40.92%
31	TIF-Madison	\$ 672,264	\$ 14,056	2.09%	\$ 724,284	\$ 36,179	5.00%
32	TIF-North	\$ 362,018	\$ 12,583	3.48%	\$ 360,000	\$ 3,420	0.95%
35	Infrastructure Imp Bond	\$ 93	\$ 6,889	100.00%	\$ 256,590	\$ 252,073	98.24%

**CASH AND INVESTMENTS**

Fund #	Fund	Cash and Money Markets	IMET Convenience Fund	Investments	Total
1	General	\$ 2,943,198	\$ 55,195	\$ 3,590,954	\$ 6,589,347
3	Motor Fuel Tax	\$ 873,780	\$ -	\$ 237,179	\$ 1,110,959
5	Debt Service Fund	\$ 945	\$ -	\$ -	\$ 945
13	Capital Equip Replacement	\$ 644,602	\$ 240,702	\$ 3,454,146	\$ 4,339,450
14	Capital Improvement	\$ 1,638,649	\$ -	\$ 631,671	\$ 2,270,320
31	TIF-Madison Street	\$ 1,084,150	\$ -	\$ -	\$ 1,084,150
32	TIF- North Avenue	\$ 572,847	\$ -	\$ -	\$ 572,847
35	Infrastructure Imp Bond Fu	\$ 322,174	\$ -	\$ -	\$ 322,174
2	Water & Sewer	\$ 1,569,788	\$ 179,777	\$ 729,552	\$ 2,479,117
<b>Total</b>		<b>\$ 9,650,133</b>	<b>\$ 475,674</b>	<b>\$ 8,643,502</b>	<b>\$ 18,769,309</b>

**NOVEMBER 2022 FINANCE ACTIVITIES**

1. The 2022 Estimated Tax Levy was prepared and presented to the Village Board of Trustees.
2. The Annual Comprehensive Financial Report was submitted for the GFOA Award.
3. The Continuing Disclosure was prepared and submitted to the Municipal Securities Rulemaking Board.
4. The conversion from Further to Wex, Inc., the new VEBA administrator was completed and is now available to employees.

General Ledger  
Village of River Forest



User: rmcadams  
Printed: 12/8/2022 2:19:00 PM  
Period 07 - 07  
Fiscal Year 2023

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
<b>01</b>	<b>General Fund</b>							
<b>00</b>								
01-00-00-41-1000	Property Tax-Prior Years	3,379,362.00	62,628.65	0.00	0.00	62,628.65	3,316,733.35	1.85
01-00-00-41-1021	Property Tax-Current Year	3,552,353.00	0.00	0.00	0.00	0.00	3,552,353.00	0.00
	<b>Property Taxes</b>	<b>6,931,715.00</b>	<b>62,628.65</b>	<b>0.00</b>	<b>0.00</b>	<b>62,628.65</b>	<b>6,869,086.35</b>	<b>0.90</b>
01-00-00-41-1150	Replacement Tax	272,241.00	286,810.97	0.00	0.00	286,810.97	-14,569.97	105.35
01-00-00-41-1190	Restaurant Tax	172,794.00	83,045.91	16.00	13,511.22	96,541.13	76,252.87	55.87
01-00-00-41-1200	Sales Tax	2,112,388.00	1,113,990.15	0.00	182,590.41	1,296,580.56	815,807.44	61.38
01-00-00-41-1205	State Use Tax	439,388.00	219,933.68	0.00	37,366.42	257,300.10	182,087.90	58.56
01-00-00-41-1210	Non-Home Rule Sales Tax	880,440.00	512,568.16	0.00	84,488.03	597,056.19	283,383.81	67.81
01-00-00-41-1250	Income Tax	1,550,159.00	1,052,857.04	0.00	119,684.46	1,172,541.50	377,617.50	75.64
01-00-00-41-1450	Transfer Tax	133,952.00	75,849.00	0.00	3,882.00	79,731.00	54,221.00	59.52
01-00-00-41-1460	Communication Tax	170,796.00	92,269.91	0.00	16,481.71	108,751.62	62,044.38	63.67
01-00-00-41-1475	Utility Tax Elec	443,382.00	244,051.88	0.00	32,329.12	276,381.00	167,001.00	62.33
01-00-00-41-1480	Utility Tax Gas	179,137.00	108,313.09	0.00	22,817.68	131,130.77	48,006.23	73.20
01-00-00-41-1490	Local Gasoline Tax	101,988.00	46,040.34	0.00	6,121.01	52,161.35	49,826.65	51.14
01-00-00-41-1600	Cannabis State Excise Tax	21,091.00	9,392.96	0.00	1,533.64	10,926.60	10,164.40	51.81
	<b>Other Taxes</b>	<b>6,477,756.00</b>	<b>3,845,123.09</b>	<b>16.00</b>	<b>520,805.70</b>	<b>4,365,912.79</b>	<b>2,111,843.21</b>	<b>67.40</b>
01-00-00-42-2115	Pet Licenses	2,000.00	850.00	0.00	50.00	900.00	1,100.00	45.00
01-00-00-42-2120	Vehicle Licenses	290,000.00	249,760.00	0.00	2,188.00	251,948.00	38,052.00	86.88
01-00-00-42-2345	Contractor's License Fees	95,000.00	74,862.50	125.00	5,625.00	80,362.50	14,637.50	84.59
01-00-00-42-2350	Business Licenses	21,000.00	5,770.00	0.00	25.00	5,795.00	15,205.00	27.60
01-00-00-42-2355	Tent Licenses	300.00	30.00	0.00	0.00	30.00	270.00	10.00
01-00-00-42-2360	Building Permits	525,000.00	351,997.42	7,476.00	40,643.55	385,164.97	139,835.03	73.36
01-00-00-42-2361	Plumbing Permits	35,000.00	16,565.00	0.00	1,730.00	18,295.00	16,705.00	52.27
01-00-00-42-2362	Electrical Permits	45,000.00	13,603.25	0.00	1,689.75	15,293.00	29,707.00	33.98
01-00-00-42-2364	Reinspection Fees	5,000.00	7,999.00	75.00	600.00	8,524.00	-3,524.00	170.48
01-00-00-42-2365	Bonfire Permits	60.00	30.00	0.00	0.00	30.00	30.00	50.00
01-00-00-42-2366	Beekeeping Permit	150.00	0.00	0.00	0.00	0.00	150.00	0.00
01-00-00-42-2368	Solicitors Permits	1,200.00	0.00	0.00	0.00	0.00	1,200.00	0.00
01-00-00-42-2369	Zoning Variation Fee	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	100.00

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-00-00-42-2370	Film Crew License	4,538.00	4,400.00	0.00	1,300.00	5,700.00	-1,162.00	125.61
01-00-00-42-2520	Liquor Licenses	23,500.00	1,700.00	0.00	8,100.00	9,800.00	13,700.00	41.70
01-00-00-42-2570	CableVideo Svc Provider Fees	193,030.00	100,731.56	0.00	42,742.52	143,474.08	49,555.92	74.33
	<b>Licenses &amp; Permits</b>	<b>1,243,778.00</b>	<b>831,298.73</b>	<b>7,676.00</b>	<b>104,693.82</b>	<b>928,316.55</b>	<b>315,461.45</b>	<b>74.64</b>
01-00-00-43-3065	Police Reports	2,200.00	1,155.00	0.00	250.00	1,405.00	795.00	63.86
01-00-00-43-3070	Fire Reports	400.00	320.00	0.00	25.00	345.00	55.00	86.25
01-00-00-43-3180	Garbage Collection	1,176,068.00	580,391.34	417.59	75,554.45	655,528.20	520,539.80	55.74
01-00-00-43-3185	Penalties on Garbage Fees	8,408.00	3,561.09	155.90	696.39	4,101.58	4,306.42	48.78
01-00-00-43-3200	Metra Daily Parking	10,500.00	11,722.08	0.00	2,335.91	14,057.99	-3,557.99	133.89
01-00-00-43-3220	Parking Lot Permit Fees	95,248.00	49,580.00	0.00	8,264.43	57,844.43	37,403.57	60.73
01-00-00-43-3225	Administrative Towing Fees	95,000.00	57,000.00	0.00	14,000.00	71,000.00	24,000.00	74.74
01-00-00-43-3230	Animal Release Fees	0.00	25.00	500.00	505.00	30.00	-30.00	0.00
01-00-00-43-3515	NSF Fees	200.00	25.00	0.00	0.00	25.00	175.00	12.50
01-00-00-43-3530	5050 Sidewalk Program	10,000.00	300.00	0.00	0.00	300.00	9,700.00	3.00
01-00-00-43-3536	Elevator Inspection Fees	4,450.00	100.00	0.00	0.00	100.00	4,350.00	2.25
01-00-00-43-3537	Elevator Reinspection Fees	400.00	250.00	0.00	0.00	250.00	150.00	62.50
01-00-00-43-3540	ROW Encroachment Fees	0.00	1,400.00	0.00	0.00	1,400.00	-1,400.00	0.00
01-00-00-43-3550	Ambulance Fees	510,000.00	855,088.12	10,158.37	99.52	845,029.27	-335,029.27	165.69
01-00-00-43-3554	CPR Fees	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
01-00-00-43-3557	Car Fire & Extrication Fee	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-00-00-43-3560	State Highway Maintenance	63,565.00	32,781.50	0.00	0.00	32,781.50	30,783.50	51.57
	<b>Charges for Services</b>	<b>1,978,939.00</b>	<b>1,593,699.13</b>	<b>11,231.86</b>	<b>101,730.70</b>	<b>1,684,197.97</b>	<b>294,741.03</b>	<b>85.11</b>
01-00-00-44-4230	Police Tickets	157,924.00	64,215.78	75.00	9,354.31	73,495.09	84,428.91	46.54
01-00-00-44-4240	Automated Traffic Enf Fines	42,282.00	0.00	0.00	0.00	0.00	42,282.00	0.00
01-00-00-44-4300	Local Ordinance Tickets	2,957.00	420.00	0.00	300.00	720.00	2,237.00	24.35
01-00-00-44-4430	Court Fines	41,325.00	17,009.72	0.00	0.00	17,009.72	24,315.28	41.16
01-00-00-44-4435	DUI Fines	3,976.00	0.00	0.00	0.00	0.00	3,976.00	0.00
01-00-00-44-4436	Drug Forfeiture Revenue	400.00	0.00	0.00	0.00	0.00	400.00	0.00
01-00-00-44-4439	Article 36 Forfeited Funds	1,517.00	0.00	0.00	0.00	0.00	1,517.00	0.00
01-00-00-44-4440	Building Construction Citation	10,000.00	200.00	0.00	0.00	200.00	9,800.00	2.00
	<b>Fines &amp; Forfeits</b>	<b>260,381.00</b>	<b>81,845.50</b>	<b>75.00</b>	<b>9,654.31</b>	<b>91,424.81</b>	<b>168,956.19</b>	<b>35.11</b>
01-00-00-45-5100	Interest	76,725.00	52,806.76	0.00	9,851.12	62,657.88	14,067.12	81.67
01-00-00-45-5200	Net Change in Fair Value	0.00	-71,096.65	0.00	10,802.94	-60,293.71	60,293.71	0.00
	<b>Interest</b>	<b>76,725.00</b>	<b>-18,289.89</b>	<b>0.00</b>	<b>20,654.06</b>	<b>2,364.17</b>	<b>74,360.83</b>	<b>3.08</b>
01-00-00-46-6408	Cash OverShort	0.00	5.00	0.00	0.00	5.00	-5.00	0.00
01-00-00-46-6410	Miscellaneous	10,000.00	13,140.31	314.61	2,639.38	15,465.08	-5,465.08	154.65
01-00-00-46-6411	Miscellaneous Public	2,750.00	1,057.56	0.00	560.00	1,617.56	1,132.44	58.82

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-00-00-46-6412	Safety Reimbursements-Crossing Guards	81,420.00	0.00	0.00	0.00	0.00	81,420.00	0.00
01-00-00-46-6415	Reimbursement of Expenses	2,500.00	5,041.89	0.00	0.00	5,041.89	-2,541.89	201.68
01-00-00-46-6417	IRMA Reimbursements	50,000.00	25,568.81	0.00	0.00	25,568.81	24,431.19	51.14
01-00-00-46-6510	T-Mobile Lease	36,000.00	18,000.00	0.00	3,000.00	21,000.00	15,000.00	58.33
01-00-00-46-6511	WSCDC Rental Income	57,766.00	33,231.66	0.00	4,747.38	37,979.04	19,786.96	65.75
01-00-00-46-8001	IRMA Excess	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0.00
	<b>Miscellaneous</b>	<b>440,436.00</b>	<b>96,045.23</b>	<b>314.61</b>	<b>10,946.76</b>	<b>106,677.38</b>	<b>333,758.62</b>	<b>24.22</b>
01-00-00-46-6521	Law Enforcement Training Reimb	17,055.00	25,744.00	0.00	0.00	25,744.00	-8,689.00	150.95
01-00-00-46-6524	ISEARCH Grant	9,125.00	0.00	0.00	0.00	0.00	9,125.00	0.00
01-00-00-46-6525	Bullet Proof Vest Reimb-DOJ	4,400.00	510.00	0.00	0.00	510.00	3,890.00	11.59
01-00-00-46-6528	IDOT Traffic Safety Grant	9,609.00	0.00	0.00	0.00	0.00	9,609.00	0.00
01-00-00-46-6532	Grants	735,187.00	735,945.79	0.00	0.00	735,945.79	-758.79	100.10
01-00-00-46-6620	State Fire Marshal Training	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
	<b>Grants &amp; Contributions</b>	<b>778,376.00</b>	<b>762,199.79</b>	<b>0.00</b>	<b>0.00</b>	<b>762,199.79</b>	<b>16,176.21</b>	<b>97.92</b>
01-00-00-48-8000	Sale of Property	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
	<b>Other Financing Sources</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>00</b>		<b>18,189,106.00</b>	<b>7,254,550.23</b>	<b>19,313.47</b>	<b>768,485.35</b>	<b>8,003,722.11</b>	<b>10,185,383.89</b>	<b>44.00</b>
	<b>Revenue</b>	<b>18,189,106.00</b>	<b>7,254,550.23</b>	<b>19,313.47</b>	<b>768,485.35</b>	<b>8,003,722.11</b>	<b>10,185,383.89</b>	<b>44.00</b>
<b>10</b>	<b>Administration</b>							
01-10-00-51-0200	Salaries Regular	758,575.00	325,892.05	50,463.89	0.00	376,355.94	382,219.06	49.61
01-10-00-51-1700	Overtime	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	<b>Personal Services</b>	<b>759,075.00</b>	<b>325,892.05</b>	<b>50,463.89</b>	<b>0.00</b>	<b>376,355.94</b>	<b>382,719.06</b>	<b>49.58</b>
01-10-00-52-0320	FICA	42,090.00	19,311.56	1,867.40	0.00	21,178.96	20,911.04	50.32
01-10-00-52-0325	Medicare	11,007.00	4,656.18	720.97	0.00	5,377.15	5,629.85	48.85
01-10-00-52-0330	IMRF	60,994.00	28,054.57	4,341.35	0.00	32,395.92	28,598.08	53.11
01-10-00-52-0350	Employee Assistance Program	16,910.00	0.00	0.00	0.00	0.00	16,910.00	0.00
01-10-00-52-0375	Fringe Benefits	10,188.00	3,934.80	609.00	0.00	4,543.80	5,644.20	44.60
01-10-00-52-0400	Health Insurance	99,468.00	36,503.34	6,173.99	1,318.39	41,358.94	58,109.06	41.58
01-10-00-52-0420	Health Insurance - Retirees	0.00	800.66	755.11	750.32	805.45	-805.45	0.00
01-10-00-52-0425	Life Insurance	901.00	399.46	85.42	25.83	459.05	441.95	50.95

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-10-00-52-0430	VEBA Contributions	16,792.00	7,030.38	0.00	0.00	7,030.38	9,761.62	41.87
01-10-00-52-0500	Wellness Program	1,250.00	0.00	43.51	0.00	43.51	1,206.49	3.48
	<b>Benefits</b>	<b>259,600.00</b>	<b>100,690.95</b>	<b>14,596.75</b>	<b>2,094.54</b>	<b>113,193.16</b>	<b>146,406.84</b>	<b>43.60</b>
01-10-00-53-0200	Communications	49,255.00	21,139.04	4,264.87	0.00	25,403.91	23,851.09	51.58
01-10-00-53-0300	Audit Services	24,500.00	0.00	10,477.21	0.00	10,477.21	14,022.79	42.76
01-10-00-53-0350	Actuarial Services	4,300.00	4,300.00	0.00	0.00	4,300.00	0.00	100.00
01-10-00-53-0380	Consulting Services	131,500.00	62,304.20	6,217.18	0.00	68,521.38	62,978.62	52.11
01-10-00-53-0410	IT Support	137,073.00	74,143.86	10,225.14	78.19	84,290.81	52,782.19	61.49
01-10-00-53-0429	Vehicle Sticker Program	18,850.00	13,316.66	0.00	0.00	13,316.66	5,533.34	70.65
01-10-00-53-1100	HealthInspection Services	15,915.00	6,630.00	0.00	0.00	6,630.00	9,285.00	41.66
01-10-00-53-1250	Unemployment Claims	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
01-10-00-53-2100	Bank Fees	18,039.00	12,080.47	829.09	0.00	12,909.56	5,129.44	71.56
01-10-00-53-2200	Liability Insurance	261,353.00	131,664.22	21,424.03	0.00	153,088.25	108,264.75	58.58
01-10-00-53-2250	IRMA Liability	10,000.00	53,867.37	0.00	0.00	53,867.37	-43,867.37	538.67
	Deductible							
01-10-00-53-3300	Maint of Office	10,040.00	4,568.65	586.35	0.00	5,155.00	4,885.00	51.34
	Equipment							
01-10-00-53-4100	Training	7,500.00	2,276.00	1,050.00	0.00	3,326.00	4,174.00	44.35
01-10-00-53-4250	Travel & Meeting	11,650.00	5,765.51	524.06	0.00	6,289.57	5,360.43	53.99
01-10-00-53-4300	Dues & Subscriptions	34,225.00	22,644.64	1,044.81	0.00	23,689.45	10,535.55	69.22
01-10-00-53-4350	Printing	2,200.00	0.00	0.00	0.00	0.00	2,200.00	0.00
01-10-00-53-4400	Medical & Screening	1,500.00	0.00	233.00	0.00	233.00	1,267.00	15.53
01-10-00-53-5300	AdvertisingLegal Notice	2,000.00	2,291.00	1,745.00	0.00	4,036.00	-2,036.00	201.80
01-10-00-53-5600	Community and Emp	54,300.00	7,249.41	79.74	0.00	7,329.15	46,970.85	13.50
	Programs							
	<b>Contractual Services</b>	<b>799,200.00</b>	<b>424,241.03</b>	<b>58,700.48</b>	<b>78.19</b>	<b>482,863.32</b>	<b>316,336.68</b>	<b>60.42</b>
01-10-00-54-0100	Office Supplies	17,245.00	6,050.44	1,090.31	0.00	7,140.75	10,104.25	41.41
01-10-00-54-0150	Office Equipment	3,000.00	178.00	0.00	0.00	178.00	2,822.00	5.93
01-10-00-54-1300	Postage	10,615.00	6,448.77	1,000.00	0.00	7,448.77	3,166.23	70.17
	<b>Materials &amp; Supplies</b>	<b>30,860.00</b>	<b>12,677.21</b>	<b>2,090.31</b>	<b>0.00</b>	<b>14,767.52</b>	<b>16,092.48</b>	<b>47.85</b>
<b>10</b>	<b>Administration</b>	<b>1,848,735.00</b>	<b>863,501.24</b>	<b>125,851.43</b>	<b>2,172.73</b>	<b>987,179.94</b>	<b>861,555.06</b>	<b>53.40</b>
<b>14</b>	<b>E911</b>							
01-14-00-53-0380	Consulting Services	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
01-14-00-53-0410	IT Support	8,500.00	9,120.00	0.00	0.00	9,120.00	-620.00	107.29
01-14-00-53-3100	Maintenance of	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	Equipment							
01-14-00-53-4100	Training	1,050.00	0.00	0.00	0.00	0.00	1,050.00	0.00
01-14-00-53-4275	WSCDC Contribution	224,144.00	101,852.63	18,186.00	0.00	120,038.63	104,105.37	53.55
01-14-00-53-4277	Citizens Corps Council	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
01-14-00-53-4278	Medical Reserve Corp	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	<b>Contractual Services</b>	<b>242,694.00</b>	<b>110,972.63</b>	<b>18,186.00</b>	<b>0.00</b>	<b>129,158.63</b>	<b>113,535.37</b>	<b>53.22</b>

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
<b>14</b>	<b>E911</b>	<b>242,694.00</b>	<b>110,972.63</b>	<b>18,186.00</b>	<b>0.00</b>	<b>129,158.63</b>	<b>113,535.37</b>	<b>53.22</b>
<b>15</b>	<b>Boards and Commissions</b>							
01-15-00-52-0320	FICA	665.00	140.30	49.24	0.00	189.54	475.46	28.50
01-15-00-52-0325	Medicare	155.00	32.81	11.51	0.00	44.32	110.68	28.59
01-15-00-52-0330	IMRF	885.00	199.35	69.96	0.00	269.31	615.69	30.43
01-15-00-52-0375	Fringe Benefits	720.00	360.00	60.00	0.00	420.00	300.00	58.33
	<b>Benefits</b>	<b>2,425.00</b>	<b>732.46</b>	<b>190.71</b>	<b>0.00</b>	<b>923.17</b>	<b>1,501.83</b>	<b>38.07</b>
01-15-00-53-0380	Consulting Services	150,000.00	0.00	16,500.00	0.00	16,500.00	133,500.00	11.00
01-15-00-53-0400	Secretarial Services	10,000.00	2,262.74	794.21	0.00	3,056.95	6,943.05	30.57
01-15-00-53-0420	Legal Services	10,000.00	6,292.50	0.00	0.00	6,292.50	3,707.50	62.93
01-15-00-53-4100	Training	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-15-00-53-4250	Travel & Meeting	10,175.00	0.00	0.00	0.00	0.00	10,175.00	0.00
01-15-00-53-4300	Dues & Subscriptions	385.00	0.00	375.00	0.00	375.00	10.00	97.40
01-15-00-53-4400	Medical & Screening	10,000.00	1,573.00	0.00	0.00	1,573.00	8,427.00	15.73
01-15-00-53-4450	Testing	8,000.00	652.71	0.00	0.00	652.71	7,347.29	8.16
01-15-00-53-5300	AdvertisingLegal Notice	10,650.00	7,682.04	1,351.00	0.00	9,033.04	1,616.96	84.82
	<b>Contractual Services</b>	<b>209,710.00</b>	<b>18,462.99</b>	<b>19,020.21</b>	<b>0.00</b>	<b>37,483.20</b>	<b>172,226.80</b>	<b>17.87</b>
01-15-00-54-0100	Office Supplies	100.00	620.85	0.00	0.00	620.85	-520.85	620.85
01-15-00-54-1300	Postage	25.00	0.00	0.00	0.00	0.00	25.00	0.00
	<b>Materials &amp; Supplies</b>	<b>125.00</b>	<b>620.85</b>	<b>0.00</b>	<b>0.00</b>	<b>620.85</b>	<b>-495.85</b>	<b>496.68</b>
<b>15</b>	<b>Boards and Commissions</b>	<b>212,260.00</b>	<b>19,816.30</b>	<b>19,210.92</b>	<b>0.00</b>	<b>39,027.22</b>	<b>173,232.78</b>	<b>18.39</b>
<b>20</b>	<b>Building and Development</b>							
01-20-00-51-0200	Full-Time Salaries	337,084.00	140,351.99	25,851.35	0.00	166,203.34	170,880.66	49.31
01-20-00-51-1700	Overtime	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-20-00-51-1950	Insurance Refusal Reimbursemnt	1,350.00	675.00	112.50	0.00	787.50	562.50	58.33
01-20-00-51-3000	Part-Time Salaries	0.00	866.00	63.68	0.00	929.68	-929.68	0.00
	<b>Personal Services</b>	<b>338,934.00</b>	<b>141,892.99</b>	<b>26,027.53</b>	<b>0.00</b>	<b>167,920.52</b>	<b>171,013.48</b>	<b>49.54</b>
01-20-00-52-0320	FICA	20,263.00	8,557.61	1,534.93	0.00	10,092.54	10,170.46	49.81
01-20-00-52-0325	Medicare	4,895.00	2,001.41	366.88	0.00	2,368.29	2,526.71	48.38
01-20-00-52-0330	IMRF	29,741.00	12,022.69	2,213.25	0.00	14,235.94	15,505.06	47.87
01-20-00-52-0375	Fringe Benefits	3,456.00	432.60	84.00	0.00	516.60	2,939.40	14.95
01-20-00-52-0400	Health Insurance	37,471.00	21,807.42	4,518.90	584.73	25,741.59	11,729.41	68.70
01-20-00-52-0425	Life Insurance	159.00	65.53	23.83	14.80	74.56	84.44	46.89
01-20-00-52-0430	VEBA Contributions	10,033.00	5,258.49	0.00	0.00	5,258.49	4,774.51	52.41
	<b>Benefits</b>	<b>106,018.00</b>	<b>50,145.75</b>	<b>8,741.79</b>	<b>599.53</b>	<b>58,288.01</b>	<b>47,729.99</b>	<b>54.98</b>

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-20-00-53-0370	Professional Services	13,680.00	4,230.88	2,050.45	0.00	6,281.33	7,398.67	45.92
01-20-00-53-0371	Recorder's Office Fees	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
01-20-00-53-1300	Inspection Services	65,000.00	23,579.50	8,325.00	0.00	31,904.50	33,095.50	49.08
01-20-00-53-1305	Plan Review Services	35,000.00	5,731.25	0.00	0.00	5,731.25	29,268.75	16.38
01-20-00-53-3200	Vehicle Maintenance	500.00	0.00	65.00	0.00	65.00	435.00	13.00
01-20-00-53-4100	Training	3,500.00	540.00	0.00	0.00	540.00	2,960.00	15.43
01-20-00-53-4300	Dues & Subscriptions	235.00	290.00	0.00	0.00	290.00	-55.00	123.40
	<b>Contractual Services</b>	<b>118,915.00</b>	<b>34,371.63</b>	<b>10,440.45</b>	<b>0.00</b>	<b>44,812.08</b>	<b>74,102.92</b>	<b>37.68</b>
01-20-00-54-0100	Office Supplies	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-20-00-54-0150	Office Equipment	150.00	0.00	0.00	0.00	0.00	150.00	0.00
01-20-00-54-0200	Gas & Oil	186.00	0.00	0.00	0.00	0.00	186.00	0.00
01-20-00-54-0600	Operating Supplies	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	<b>Materials &amp; Supplies</b>	<b>1,336.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,336.00</b>	<b>0.00</b>
01-20-00-57-5013	Transfer to CERF	1,934.00	967.02	161.17	0.00	1,128.19	805.81	58.33
	<b>Other Financing Uses</b>	<b>1,934.00</b>	<b>967.02</b>	<b>161.17</b>	<b>0.00</b>	<b>1,128.19</b>	<b>805.81</b>	<b>58.33</b>
<b>20</b>	<b>Building and Development</b>	<b>567,137.00</b>	<b>227,377.39</b>	<b>45,370.94</b>	<b>599.53</b>	<b>272,148.80</b>	<b>294,988.20</b>	<b>47.99</b>
<b>30</b>	<b>Legal Services</b>							
01-30-00-53-0420	Labor and Employment Legal Svc	50,000.00	6,615.00	350.00	0.00	6,965.00	43,035.00	13.93
01-30-00-53-0425	Village Attorney	165,000.00	41,001.49	0.00	0.00	41,001.49	123,998.51	24.85
01-30-00-53-0426	Village Prosecutor	18,000.00	5,190.46	0.00	0.00	5,190.46	12,809.54	28.84
	<b>Contractual Services</b>	<b>233,000.00</b>	<b>52,806.95</b>	<b>350.00</b>	<b>0.00</b>	<b>53,156.95</b>	<b>179,843.05</b>	<b>22.81</b>
<b>30</b>	<b>Legal Services</b>	<b>233,000.00</b>	<b>52,806.95</b>	<b>350.00</b>	<b>0.00</b>	<b>53,156.95</b>	<b>179,843.05</b>	<b>22.81</b>
<b>40</b>	<b>Police Department</b>							
01-40-00-51-0100	Salaries Sworn	3,003,649.00	1,421,429.17	245,622.64	0.00	1,667,051.81	1,336,597.19	55.50
01-40-00-51-0200	Salaries Regular	135,041.00	69,567.00	10,993.02	0.00	80,560.02	54,480.98	59.66
01-40-00-51-1500	Specialist Pay	43,718.00	17,220.00	3,002.50	0.00	20,222.50	23,495.50	46.26
01-40-00-51-1600	Holiday Pay	134,842.00	6,675.99	51,797.62	0.00	58,473.61	76,368.39	43.36
01-40-00-51-1700	Overtime	252,903.00	124,923.33	20,950.72	0.00	145,874.05	107,028.95	57.68
01-40-00-51-1727	IDOT STEP Overtime	9,609.00	0.00	0.00	0.00	9,609.00	0.00	0.00
01-40-00-51-1800	Educational Incentives	30,650.00	0.00	0.00	0.00	0.00	30,650.00	0.00
01-40-00-51-1950	Insurance Refusal Reim	5,400.00	1,800.00	225.00	0.00	2,025.00	3,375.00	37.50
01-40-00-51-3000	Part-Time Salaries	80,949.00	31,346.31	2,970.04	0.00	34,316.35	46,632.65	42.39
	<b>Personal Services</b>	<b>3,696,761.00</b>	<b>1,672,961.80</b>	<b>335,561.54</b>	<b>0.00</b>	<b>2,008,523.34</b>	<b>1,688,237.66</b>	<b>54.33</b>
01-40-00-52-0320	FICA	13,391.00	6,188.32	853.89	0.00	7,042.21	6,348.79	52.59
01-40-00-52-0325	Medicare	53,424.00	23,184.14	4,694.91	0.00	27,879.05	25,544.95	52.18

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-40-00-52-0330	IMRF	17,968.00	8,945.83	1,243.19	0.00	10,189.02	7,778.98	56.71
01-40-00-52-0375	Fringe Benefits	2,640.00	960.00	160.00	0.00	1,120.00	1,520.00	42.42
01-40-00-52-0400	Health Insurance	419,501.00	200,910.74	40,467.99	7,254.47	234,124.26	185,376.74	55.81
01-40-00-52-0420	Health Insurance - Retirees	93,073.00	53,733.76	20,472.35	12,941.61	61,264.50	31,808.50	65.82
01-40-00-52-0425	Life Insurance	2,277.00	1,108.79	577.79	393.78	1,292.80	984.20	56.78
01-40-00-52-0430	VEBA Contributions	72,360.00	38,198.25	0.00	0.00	38,198.25	34,161.75	52.79
01-40-00-53-0009	Contribution to Police Pension	1,959,903.00	17,561.92	0.00	0.00	17,561.92	1,942,341.08	0.90
	<b>Benefits</b>	<b>2,634,537.00</b>	<b>350,791.75</b>	<b>68,470.12</b>	<b>20,589.86</b>	<b>398,672.01</b>	<b>2,235,864.99</b>	<b>15.13</b>
01-40-00-53-0200	Communications	3,300.00	1,496.87	437.81	0.00	1,934.68	1,365.32	58.63
01-40-00-53-0385	Administrative Adjudication	26,140.00	6,855.32	3,851.95	0.00	10,707.27	15,432.73	40.96
01-40-00-53-0410	IT Support	24,156.00	14,535.15	226.66	0.00	14,761.81	9,394.19	61.11
01-40-00-53-0430	Animal Control	1,775.00	650.00	100.00	0.00	750.00	1,025.00	42.25
01-40-00-53-3100	Maint of Equipment	16,631.00	1,981.00	2,052.90	0.00	4,033.90	12,597.10	24.26
01-40-00-53-3200	Maintenance of Vehicles	56,560.00	28,266.69	13,037.51	0.00	41,304.20	15,255.80	73.03
01-40-00-53-3600	Maintenance of Buildings	850.00	0.00	0.00	0.00	0.00	850.00	0.00
01-40-00-53-4100	Training	40,600.00	21,831.99	4,241.00	0.00	26,072.99	14,527.01	64.22
01-40-00-53-4200	Community Support Services	136,365.00	61,094.61	29,258.29	0.00	90,352.90	46,012.10	66.26
01-40-00-53-4250	Travel & Meeting	3,450.00	257.67	0.00	0.00	257.67	3,192.33	7.47
01-40-00-53-4300	Dues & Subscriptions	8,838.00	6,746.47	1,107.72	540.00	7,314.19	1,523.81	82.76
01-40-00-53-4350	Printing	5,900.00	2,466.35	3,171.15	0.00	5,637.50	262.50	95.55
01-40-00-53-4400	Medical & Screening	5,465.00	2,387.00	289.00	0.00	2,676.00	2,789.00	48.97
01-40-00-53-5400	Damage Claims	10,000.00	766.40	0.00	0.00	766.40	9,233.60	7.66
	<b>Contractual Services</b>	<b>340,030.00</b>	<b>149,335.52</b>	<b>57,773.99</b>	<b>540.00</b>	<b>206,569.51</b>	<b>133,460.49</b>	<b>60.75</b>
01-40-00-54-0100	Office Supplies	10,216.00	2,667.57	674.28	0.00	3,341.85	6,874.15	32.71
01-40-00-54-0150	Equipment	0.00	49.99	2,582.10	0.00	2,632.09	-2,632.09	0.00
01-40-00-54-0200	Gas & Oil	40,898.00	31,320.61	6,715.95	0.00	38,036.56	2,861.44	93.00
01-40-00-54-0300	Uniforms Sworn Personnel	36,925.00	18,836.52	1,113.81	0.00	19,950.33	16,974.67	54.03
01-40-00-54-0310	Uniforms Other Personnel	1,925.00	54.00	34.50	0.00	88.50	1,836.50	4.60
01-40-00-54-0400	Prisoner Care	3,650.00	1,081.73	420.05	0.00	1,501.78	2,148.22	41.14
01-40-00-54-0600	Operating Supplies	6,805.00	1,371.09	0.00	0.00	1,371.09	5,433.91	20.15
01-40-00-54-0601	Radios	8,350.00	95.00	35.00	0.00	130.00	8,220.00	1.56
01-40-00-54-0602	Firearms and Range Supplies	19,909.00	7,155.30	0.00	0.00	7,155.30	12,753.70	35.94
01-40-00-54-0603	Evidence Supplies	7,150.00	2,532.89	0.00	0.00	2,532.89	4,617.11	35.43
01-40-00-54-0605	DUI Expenditures	3,976.00	0.00	0.00	0.00	0.00	3,976.00	0.00
01-40-00-54-0610	Drug Forfeiture Expenditures	400.00	0.00	0.00	0.00	0.00	400.00	0.00
01-40-00-54-0615	Article 36 Exp	1,517.00	0.00	0.00	0.00	0.00	1,517.00	0.00
01-40-00-54-0620	Cannabis Tax Act Expenditures	21,091.00	0.00	0.00	0.00	0.00	21,091.00	0.00
	<b>Materials &amp; Supplies</b>	<b>162,812.00</b>	<b>65,164.70</b>	<b>11,575.69</b>	<b>0.00</b>	<b>76,740.39</b>	<b>86,071.61</b>	<b>47.13</b>



Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-40-00-57-5013	Transfer to CERF	305,227.00	152,613.48	25,435.58	0.00	178,049.06	127,177.94	58.33
	<b>Other Financing Uses</b>	<b>305,227.00</b>	<b>152,613.48</b>	<b>25,435.58</b>	<b>0.00</b>	<b>178,049.06</b>	<b>127,177.94</b>	<b>58.33</b>
<b>40</b>	<b>Police Department</b>	<b>7,139,367.00</b>	<b>2,390,867.25</b>	<b>498,816.92</b>	<b>21,129.86</b>	<b>2,868,554.31</b>	<b>4,270,812.69</b>	<b>40.18</b>
<b>50</b>	<b>Fire Department</b>							
01-50-00-51-0100	Salaries Sworn	2,109,605.00	1,041,700.72	176,475.44	0.00	1,218,176.16	891,428.84	57.74
01-50-00-51-0200	Salaries Regular	90,522.00	44,935.08	7,489.18	0.00	52,424.26	38,097.74	57.91
01-50-00-51-1500	Specialist Pay	146,613.00	85,464.32	12,476.20	0.00	97,940.52	48,672.48	66.80
01-50-00-51-1600	Holiday Pay	90,703.00	0.00	45,023.45	0.00	45,023.45	45,679.55	49.64
01-50-00-51-1700	Overtime	136,000.00	100,649.08	18,416.17	0.00	119,065.25	16,934.75	87.55
01-50-00-51-1800	Educational Incentives	14,050.00	17,000.00	0.00	0.00	17,000.00	-2,950.00	121.00
01-50-00-51-3000	Part-Time Salaries	35,680.00	16,953.00	2,877.12	0.00	19,830.12	15,849.88	55.58
	<b>Personal Services</b>	<b>2,623,173.00</b>	<b>1,306,702.20</b>	<b>262,757.56</b>	<b>0.00</b>	<b>1,569,459.76</b>	<b>1,053,713.24</b>	<b>59.83</b>
01-50-00-51-1950	Insurance Refusal Reimb	1,500.00	750.00	125.00	0.00	875.00	625.00	58.33
01-50-00-52-0320	FICA	9,963.00	8,096.35	1,352.70	0.00	9,449.05	513.95	94.84
01-50-00-52-0325	Medicare	36,064.00	18,119.71	3,685.84	0.00	21,805.55	14,258.45	60.46
01-50-00-52-0330	IMRF	11,118.00	5,209.04	872.86	0.00	6,081.90	5,036.10	54.70
01-50-00-52-0375	Fringe Benefits	1,440.00	720.00	120.00	0.00	840.00	600.00	58.33
01-50-00-52-0400	Health Insurance	278,357.00	142,098.90	27,599.45	3,908.38	165,789.97	112,567.03	59.56
01-50-00-52-0420	Health Insurance - Retirees	27,177.00	13,148.47	8,452.06	6,426.53	15,174.00	12,003.00	55.83
01-50-00-52-0425	Life Insurance	1,458.00	717.42	319.30	201.44	835.28	622.72	57.29
01-50-00-52-0430	VEBA Contributions	69,284.00	33,933.64	0.00	0.00	33,933.64	35,350.36	48.98
01-50-00-53-0010	Contribution to Fire Pension	1,733,600.00	16,479.03	0.00	0.00	16,479.03	1,717,120.97	0.95
	<b>Benefits</b>	<b>2,169,961.00</b>	<b>239,272.56</b>	<b>42,527.21</b>	<b>10,536.35</b>	<b>271,263.42</b>	<b>1,898,697.58</b>	<b>12.50</b>
01-50-00-53-0200	Communications	4,000.00	2,223.19	334.32	0.00	2,557.51	1,442.49	63.94
01-50-00-53-0410	IT Support	12,695.00	0.00	0.00	0.00	0.00	12,695.00	0.00
01-50-00-53-3100	Maintenance of Equipment	7,300.00	6,214.95	150.00	0.00	6,364.95	935.05	87.19
01-50-00-53-3200	Maintenance of Vehicles	41,500.00	57,392.22	7,912.38	0.00	65,304.60	-23,804.60	157.36
01-50-00-53-3300	Maint of Office Equipment	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-50-00-53-3600	Maintenance of Buildings	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
01-50-00-53-4100	Training	17,300.00	6,155.88	0.00	0.00	6,155.88	11,144.12	35.58
01-50-00-53-4200	Community Support Services	16,300.00	10,602.75	645.69	0.00	11,248.44	5,051.56	69.01
01-50-00-53-4250	Travel & Meeting	7,250.00	1,721.66	556.35	0.00	2,278.01	4,971.99	31.42
01-50-00-53-4300	Dues & Subscriptions	3,800.00	667.13	100.00	0.00	767.13	3,032.87	20.19
01-50-00-53-4400	Medical & Screening	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
01-50-00-53-5700	GEMT Expenses	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.00
	<b>Contractual Services</b>	<b>177,145.00</b>	<b>84,977.78</b>	<b>9,698.74</b>	<b>0.00</b>	<b>94,676.52</b>	<b>82,468.48</b>	<b>53.45</b>
01-50-00-54-0100	Office Supplies	1,500.00	686.64	6.60	0.00	693.24	806.76	46.22

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-50-00-54-0150	Office Equipment	600.00	0.00	0.00	0.00	0.00	600.00	0.00
01-50-00-54-0200	Gas & Oil	16,157.00	11,444.09	2,597.33	0.00	14,041.42	2,115.58	86.91
01-50-00-54-0300	Uniforms Sworn Personnel	19,650.00	10,166.00	0.00	0.00	10,166.00	9,484.00	51.74
01-50-00-54-0600	Operating Supplies	28,300.00	11,214.38	1,908.86	0.00	13,123.24	15,176.76	46.37
	<b>Materials &amp; Supplies</b>	<b>66,207.00</b>	<b>33,511.11</b>	<b>4,512.79</b>	<b>0.00</b>	<b>38,023.90</b>	<b>28,183.10</b>	<b>57.43</b>
01-50-00-57-5013	Transfer to CERF	269,755.00	134,877.48	22,479.58	0.00	157,357.06	112,397.94	58.33
	<b>Other Financing Uses</b>	<b>269,755.00</b>	<b>134,877.48</b>	<b>22,479.58</b>	<b>0.00</b>	<b>157,357.06</b>	<b>112,397.94</b>	<b>58.33</b>
<b>50</b>	<b>Fire Department</b>	<b>5,306,241.00</b>	<b>1,799,341.13</b>	<b>341,975.88</b>	<b>10,536.35</b>	<b>2,130,780.66</b>	<b>3,175,460.34</b>	<b>40.16</b>
<b>60</b>	<b>Public Works</b>							
01-60-01-51-0200	Salaries Regular	512,797.00	261,107.87	40,285.75	0.00	301,393.62	211,403.38	58.77
01-60-01-51-1500	Certification Pay	6,750.00	4,000.00	0.00	0.00	4,000.00	2,750.00	59.26
01-60-01-51-1700	Overtime	50,000.00	4,729.43	2,657.67	0.00	7,387.10	42,612.90	14.77
01-60-01-51-1950	Insurance Refusal Reim	250.00	0.00	0.00	0.00	0.00	250.00	0.00
01-60-01-51-3000	Part-Time Salaries	9,000.00	2,688.00	0.00	0.00	2,688.00	6,312.00	29.87
	<b>Personal Services</b>	<b>578,797.00</b>	<b>272,525.30</b>	<b>42,943.42</b>	<b>0.00</b>	<b>315,468.72</b>	<b>263,328.28</b>	<b>54.50</b>
01-60-01-52-0320	FICA	35,188.00	16,679.99	2,595.64	0.00	19,275.63	15,912.37	54.78
01-60-01-52-0325	Medicare	8,319.00	3,901.03	615.30	0.00	4,516.33	3,802.67	54.29
01-60-01-52-0330	IMRF	50,545.00	22,882.66	3,721.33	0.00	26,603.99	23,941.01	52.63
01-60-01-52-0375	Fringe Benefits	3,216.00	1,548.60	274.00	0.00	1,822.60	1,393.40	56.67
01-60-01-52-0400	Health Insurance	148,633.00	77,514.63	10,574.45	3,939.04	84,150.04	64,482.96	56.62
01-60-01-52-0420	Health Insurance - Retirees	15,513.00	8,735.18	7,134.41	2,803.15	13,066.44	2,446.56	84.23
01-60-01-52-0425	Life Insurance	267.00	122.24	29.63	11.80	140.07	126.93	52.46
01-60-01-52-0430	VEBA Contributions	6,433.00	4,186.05	0.00	0.00	4,186.05	2,246.95	65.07
	<b>Benefits</b>	<b>268,114.00</b>	<b>135,570.38</b>	<b>24,944.76</b>	<b>6,753.99</b>	<b>153,761.15</b>	<b>114,352.85</b>	<b>57.35</b>
01-60-01-53-0200	Communications	1,990.00	988.20	130.94	0.00	1,119.14	870.86	56.24
01-60-01-53-0380	Consulting Services	39,500.00	0.00	3,745.14	0.00	3,745.14	35,754.86	9.48
01-60-01-53-0410	IT Support	22,161.00	12,254.97	3,576.83	0.00	15,831.80	6,329.20	71.44
01-60-01-53-1310	Julie Notifications	1,250.00	0.00	0.00	0.00	0.00	1,250.00	0.00
01-60-01-53-3100	Maintenance of Equipment	3,500.00	770.12	0.00	0.00	770.12	2,729.88	22.00
01-60-01-53-3200	Maintenance of Vehicles	30,500.00	10,442.46	2,465.61	0.00	12,908.07	17,591.93	42.32
01-60-01-53-3400	Maintenance TrafficSt Lights	74,500.00	36,875.91	11,726.70	7,476.00	41,126.61	33,373.39	55.20
01-60-01-53-3550	Tree Maintenance	104,500.00	21,693.78	0.00	0.00	21,693.78	82,806.22	20.76
01-60-01-53-3600	Maintenance of Bldgs & Grounds	74,170.00	53,711.08	8,927.05	0.00	62,638.13	11,531.87	84.45
01-60-01-53-3610	Maintenance Sidewalks	55,000.00	0.00	61,953.90	10,000.00	51,953.90	3,046.10	94.46
01-60-01-53-3620	Maintenance Streets	59,000.00	40,613.04	6,191.41	0.00	46,804.45	12,195.55	79.33
01-60-01-53-4100	Training	1,200.00	759.33	0.00	0.00	759.33	440.67	63.28
01-60-01-53-4250	Travel & Meeting	6,460.00	0.00	990.00	0.00	990.00	5,470.00	15.33

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-60-01-53-4300	Dues & Subscriptions	7,120.00	6,241.35	0.00	0.00	6,241.35	878.65	87.66
01-60-01-53-4400	Medical & Screening	1,350.00	1,546.00	40.00	0.00	1,586.00	-236.00	117.48
01-60-01-53-5300	Advertising/Legal Notice	1,500.00	3,410.00	0.00	0.00	3,410.00	-1,910.00	227.33
01-60-01-53-5350	Dumping Fees	13,000.00	6,527.92	350.00	0.00	6,877.92	6,122.08	52.91
01-60-01-53-5400	Damage Claims	25,000.00	4,119.44	19,172.76	0.00	23,292.20	1,707.80	93.17
01-60-01-53-5450	St Light Electricity	29,000.00	11,284.47	1,629.43	0.00	12,913.90	16,086.10	44.53
01-60-05-53-5500	Collection & Disposal	1,176,068.00	481,704.93	96,653.92	0.00	578,358.85	597,709.15	49.18
01-60-05-53-5510	Leaf Disposal	72,000.00	0.00	11,660.41	0.00	11,660.41	60,339.59	16.20
	<b>Contractual Services</b>	<b>1,798,769.00</b>	<b>692,943.00</b>	<b>229,214.10</b>	<b>17,476.00</b>	<b>904,681.10</b>	<b>894,087.90</b>	<b>50.29</b>
01-60-01-54-0100	Office Supplies	1,000.00	25.49	0.00	0.00	25.49	974.51	2.55
01-60-01-54-0150	Equipment	0.00	38.14	0.00	0.00	38.14	-38.14	0.00
01-60-01-54-0200	Gas & Oil	13,762.00	9,493.22	2,299.54	0.00	11,792.76	1,969.24	85.69
01-60-01-54-0310	Uniforms	5,875.00	3,357.40	215.67	0.00	3,573.07	2,301.93	60.82
01-60-01-54-0500	Vehicle Parts	12,000.00	1,494.42	136.32	0.00	1,630.74	10,369.26	13.59
01-60-01-54-0600	Operating Supplies & Equipment	38,770.00	8,153.98	339.86	0.00	8,493.84	30,276.16	21.91
01-60-01-54-0800	Trees	36,000.00	17,970.00	0.00	0.00	17,970.00	18,030.00	49.92
01-60-05-54-0600	Operating Supplies	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	<b>Materials &amp; Supplies</b>	<b>107,907.00</b>	<b>40,532.65</b>	<b>2,991.39</b>	<b>0.00</b>	<b>43,524.04</b>	<b>64,382.96</b>	<b>40.33</b>
01-60-01-57-5013	Transfer to CERF	224,862.00	112,431.00	18,738.50	0.00	131,169.50	93,692.50	58.33
	<b>Other Financing Uses</b>	<b>224,862.00</b>	<b>112,431.00</b>	<b>18,738.50</b>	<b>0.00</b>	<b>131,169.50</b>	<b>93,692.50</b>	<b>58.33</b>
<b>60</b>	<b>Public Works</b>	<b>2,978,449.00</b>	<b>1,254,002.33</b>	<b>318,832.17</b>	<b>24,229.99</b>	<b>1,548,604.51</b>	<b>1,429,844.49</b>	<b>51.99</b>
	<b>Expense</b>	<b>18,527,883.00</b>	<b>6,718,685.22</b>	<b>1,368,594.26</b>	<b>58,668.46</b>	<b>8,028,611.02</b>	<b>10,499,271.98</b>	<b>43.33</b>
<b>01</b>	<b>General Fund</b>	<b>338,777.00</b>	<b>-535,865.01</b>	<b>1,387,907.73</b>	<b>827,153.81</b>	<b>24,888.91</b>	<b>313,888.09</b>	<b>7.35</b>

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
<b>02</b>	<b>Water &amp; Sewer Fund</b>							
<b>00</b>								
02-00-00-42-2360	Permit Fees	23,000.00	19,400.00	0.00	1,800.00	21,200.00	1,800.00	92.17
	<b>Licenses &amp; Permits</b>	<b>23,000.00</b>	<b>19,400.00</b>	<b>0.00</b>	<b>1,800.00</b>	<b>21,200.00</b>	<b>1,800.00</b>	<b>92.17</b>
02-00-00-43-3100	Water Sales	3,520,686.00	1,970,093.18	140.83	275,812.74	2,245,765.09	1,274,920.91	63.79
02-00-00-43-3150	Sewer Sales	2,229,926.00	1,215,247.44	59.83	171,795.44	1,386,983.05	842,942.95	62.20
02-00-00-43-3160	Water Penalties	28,969.00	12,101.77	3,079.78	5,048.16	14,070.15	14,898.85	48.57
02-00-00-43-3515	NSF Fees	200.00	300.00	0.00	50.00	350.00	-150.00	175.00
	<b>Charges for Services</b>	<b>5,779,781.00</b>	<b>3,197,742.39</b>	<b>3,280.44</b>	<b>452,706.34</b>	<b>3,647,168.29</b>	<b>2,132,612.71</b>	<b>63.10</b>
02-00-00-45-5100	Interest	1,253.00	13,584.48	0.00	5,014.70	18,599.18	-17,346.18	1,484.37
02-00-00-45-5200	Net Change in Fair Value	0.00	-7,243.65	106.83	0.00	-7,350.48	7,350.48	0.00
	<b>Interest</b>	<b>1,253.00</b>	<b>6,340.83</b>	<b>106.83</b>	<b>5,014.70</b>	<b>11,248.70</b>	<b>-9,995.70</b>	<b>897.74</b>
02-00-00-46-6410	Miscellaneous	5,000.00	700.00	0.00	482.51	1,182.51	3,817.49	23.65
02-00-00-46-6417	IRMA	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
	Reimbursements							
02-00-00-46-6580	Sale of Meters	10,000.00	6,909.00	229.00	687.00	7,367.00	2,633.00	73.67
	<b>Miscellaneous</b>	<b>17,000.00</b>	<b>7,609.00</b>	<b>229.00</b>	<b>1,169.51</b>	<b>8,549.51</b>	<b>8,450.49</b>	<b>50.29</b>
<b>00</b>		<b>5,821,034.00</b>	<b>3,231,092.22</b>	<b>3,616.27</b>	<b>460,690.55</b>	<b>3,688,166.50</b>	<b>2,132,867.50</b>	<b>63.36</b>
	<b>Revenue</b>	<b>5,821,034.00</b>	<b>3,231,092.22</b>	<b>3,616.27</b>	<b>460,690.55</b>	<b>3,688,166.50</b>	<b>2,132,867.50</b>	<b>63.36</b>
<b>60</b>	<b>Public Works</b>							
02-60-06-51-0200	Salaries Regular	874,052.00	401,413.45	66,997.72	0.00	468,411.17	405,640.83	53.59
02-60-06-51-1500	Specialists Pay	0.00	1,400.00	0.00	0.00	1,400.00	-1,400.00	0.00
02-60-06-51-1700	Overtime	12,000.00	4,625.95	0.00	223.79	4,402.16	7,597.84	36.68
02-60-06-51-1950	Insurance Refusal Reimb	389.00	75.00	12.50	0.00	87.50	301.50	22.49
02-60-06-51-3000	Part-Time Salaries	9,000.00	672.00	0.00	0.00	672.00	8,328.00	7.47
	<b>Personal Services</b>	<b>895,441.00</b>	<b>408,186.40</b>	<b>67,010.22</b>	<b>223.79</b>	<b>474,972.83</b>	<b>420,468.17</b>	<b>53.04</b>
02-60-06-52-0320	FICA	54,239.00	24,814.55	3,770.39	0.00	28,584.94	25,654.06	52.70
02-60-06-52-0325	Medicare	13,048.00	5,818.86	949.06	0.00	6,767.92	6,280.08	51.87
02-60-06-52-0330	IMRF	78,552.00	34,889.64	5,750.12	0.00	40,639.76	37,912.24	51.74
02-60-06-52-0375	Fringe Benefits	6,180.00	1,978.00	353.00	0.00	2,331.00	3,849.00	37.72
02-60-06-52-0400	Health Insurance	183,597.00	98,568.09	13,348.94	4,127.64	107,789.39	75,807.61	58.71
02-60-06-52-0420	Health Insurance - Retirees	3,269.00	1,556.70	3,241.00	510.66	4,287.04	-1,018.04	131.14
02-60-06-52-0425	Life Insurance	478.00	233.57	213.26	185.97	260.86	217.14	54.57
02-60-06-52-0430	VEBA Contributions	16,202.00	8,746.94	0.00	0.00	8,746.94	7,455.06	53.99
	<b>Benefits</b>	<b>355,565.00</b>	<b>176,606.35</b>	<b>27,625.77</b>	<b>4,824.27</b>	<b>199,407.85</b>	<b>156,157.15</b>	<b>56.08</b>

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
02-60-06-53-0100	Electricity	38,004.00	18,335.63	0.00	0.00	18,335.63	19,668.37	48.25
02-60-06-53-0200	Communications	8,160.00	2,342.15	473.76	0.00	2,815.91	5,344.09	34.51
02-60-06-53-0300	Auditing	9,900.00	0.00	5,612.79	0.00	5,612.79	4,287.21	56.69
02-60-06-53-0380	Consulting Services	249,209.00	68,233.98	6,786.82	0.00	75,020.80	174,188.20	30.10
02-60-06-53-0410	IT Support	111,773.00	57,593.99	8,582.39	0.00	66,176.38	45,596.62	59.21
02-60-06-53-1300	Inspections	1,200.00	1,339.35	0.00	0.00	1,339.35	-139.35	111.61
02-60-06-53-1310	JULIE Participation	2,345.00	0.00	0.00	0.00	0.00	2,345.00	0.00
02-60-06-53-2100	Bank Fees	42,500.00	22,129.31	3,338.85	0.00	25,468.16	17,031.84	59.93
02-60-06-53-2200	Liability Insurance	41,978.00	20,648.28	3,441.38	0.00	24,089.66	17,888.34	57.39
02-60-06-53-2250	IRMA Deductible	9,500.00	0.00	0.00	0.00	0.00	9,500.00	0.00
02-60-06-53-3050	Water System Maintenance	123,500.00	9,650.55	6,395.00	0.00	16,045.55	107,454.45	12.99
02-60-06-53-3055	Hydrant Maintenance	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
02-60-06-53-3200	Maintenance of Vehicles	8,000.00	3,405.44	385.07	0.00	3,790.51	4,209.49	47.38
02-60-06-53-3300	Maint of Office Equipment	1,000.00	462.40	65.15	0.00	527.55	472.45	52.76
02-60-06-53-3600	Maintenance of Buildings	14,750.00	3,230.71	788.00	0.00	4,018.71	10,731.29	27.25
02-60-06-53-3620	Maintenance of Streets	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
02-60-06-53-3630	Overhead Sewer Program	59,000.00	23,006.00	12,000.00	4,000.00	31,006.00	27,994.00	52.55
02-60-06-53-3631	Lead Service Line Program	50,000.00	62,500.00	27,500.00	0.00	90,000.00	-40,000.00	180.00
02-60-06-53-3640	SewerCatch Basin Repair	50,000.00	5,875.64	275.00	0.00	6,150.64	43,849.36	12.30
02-60-06-53-4100	Training	1,150.00	0.00	0.00	0.00	0.00	1,150.00	0.00
02-60-06-53-4250	Travel & Meeting	3,740.00	666.91	0.00	0.00	666.91	3,073.09	17.83
02-60-06-53-4300	Dues & Subscriptions	1,490.00	597.00	0.00	0.00	597.00	893.00	40.07
02-60-06-53-4350	Printing	3,205.00	834.82	202.21	0.00	1,037.03	2,167.97	32.36
02-60-06-53-4400	Medical & Screening	700.00	0.00	0.00	0.00	0.00	700.00	0.00
02-60-06-53-4480	Water Testing	3,590.00	763.80	90.00	0.00	853.80	2,736.20	23.78
02-60-06-53-5300	AdvertisingLegal Notice	500.00	0.00	0.00	0.00	0.00	500.00	0.00
02-60-06-53-5350	Dumping Fees	20,000.00	12,999.48	201.40	0.00	13,200.88	6,799.12	66.00
02-60-06-53-5400	Damage Claims	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
	<b>Contractual Services</b>	<b>884,194.00</b>	<b>314,615.44</b>	<b>76,137.82</b>	<b>4,000.00</b>	<b>386,753.26</b>	<b>497,440.74</b>	<b>43.74</b>
02-60-06-54-0100	Office Supplies	500.00	0.00	0.00	0.00	0.00	500.00	0.00
02-60-06-54-0200	Gas & Oil	17,509.00	9,365.04	905.54	0.00	10,270.58	7,238.42	58.66
02-60-06-54-0310	Uniforms	1,525.00	1,111.90	0.00	0.00	1,111.90	413.10	72.91
02-60-06-54-0500	Vehicle Parts	10,000.00	3,709.87	0.00	0.00	3,709.87	6,290.13	37.10
02-60-06-54-0600	Operating Supplies	222,994.00	17,810.34	1,626.00	0.00	19,436.34	203,557.66	8.72
02-60-06-54-1300	Postage	7,978.00	2,784.52	749.76	0.00	3,534.28	4,443.72	44.30
02-60-06-54-2200	Water from Chicago	1,894,725.00	858,247.04	141,831.71	0.00	1,000,078.75	894,646.25	52.78
	<b>Materials &amp; Supplies</b>	<b>2,155,231.00</b>	<b>893,028.71</b>	<b>145,113.01</b>	<b>0.00</b>	<b>1,038,141.72</b>	<b>1,117,089.28</b>	<b>48.17</b>

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>	<u>Remaining</u>	<u>% Exp/Col</u>
02-60-06-55-1150	Sewer System Improvements	225,000.00	130,770.45	20,680.05	0.00	151,450.50	73,549.50	67.31
02-60-06-55-1300	Water System Improvements	333,000.00	26,654.80	0.00	0.00	26,654.80	306,345.20	8.00
02-60-06-55-9100	Street Improvements	70,000.00	0.00	10,000.00	0.00	10,000.00	60,000.00	14.29
	<b>Capital Outlay</b>	<b>628,000.00</b>	<b>157,425.25</b>	<b>30,680.05</b>	<b>0.00</b>	<b>188,105.30</b>	<b>439,894.70</b>	<b>29.95</b>
02-60-06-55-0010	Depreciation Expense	380,756.00	0.00	0.00	0.00	0.00	380,756.00	0.00
	<b>Depreciation</b>	<b>380,756.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>380,756.00</b>	<b>0.00</b>
02-60-06-56-0104	IEPA Loan Principal	677,949.00	337,112.34	340,837.43	0.00	677,949.77	-0.77	100.00
02-60-06-56-0105	IEPA Loan Interest	239,196.00	121,460.56	117,735.47	0.00	239,196.03	-0.03	100.00
	<b>Debt Service</b>	<b>917,145.00</b>	<b>458,572.90</b>	<b>458,572.90</b>	<b>0.00</b>	<b>917,145.80</b>	<b>-0.80</b>	<b>100.00</b>
02-60-06-57-5013	Transfer to CERF	111,467.00	55,733.52	9,288.92	0.00	65,022.44	46,444.56	58.33
	<b>Other Financing Uses</b>	<b>111,467.00</b>	<b>55,733.52</b>	<b>9,288.92</b>	<b>0.00</b>	<b>65,022.44</b>	<b>46,444.56</b>	<b>58.33</b>
<b>60</b>	<b>Public Works</b>	<b>6,327,799.00</b>	<b>2,464,168.57</b>	<b>814,428.69</b>	<b>9,048.06</b>	<b>3,269,549.20</b>	<b>3,058,249.80</b>	<b>51.67</b>
	<b>Expense</b>	<b>6,327,799.00</b>	<b>2,464,168.57</b>	<b>814,428.69</b>	<b>9,048.06</b>	<b>3,269,549.20</b>	<b>3,058,249.80</b>	<b>51.67</b>
<b>02</b>	<b>Water &amp; Sewer Fund</b>	<b>506,765.00</b>	<b>-766,923.65</b>	<b>818,044.96</b>	<b>469,738.61</b>	<b>-418,617.30</b>	<b>925,382.30</b>	<b>-82.61</b>

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
<b>03</b>	<b>Motor Fuel Tax Fund</b>							
<b>00</b>								
03-00-00-45-5100	Interest	874.00	9,211.46	0.00	2,576.33	11,787.79	-10,913.79	1,348.72
03-00-00-45-5200	Net Change in Fair Value	0.00	-5,314.94	113.13	0.00	-5,428.07	5,428.07	0.00
	<b>Interest</b>	<b>874.00</b>	<b>3,896.52</b>	<b>113.13</b>	<b>2,576.33</b>	<b>6,359.72</b>	<b>-5,485.72</b>	<b>727.66</b>
03-00-00-47-7100	State Allotment	278,865.00	132,240.06	0.00	22,615.86	154,855.92	124,009.08	55.53
03-00-00-47-7200	State Renewal Allotment	197,431.00	98,380.34	0.00	17,158.18	115,538.52	81,892.48	58.52
03-00-00-47-7250	State Rebuild Bond Fund Disb	122,713.00	122,713.13	0.00	0.00	122,713.13	-0.13	100.00
	<b>Intergovernmental</b>	<b>599,009.00</b>	<b>353,333.53</b>	<b>0.00</b>	<b>39,774.04</b>	<b>393,107.57</b>	<b>205,901.43</b>	<b>65.63</b>
<b>00</b>		<b>599,883.00</b>	<b>357,230.05</b>	<b>113.13</b>	<b>42,350.37</b>	<b>399,467.29</b>	<b>200,415.71</b>	<b>66.59</b>
	<b>Revenue</b>	<b>599,883.00</b>	<b>357,230.05</b>	<b>113.13</b>	<b>42,350.37</b>	<b>399,467.29</b>	<b>200,415.71</b>	<b>66.59</b>
<b>00</b>								
03-00-00-53-2100	Bank Fees	60.00	0.00	0.00	0.00	0.00	60.00	0.00
03-00-00-53-3620	Street Maintenance	140,000.00	50,002.16	0.00	0.00	50,002.16	89,997.84	35.72
	<b>Contractual Services</b>	<b>140,060.00</b>	<b>50,002.16</b>	<b>0.00</b>	<b>0.00</b>	<b>50,002.16</b>	<b>90,057.84</b>	<b>35.70</b>
03-00-00-54-2100	Snow & Ice Control	54,766.00	0.00	0.00	0.00	0.00	54,766.00	0.00
	<b>Materials &amp; Supplies</b>	<b>54,766.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,766.00</b>	<b>0.00</b>
03-00-00-55-9100	Street Improvement	350,000.00	0.00	95,070.76	0.00	95,070.76	254,929.24	27.16
	<b>Capital Outlay</b>	<b>350,000.00</b>	<b>0.00</b>	<b>95,070.76</b>	<b>0.00</b>	<b>95,070.76</b>	<b>254,929.24</b>	<b>27.16</b>
<b>00</b>		<b>544,826.00</b>	<b>50,002.16</b>	<b>95,070.76</b>	<b>0.00</b>	<b>145,072.92</b>	<b>399,753.08</b>	<b>26.63</b>
	<b>Expense</b>	<b>544,826.00</b>	<b>50,002.16</b>	<b>95,070.76</b>	<b>0.00</b>	<b>145,072.92</b>	<b>399,753.08</b>	<b>26.63</b>
<b>03</b>	<b>Motor Fuel Tax Fund</b>	<b>-55,057.00</b>	<b>-307,227.89</b>	<b>95,183.89</b>	<b>42,350.37</b>	<b>-254,394.37</b>	<b>199,337.37</b>	<b>462.06</b>

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
<b>05</b>	<b>Debt Service Fund</b>							
<b>00</b>								
05-00-00-41-1000	Prior Yrs Taxes	123,722.00	2,280.00	0.00	0.00	2,280.00	121,442.00	1.84
05-00-00-41-1021	Property Taxes Current	139,953.00	0.00	0.00	0.00	0.00	139,953.00	0.00
	<b>Property Taxes</b>	<b>263,675.00</b>	<b>2,280.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,280.00</b>	<b>261,395.00</b>	<b>0.86</b>
05-00-00-45-5100	Interest	155.00	3,047.95	0.00	446.72	3,494.67	-3,339.67	2,254.63
	<b>Interest</b>	<b>155.00</b>	<b>3,047.95</b>	<b>0.00</b>	<b>446.72</b>	<b>3,494.67</b>	<b>-3,339.67</b>	<b>2,254.63</b>
<b>00</b>		<b>263,830.00</b>	<b>5,327.95</b>	<b>0.00</b>	<b>446.72</b>	<b>5,774.67</b>	<b>258,055.33</b>	<b>2.19</b>
	<b>Revenue</b>	<b>263,830.00</b>	<b>5,327.95</b>	<b>0.00</b>	<b>446.72</b>	<b>5,774.67</b>	<b>258,055.33</b>	<b>2.19</b>
<b>00</b>								
05-00-00-53-2100	Bank Fees	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	<b>Contractual Services</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>
05-00-00-56-0035	2020 GO Bond Principal	0.00	0.00	275,000.00	275,000.00	0.00	0.00	0.00
05-00-00-56-0036	2020 GO Bond Interest	0.00	0.00	3,483.33	3,483.33	0.00	0.00	0.00
05-00-00-56-0037	2022 GO Bond Principal	275,000.00	0.00	275,000.00	0.00	275,000.00	0.00	100.00
	<b>Debt Service</b>	<b>275,000.00</b>	<b>0.00</b>	<b>553,483.33</b>	<b>278,483.33</b>	<b>275,000.00</b>	<b>0.00</b>	<b>100.00</b>
05-00-00-56-0038	2022 GO Bond Interest	3,434.00	0.00	3,483.33	0.00	3,483.33	-49.33	101.44
	<b>Interest on Debt</b>	<b>3,434.00</b>	<b>0.00</b>	<b>3,483.33</b>	<b>0.00</b>	<b>3,483.33</b>	<b>-49.33</b>	<b>101.44</b>
<b>00</b>		<b>278,934.00</b>	<b>0.00</b>	<b>556,966.66</b>	<b>278,483.33</b>	<b>278,483.33</b>	<b>450.67</b>	<b>99.84</b>
	<b>Expense</b>	<b>278,934.00</b>	<b>0.00</b>	<b>556,966.66</b>	<b>278,483.33</b>	<b>278,483.33</b>	<b>450.67</b>	<b>99.84</b>
<b>05</b>	<b>Debt Service Fund</b>	<b>15,104.00</b>	<b>-5,327.95</b>	<b>556,966.66</b>	<b>278,930.05</b>	<b>272,708.66</b>	<b>-257,604.66</b>	<b>1,805.54</b>



Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
<b>09</b>	<b>Police Pension Fund</b>							
<b>00</b>								
09-00-00-45-5100	Interest	560,000.00	193,114.05	0.00	0.00	193,114.05	366,885.95	34.48
09-00-00-45-5200	Net Change in Fair Value	2,023,653.00	-2,371,778.95	0.00	0.00	-2,371,778.95	4,395,431.95	-117.20
	<b>Interest</b>	<b>2,583,653.00</b>	<b>-2,178,664.90</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,178,664.90</b>	<b>4,762,317.90</b>	<b>-84.32</b>
09-00-00-41-1100	Employer Contribution	1,959,903.00	17,561.92	0.00	0.00	17,561.92	1,942,341.08	0.90
09-00-00-46-7350	Employee Contribution	310,063.00	144,091.26	0.00	29,711.67	173,802.93	136,260.07	56.05
	<b>Grants &amp; Contributions</b>	<b>2,269,966.00</b>	<b>161,653.18</b>	<b>0.00</b>	<b>29,711.67</b>	<b>191,364.85</b>	<b>2,078,601.15</b>	<b>8.43</b>
<b>00</b>		<b>4,853,619.00</b>	<b>-2,017,011.72</b>	<b>0.00</b>	<b>29,711.67</b>	<b>-1,987,300.05</b>	<b>6,840,919.05</b>	<b>-40.94</b>
	<b>Revenue</b>	<b>4,853,619.00</b>	<b>-2,017,011.72</b>	<b>0.00</b>	<b>29,711.67</b>	<b>-1,987,300.05</b>	<b>6,840,919.05</b>	<b>-40.94</b>
<b>00</b>								
09-00-00-52-6100	Pensions	2,813,266.00	1,095,797.43	0.00	0.00	1,095,797.43	1,717,468.57	38.95
09-00-00-52-6150	Pension Refund	50,000.00	554.07	0.00	0.00	554.07	49,445.93	1.11
	<b>Benefits</b>	<b>2,863,266.00</b>	<b>1,096,351.50</b>	<b>0.00</b>	<b>0.00</b>	<b>1,096,351.50</b>	<b>1,766,914.50</b>	<b>38.29</b>
09-00-00-53-0300	Audit Services	2,310.00	0.00	0.00	0.00	0.00	2,310.00	0.00
09-00-00-53-0350	Actuarial Services	4,205.00	0.00	0.00	0.00	0.00	4,205.00	0.00
09-00-00-53-0360	Payroll Services	30,550.00	6,880.00	0.00	0.00	6,880.00	23,670.00	22.52
09-00-00-53-0380	Consulting Services	0.00	17,487.69	0.00	0.00	17,487.69	-17,487.69	0.00
09-00-00-53-0420	Legal Services	18,000.00	2,337.50	0.00	0.00	2,337.50	15,662.50	12.99
09-00-00-53-2100	Bank Fees	100.00	245.32	0.00	0.00	245.32	-145.32	245.32
09-00-00-53-4100	Training	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
09-00-00-53-4250	Travel & Meeting	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
09-00-00-53-4300	Dues & Subscriptions	795.00	795.00	0.00	0.00	795.00	0.00	100.00
09-00-00-53-4400	Medical & Screening	1,800.00	0.00	0.00	0.00	0.00	1,800.00	0.00
09-00-00-54-3100	Misc Expenditures	14,377.00	8,143.39	0.00	0.00	8,143.39	6,233.61	56.64
	<b>Contractual Services</b>	<b>74,137.00</b>	<b>35,888.90</b>	<b>0.00</b>	<b>0.00</b>	<b>35,888.90</b>	<b>38,248.10</b>	<b>48.41</b>
<b>00</b>		<b>2,937,403.00</b>	<b>1,132,240.40</b>	<b>0.00</b>	<b>0.00</b>	<b>1,132,240.40</b>	<b>1,805,162.60</b>	<b>38.55</b>
	<b>Expense</b>	<b>2,937,403.00</b>	<b>1,132,240.40</b>	<b>0.00</b>	<b>0.00</b>	<b>1,132,240.40</b>	<b>1,805,162.60</b>	<b>38.55</b>
<b>09</b>	<b>Police Pension Fund</b>	<b>-1,916,216.00</b>	<b>3,149,252.12</b>	<b>0.00</b>	<b>29,711.67</b>	<b>3,119,540.45</b>	<b>-5,035,756.45</b>	<b>-162.80</b>

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
<b>10</b>	<b>Fire Pension Fund</b>							
<b>00</b>								
10-00-00-45-5100	InterestDividends	253,565.00	63,664.98	0.00	0.00	63,664.98	189,900.02	25.11
10-00-00-45-5200	Net Change in Fair Value	1,222,440.00	-1,892,091.91	0.00	0.00	-1,892,091.91	3,114,531.91	-154.78
	<b>Interest</b>	<b>1,476,005.00</b>	<b>-1,828,426.93</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,828,426.93</b>	<b>3,304,431.93</b>	<b>-123.88</b>
10-00-00-41-1100	Employer Contribution	1,733,600.00	16,479.03	0.00	0.00	16,479.03	1,717,120.97	0.95
10-00-00-46-7350	Employee Contribution	217,664.00	127,080.77	0.00	20,995.72	148,076.49	69,587.51	68.03
	<b>Grants &amp; Contributions</b>	<b>1,951,264.00</b>	<b>143,559.80</b>	<b>0.00</b>	<b>20,995.72</b>	<b>164,555.52</b>	<b>1,786,708.48</b>	<b>8.43</b>
<b>00</b>		<b>3,427,269.00</b>	<b>-1,684,867.13</b>	<b>0.00</b>	<b>20,995.72</b>	<b>-1,663,871.41</b>	<b>5,091,140.41</b>	<b>-48.55</b>
	<b>Revenue</b>	<b>3,427,269.00</b>	<b>-1,684,867.13</b>	<b>0.00</b>	<b>20,995.72</b>	<b>-1,663,871.41</b>	<b>5,091,140.41</b>	<b>-48.55</b>
<b>00</b>								
10-00-00-52-6100	Pensions Benefits	2,239,929.00	905,908.79	0.00	0.00	905,908.79	1,334,020.21	40.44
		<b>2,239,929.00</b>	<b>905,908.79</b>	<b>0.00</b>	<b>0.00</b>	<b>905,908.79</b>	<b>1,334,020.21</b>	<b>40.44</b>
10-00-00-53-0300	Audit Services	2,310.00	0.00	0.00	0.00	0.00	2,310.00	0.00
10-00-00-53-0350	Actuarial Services	3,815.00	2,770.00	0.00	0.00	2,770.00	1,045.00	72.61
10-00-00-53-0360	Payroll Services	15,595.00	6,120.00	0.00	0.00	6,120.00	9,475.00	39.24
10-00-00-53-0380	Consulting Services	0.00	4,530.26	0.00	0.00	4,530.26	-4,530.26	0.00
10-00-00-53-0420	Legal Services	6,000.00	2,337.50	0.00	0.00	2,337.50	3,662.50	38.96
10-00-00-53-2100	Bank Fees	2,200.00	129.25	0.00	0.00	129.25	2,070.75	5.88
10-00-00-53-4100	Training	500.00	0.00	0.00	0.00	0.00	500.00	0.00
10-00-00-53-4250	Travel & Meeting	500.00	200.00	0.00	0.00	200.00	300.00	40.00
10-00-00-53-4300	Dues & Subscriptions	795.00	795.00	0.00	0.00	795.00	0.00	100.00
10-00-00-53-4400	Medical & Screening	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
10-00-00-54-1300	Postage	50.00	0.00	0.00	0.00	0.00	50.00	0.00
10-00-00-54-3100	Misc Expenditures	18,210.00	4,600.90	0.00	0.00	4,600.90	13,609.10	25.27
	<b>Contractual Services</b>	<b>50,975.00</b>	<b>21,482.91</b>	<b>0.00</b>	<b>0.00</b>	<b>21,482.91</b>	<b>29,492.09</b>	<b>42.14</b>
<b>00</b>		<b>2,290,904.00</b>	<b>927,391.70</b>	<b>0.00</b>	<b>0.00</b>	<b>927,391.70</b>	<b>1,363,512.30</b>	<b>40.48</b>
	<b>Expense</b>	<b>2,290,904.00</b>	<b>927,391.70</b>	<b>0.00</b>	<b>0.00</b>	<b>927,391.70</b>	<b>1,363,512.30</b>	<b>40.48</b>
<b>10</b>	<b>Fire Pension Fund</b>	<b>-1,136,365.00</b>	<b>2,612,258.83</b>	<b>0.00</b>	<b>20,995.72</b>	<b>2,591,263.11</b>	<b>-3,727,628.11</b>	<b>-228.03</b>

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
<b>13</b>	<b>Capital Equip Replacement Fund</b>							
<b>00</b>								
13-00-00-45-5100	Interest	25,605.00	14,187.48	0.00	4,051.89	18,239.37	7,365.63	71.23
13-00-00-45-5200	Net Change in Fair Value	0.00	-80,936.74	0.00	8,260.11	-72,676.63	72,676.63	0.00
	<b>Interest</b>	<b>25,605.00</b>	<b>-66,749.26</b>	<b>0.00</b>	<b>12,312.00</b>	<b>-54,437.26</b>	<b>80,042.26</b>	<b>-212.60</b>
13-00-00-47-7001	From General Fund	801,778.00	400,888.98	0.00	66,814.83	467,703.81	334,074.19	58.33
13-00-00-47-7002	Transfer from Water and Sewer	111,467.00	55,733.52	0.00	9,288.92	65,022.44	46,444.56	58.33
13-00-00-48-8000	Sale of Property	25,000.00	4,243.75	0.00	3,830.50	8,074.25	16,925.75	32.30
	<b>Other Financing Sources</b>	<b>938,245.00</b>	<b>460,866.25</b>	<b>0.00</b>	<b>79,934.25</b>	<b>540,800.50</b>	<b>397,444.50</b>	<b>57.64</b>
<b>00</b>		<b>963,850.00</b>	<b>394,116.99</b>	<b>0.00</b>	<b>92,246.25</b>	<b>486,363.24</b>	<b>477,486.76</b>	<b>50.46</b>
	<b>Revenue</b>	<b>963,850.00</b>	<b>394,116.99</b>	<b>0.00</b>	<b>92,246.25</b>	<b>486,363.24</b>	<b>477,486.76</b>	<b>50.46</b>
<b>00</b>								
13-00-00-53-2100	Bank Fees	100.00	0.00	0.00	0.00	0.00	100.00	0.00
	<b>Contractual Services</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>
13-00-00-55-0500	Building Improvements	33,477.00	0.00	0.00	0.00	0.00	33,477.00	0.00
13-00-00-55-8700	Police Vehicles	103,176.00	44,749.00	2,084.00	0.00	46,833.00	56,343.00	45.39
13-00-00-55-8720	Police Equipment	40,411.00	0.00	0.00	0.00	0.00	40,411.00	0.00
13-00-00-55-8800	Fire Dept Vehicle	263,500.00	0.00	0.00	0.00	0.00	263,500.00	0.00
13-00-00-55-8850	Fire Dept Equipment	45,000.00	0.00	0.00	0.00	0.00	45,000.00	0.00
13-00-00-55-8910	PW Vehicles	241,200.00	0.00	0.00	0.00	0.00	241,200.00	0.00
	<b>Capital Outlay</b>	<b>726,764.00</b>	<b>44,749.00</b>	<b>2,084.00</b>	<b>0.00</b>	<b>46,833.00</b>	<b>679,931.00</b>	<b>6.44</b>
<b>00</b>		<b>726,864.00</b>	<b>44,749.00</b>	<b>2,084.00</b>	<b>0.00</b>	<b>46,833.00</b>	<b>680,031.00</b>	<b>6.44</b>
	<b>Expense</b>	<b>726,864.00</b>	<b>44,749.00</b>	<b>2,084.00</b>	<b>0.00</b>	<b>46,833.00</b>	<b>680,031.00</b>	<b>6.44</b>
<b>13</b>	<b>Capital Equip Replacement Fund</b>	<b>-236,986.00</b>	<b>-349,367.99</b>	<b>2,084.00</b>	<b>92,246.25</b>	<b>-439,530.24</b>	<b>202,544.24</b>	<b>185.47</b>

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
<b>14</b>	<b>Capital Improvement Fund</b>							
<b>00</b>								
14-00-00-43-3200	Metra Daily Parking Fees	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
14-00-00-43-3220	Parking Lot Permit Fees	31,749.00	0.00	0.00	0.00	0.00	31,749.00	0.00
	<b>Charges for Services</b>	<b>35,249.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,249.00</b>	<b>0.00</b>
14-00-00-44-4240	Automated Traffic Enf Fines	850,000.00	45,451.87	0.00	25,163.96	70,615.83	779,384.17	8.31
	<b>Fines &amp; Forfeits</b>	<b>850,000.00</b>	<b>45,451.87</b>	<b>0.00</b>	<b>25,163.96</b>	<b>70,615.83</b>	<b>779,384.17</b>	<b>8.31</b>
14-00-00-45-5100	Interest	18.00	31,078.34	0.00	5,181.48	36,259.82	-36,241.82	201,443.44
14-00-00-45-5200	Net Change in Fair Value	0.00	-13,272.96	0.00	222.86	-13,050.10	13,050.10	0.00
	<b>Interest</b>	<b>18.00</b>	<b>17,805.38</b>	<b>0.00</b>	<b>5,404.34</b>	<b>23,209.72</b>	<b>-23,191.72</b>	<b>128,942.89</b>
14-00-00-47-7018	Transfer From Infrast Imp BF	256,590.00	0.00	0.00	0.00	0.00	256,590.00	0.00
	<b>Other Financing Sources</b>	<b>256,590.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>256,590.00</b>	<b>0.00</b>
<b>00</b>		<b>1,141,857.00</b>	<b>63,257.25</b>	<b>0.00</b>	<b>30,568.30</b>	<b>93,825.55</b>	<b>1,048,031.45</b>	<b>8.22</b>
	<b>Revenue</b>	<b>1,141,857.00</b>	<b>63,257.25</b>	<b>0.00</b>	<b>30,568.30</b>	<b>93,825.55</b>	<b>1,048,031.45</b>	<b>8.22</b>
<b>00</b>								
14-00-00-53-0370	Professional Services	0.00	11,804.00	4,042.00	0.00	15,846.00	-15,846.00	0.00
14-00-00-53-0380	Consulting Services	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
14-00-00-53-4290	License Fees	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00	100.00
	<b>Contractual Services</b>	<b>37,000.00</b>	<b>23,804.00</b>	<b>4,042.00</b>	<b>0.00</b>	<b>27,846.00</b>	<b>9,154.00</b>	<b>75.26</b>
14-00-00-55-0500	Building Improvements	78,000.00	0.00	1,500.00	0.00	1,500.00	76,500.00	1.92
14-00-00-55-1205	Streetscape Improvements	46,000.00	0.00	0.00	0.00	0.00	46,000.00	0.00
14-00-00-55-1210	Parking Lot Improvements	150,000.00	0.00	0.00	0.00	0.00	150,000.00	0.00
14-00-00-55-1250	Alley Improvements	2,522,582.00	1,250,885.66	21,640.84	0.00	1,272,526.50	1,250,055.50	50.45
14-00-00-55-8620	Information Technology Equipme	491,864.00	1,387.36	57,575.40	0.00	58,962.76	432,901.24	11.99
	<b>Capital Outlay</b>	<b>3,288,446.00</b>	<b>1,252,273.02</b>	<b>80,716.24</b>	<b>0.00</b>	<b>1,332,989.26</b>	<b>1,955,456.74</b>	<b>40.54</b>

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>	<u>Remaining</u>	<u>% Exp/Col</u>
00		<u>3,325,446.00</u>	<u>1,276,077.02</u>	<u>84,758.24</u>	<u>0.00</u>	<u>1,360,835.26</u>	<u>1,964,610.74</u>	<u>40.92</u>
	Expense	<u>3,325,446.00</u>	<u>1,276,077.02</u>	<u>84,758.24</u>	<u>0.00</u>	<u>1,360,835.26</u>	<u>1,964,610.74</u>	<u>40.92</u>
14	Capital Improvement Fund	2,183,589.00	1,212,819.77	84,758.24	30,568.30	1,267,009.71	916,579.29	58.02

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
<b>31</b>	<b>TIF-Madison Street</b>							
<b>00</b>								
31-00-00-41-1000	Property Taxes-Prior Years	332,503.00	0.00	0.00	0.00	0.00	332,503.00	0.00
31-00-00-41-1021	Property Taxes-Current Year	339,153.00	0.00	0.00	0.00	0.00	339,153.00	0.00
	<b>Property Taxes</b>	<b>671,656.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>671,656.00</b>	<b>0.00</b>
31-00-00-45-5100	Interest	608.00	10,679.31	0.00	3,376.48	14,055.79	-13,447.79	2,311.81
	<b>Interest</b>	<b>608.00</b>	<b>10,679.31</b>	<b>0.00</b>	<b>3,376.48</b>	<b>14,055.79</b>	<b>-13,447.79</b>	<b>2,311.81</b>
<b>00</b>		<b>672,264.00</b>	<b>10,679.31</b>	<b>0.00</b>	<b>3,376.48</b>	<b>14,055.79</b>	<b>658,208.21</b>	<b>2.09</b>
	<b>Revenue</b>	<b>672,264.00</b>	<b>10,679.31</b>	<b>0.00</b>	<b>3,376.48</b>	<b>14,055.79</b>	<b>658,208.21</b>	<b>2.09</b>
<b>00</b>								
31-00-00-53-0100	Electricity & Natural Gas	0.00	855.55	193.78	0.00	1,049.33	-1,049.33	0.00
31-00-00-53-0300	Audit Services	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
31-00-00-53-0380	Consulting Services	11,000.00	30,995.00	0.00	0.00	30,995.00	-19,995.00	281.77
31-00-00-53-0425	Village Attorney	10,000.00	3,810.05	0.00	0.00	3,810.05	6,189.95	38.10
31-00-00-53-3600	Maintenance of Buildings	750.00	0.00	0.00	0.00	0.00	750.00	0.00
31-00-00-53-5300	AdvertisingLegal Notice	0.00	325.00	0.00	0.00	325.00	-325.00	0.00
	<b>Contractual Services</b>	<b>22,750.00</b>	<b>35,985.60</b>	<b>193.78</b>	<b>0.00</b>	<b>36,179.38</b>	<b>-13,429.38</b>	<b>159.03</b>
31-00-00-55-4300	Other Improvements	645,000.00	0.00	0.00	0.00	0.00	645,000.00	0.00
	<b>Capital Outlay</b>	<b>645,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>645,000.00</b>	<b>0.00</b>
31-00-00-56-0081	Interest on Interfund Loan	56,534.00	0.00	0.00	0.00	0.00	56,534.00	0.00
	<b>Debt Service</b>	<b>56,534.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56,534.00</b>	<b>0.00</b>
<b>00</b>		<b>724,284.00</b>	<b>35,985.60</b>	<b>193.78</b>	<b>0.00</b>	<b>36,179.38</b>	<b>688,104.62</b>	<b>5.00</b>
	<b>Expense</b>	<b>724,284.00</b>	<b>35,985.60</b>	<b>193.78</b>	<b>0.00</b>	<b>36,179.38</b>	<b>688,104.62</b>	<b>5.00</b>
<b>31</b>	<b>TIF-Madison Street</b>	<b>52,020.00</b>	<b>25,306.29</b>	<b>193.78</b>	<b>3,376.48</b>	<b>22,123.59</b>	<b>29,896.41</b>	<b>42.53</b>

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
<b>32</b>	<b>Tif - North Avenue</b>							
<b>00</b>								
32-00-00-41-1000	Property Taxes-Prior Years	179,046.00	5,290.33	0.00	0.00	5,290.33	173,755.67	2.95
32-00-00-41-1021	Property Taxes-Current Year	182,627.00	0.00	0.00	0.00	0.00	182,627.00	0.00
	<b>Property Taxes</b>	<b>361,673.00</b>	<b>5,290.33</b>	<b>0.00</b>	<b>0.00</b>	<b>5,290.33</b>	<b>356,382.67</b>	<b>1.46</b>
32-00-00-45-5100	Interest	345.00	5,509.13	0.00	1,783.84	7,292.97	-6,947.97	2,113.90
	<b>Interest</b>	<b>345.00</b>	<b>5,509.13</b>	<b>0.00</b>	<b>1,783.84</b>	<b>7,292.97</b>	<b>-6,947.97</b>	<b>2,113.90</b>
<b>00</b>		<b>362,018.00</b>	<b>10,799.46</b>	<b>0.00</b>	<b>1,783.84</b>	<b>12,583.30</b>	<b>349,434.70</b>	<b>3.48</b>
	<b>Revenue</b>	<b>362,018.00</b>	<b>10,799.46</b>	<b>0.00</b>	<b>1,783.84</b>	<b>12,583.30</b>	<b>349,434.70</b>	<b>3.48</b>
<b>00</b>								
32-00-00-53-0300	Audit Services	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
32-00-00-53-0380	Consulting Services	71,000.00	2,500.00	0.00	0.00	2,500.00	68,500.00	3.52
32-00-00-53-0425	Village Attorney	10,000.00	595.50	0.00	0.00	595.50	9,404.50	5.96
32-00-00-53-5300	AdvertisingLegal	0.00	325.00	0.00	0.00	325.00	-325.00	0.00
	<b>Contractual Services</b>	<b>82,000.00</b>	<b>3,420.50</b>	<b>0.00</b>	<b>0.00</b>	<b>3,420.50</b>	<b>78,579.50</b>	<b>4.17</b>
32-00-00-55-4300	Other Improvements	278,000.00	0.00	0.00	0.00	0.00	278,000.00	0.00
	<b>Capital Outlay</b>	<b>278,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>278,000.00</b>	<b>0.00</b>
<b>00</b>		<b>360,000.00</b>	<b>3,420.50</b>	<b>0.00</b>	<b>0.00</b>	<b>3,420.50</b>	<b>356,579.50</b>	<b>0.95</b>
	<b>Expense</b>	<b>360,000.00</b>	<b>3,420.50</b>	<b>0.00</b>	<b>0.00</b>	<b>3,420.50</b>	<b>356,579.50</b>	<b>0.95</b>
<b>32</b>	<b>Tif - North Avenue</b>	<b>-2,018.00</b>	<b>-7,378.96</b>	<b>0.00</b>	<b>1,783.84</b>	<b>-9,162.80</b>	<b>7,144.80</b>	<b>454.05</b>

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>	<u>Remaining</u>	<u>% Exp/Col</u>
<b>35</b>	<b>Infrastructure Imp</b>							
	<b>Bond Fund</b>							
<b>00</b>								
35-00-00-45-5100	Interest	93.00	5,496.92	0.00	1,392.36	6,889.28	-6,796.28	7,407.83
	<b>Interest</b>	<b><u>93.00</u></b>	<b><u>5,496.92</u></b>	<b><u>0.00</u></b>	<b><u>1,392.36</u></b>	<b><u>6,889.28</u></b>	<b><u>-6,796.28</u></b>	<b><u>7,407.83</u></b>
<b>00</b>		<b><u>93.00</u></b>	<b><u>5,496.92</u></b>	<b><u>0.00</u></b>	<b><u>1,392.36</u></b>	<b><u>6,889.28</u></b>	<b><u>-6,796.28</u></b>	<b><u>7,407.83</u></b>
	<b>Revenue</b>	<b>93.00</b>	<b>5,496.92</b>	<b>0.00</b>	<b>1,392.36</b>	<b>6,889.28</b>	<b>-6,796.28</b>	<b>7,407.83</b>
<b>00</b>								
35-00-00-55-9100	Street Improvements	0.00	2,072.95	250,000.00	0.00	252,072.95	-252,072.95	0.00
	<b>Capital Outlay</b>	<b>0.00</b>	<b>2,072.95</b>	<b>250,000.00</b>	<b>0.00</b>	<b>252,072.95</b>	<b>-252,072.95</b>	<b>0.00</b>
35-00-00-57-5014	Transfer To CIF	256,590.00	0.00	0.00	0.00	0.00	256,590.00	0.00
	<b>Other Financing</b>	<b><u>256,590.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>256,590.00</u></b>	<b><u>0.00</u></b>
	<b>Uses</b>							
<b>00</b>		<b><u>256,590.00</u></b>	<b><u>2,072.95</u></b>	<b><u>250,000.00</u></b>	<b><u>0.00</u></b>	<b><u>252,072.95</u></b>	<b><u>4,517.05</u></b>	<b><u>98.24</u></b>
	<b>Expense</b>	<b><u>256,590.00</u></b>	<b><u>2,072.95</u></b>	<b><u>250,000.00</u></b>	<b><u>0.00</u></b>	<b><u>252,072.95</u></b>	<b><u>4,517.05</u></b>	<b><u>98.24</u></b>
<b>35</b>	<b>Infrastructure Imp</b>	<b>256,497.00</b>	<b>-3,423.97</b>	<b>250,000.00</b>	<b>1,392.36</b>	<b>245,183.67</b>	<b>11,313.33</b>	<b>95.59</b>
	<b>Bond Fund</b>							



# Village of River Forest Investments

Fiscal Year 2023  
Through 11/30/2022

Fun	ID	Bank	Interest Rate	Purchase Date	Maturity Date	Cost	Par Value	Market Value
01	2022-10	Beal Bank USA	02.250%	6/22/2022	6/21/2023	\$244,000.00	\$244,000.00	\$240,825.56
01	2022-14	Customers Bank Phoenix	03.700%	9/23/2022	6/23/2023	\$243,000.00	\$243,000.00	\$241,777.71
01	2022-13	First National Bank	03.051%	7/20/2022	7/20/2023	\$242,400.00	\$242,400.00	\$242,400.00
01	2022-06	US Treasury	01.841%	3/22/2022	9/30/2023	\$298,720.55	\$306,000.00	\$294,740.12
01	2021-19	Merrick Bank	00.500%	12/1/2021	11/20/2023	\$249,040.93	\$249,000.00	\$238,865.70
01	2022-12	Bank Hapoalim	02.550%	6/17/2022	12/18/2023	\$246,000.00	\$246,000.00	\$240,366.60
01	2022-01	JP Morngan Chase	00.900%	1/31/2022	1/31/2024	\$248,000.00	\$248,000.00	\$237,018.56
01	2021-04	Financial Federal Bank	00.150%	2/19/2021	2/20/2024	\$248,800.00	\$248,800.00	\$248,800.00
01	2022-16	Synovus Bank of Columbus	04.250%	10/3/2022	4/11/2024	\$244,000.00	\$244,000.00	\$242,082.16
01	2021-13	Goldman Sachs	00.500%	7/28/2021	7/29/2024	\$249,000.00	\$249,000.00	\$231,642.21
01	2021-20	Bank United National	00.950%	12/8/2021	12/9/2024	\$249,000.00	\$249,000.00	\$230,063.55
01	2021-09	FHLB	00.750%	3/20/2021	4/22/2025	\$250,000.00	\$250,000.00	\$228,225.00
01	2021-14	FHLB	01.040%	10/28/2021	10/28/2025	\$250,000.00	\$250,000.00	\$226,607.50
01	2021-11	US Treasury	00.770%	4/29/2021	4/30/2026	\$500,000.00	\$499,511.72	\$447,539.00
								<b>\$3,590,953.67</b>
02	2022-02	Israel Discount Bank	00.750%	1/28/2022	7/14/2023	\$249,000.00	\$249,000.00	\$243,120.11
02	2021-16	Synchrony Bank	00.450%	10/22/2021	10/23/2023	\$249,000.00	\$249,000.00	\$239,662.75
02	2022-17	Morgan Stanley Private Bank	04.400%	10/14/2022	10/11/2024	\$249,000.00	\$249,000.00	\$246,768.96
								<b>\$729,551.82</b>

# Village of River Forest Investments

Fiscal Year 2023  
Through 11/30/2022

Fun	ID	Bank	Interest Rate	Purchase Date	Maturity Date	Cost	Par Value	Market Value
03	2022-05	American Express	01.600%	3/9/2022	3/11/2024	\$247,000.00	\$247,000.00	\$237,178.54
								<b>\$237,178.54</b>
13	2021-12	UBS Bank	00.250%	7/8/2021	7/10/2023	\$249,000.00	\$249,000.00	\$242,482.67
13	2022-15	Valley National Bank	03.900%	9/23/2022	10/3/2023	\$245,000.00	\$245,000.00	\$243,334.00
13	2021-21	Sallie Mae Bank/Salt LKE	00.700%	12/15/2021	12/15/2023	\$249,000.00	\$249,000.00	\$238,719.79
13	2021-22	BMW Bank North America	00.650%	12/17/2021	12/18/2023	\$249,000.00	\$249,000.00	\$238,511.37
13	2022-03	Patriot Bank	00.840%	1/20/2022	1/22/2024	\$245,800.00	\$245,800.00	\$245,800.00
13	2021-05	Texas Exchange	00.300%	2/5/2021	2/24/2024	\$249,000.00	\$249,000.00	\$236,089.35
13	2022-07	Safra National Bank	02.150%	4/8/2022	4/8/2024	\$247,000.00	\$247,000.00	\$238,342.65
13	2021-10	FHLB	00.440%	4/29/2021	4/29/2024	\$250,000.00	\$250,000.00	\$234,872.50
13	2022-08	FHLB	02.500%	4/11/2022	10/11/2024	\$500,000.00	\$500,000.00	\$480,930.00
13	2021-18	Capital One Bk	00.800%	11/24/2021	11/25/2024	\$249,000.00	\$249,000.00	\$229,794.63
13	2021-17	State Bank of India	00.800%	11/29/2021	11/29/2024	\$249,295.13	\$249,000.00	\$229,686.07
13	2022-04	FHLB	01.350%	2/11/2022	2/11/2025	\$300,000.00	\$300,000.00	\$280,161.00
13	2021-15	FHLB	01.040%	10/28/2021	10/28/2025	\$250,000.00	\$250,000.00	\$226,607.50
13	2021-07	FHLB	00.750%	2/18/2021	3/16/2026	\$100,000.00	\$100,000.00	\$88,814.00
								<b>\$3,454,145.53</b>
14	2022-11	FHLB	02.080%	6/16/2022	3/16/2023	\$400,000.00	\$400,000.00	\$397,368.00
14	2022-09	Discover Bank Greenwood	02.800%	4/27/2022	4/28/2025	\$246,000.00	\$246,000.00	\$234,302.70

# Village of River Forest Investments

Fiscal Year 2023  
Through 11/30/2022

Fun	ID	Bank	Interest Rate	Purchase Date	Maturity Date	Cost	Par Value	Market Value
								\$631,670.70
								\$8,643,500.26

**RIVER FOREST  
FIRE DEPARTMENT**



**MONTHLY REPORT  
NOVEMBER 2022**



## MEMORANDUM

TO: Brian Murphy  
Village Administrator

FROM: Thomas Gaertner  
Thomas Gaertner  
Fire Chief

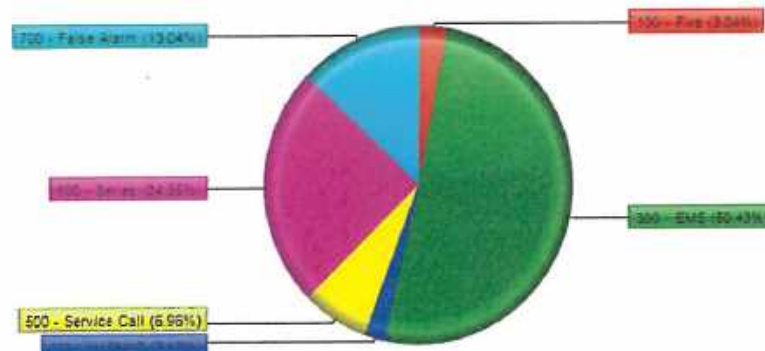
DATE: December 6, 2022

SUBJECT: Monthly Report – November 2022

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The Fire Department responded to 230 calls during the month of November. This is above our average number of calls in comparison to November 2021 where we had 210 calls. Emergency Medical Service calls represented 50.43% of our response activity for the month of November.

Incident Type Group	November 2022
100 - Fire	7
300 - EMS	116
400 - Hazardous Conditions	5
500 - Service Call	16
600 - Good Intent	56
700 - False Alarms	30
<b>Monthly Total</b>	<b>230</b>



**Incident of Interest:** On November 14<sup>th</sup>, Berwyn Fire Department responded to a car into a building. Once on scene a MABAS Division 11 Technical Rescue Team Box was struck for 7001 Roosevelt Road. Once on the scene it was determined the building was in need of being shored up to prevent further collapse. River Forest Chief 200 responded and was an advisor at the scene.

### **Chief Gaertner Report**

- Attended monthly RFFD Officers meeting
- Conducted Quarterly Meetings with each Shift
- Met with Braniff Communications about Outdoor Warning Siren Refurbishment
- Attended the monthly Metropolitan Fire Chiefs Association Meeting
- Attended the New Firefighter Orientation at Concordia University
- Attended the monthly Metro Chiefs Executive Board Meeting
- Attended the monthly Statewide Terrorism & Intelligence Center (STIC) webinar
- Attended the monthly MABAS Division 11 Fire Chiefs Meeting
- Attended a meeting on cancer risks from using AFFF Firefighting Foams
- Attended the IRMA Fire Chiefs Steering Committee Meeting
- Participated in the Villages Annual Wellness Event
- Attended IAFC Zoom Meeting on MedicAid EMS Funding
- Attended a meeting with WSCDC Dispatch members relating to StarComm switch over

## **FIRE PREVENTION BUREAU**

### **Fire Marshal Kevin Wiley**

As I have written about in previous reports, ISEARCH is a collaborative safety effort on behalf of the Fire Department and Police Department and the WSCDC 911 Dispatch to deliver safety messages in school assemblies in all grammar schools in River Forest. We have been doing these assemblies for many years now. Some of the messages that we discuss are fire safety, smoke alarms, matches and lighters, actions to take if a gun is discovered by the student, bike safety and how to ride a bike correctly, how to call for help and what to say when you call 911, among others. We discuss the same subject for all classes but we step up the learning with each grade level. We have three established programs for Pre-K and Kindergartens, First and Second grades and then round it out with an interactive class for Third and Fourth grades. We have a tremendous response to our classes and the students and teachers love our approach. During COVID, Officer Ben Ransom put together a 25-minute video featuring all of the lessons of our classes. Many of the teachers show the video a few days before our assembly. The video not only gets the kids thinking about the message but we come in and reinforce the message for a two in one learning approach. We have one more set of assemblies to do in December.

November is not that busy of a month Inspection-wise. Most of the shifts have completed most of the Company Inspections and I am winding down as well. That allows me to use some days off between vacation and holidays. Unfortunately, my turn-around on plan reviews are effected and that has increased just a bit this month. The year-to-date numbers are still very good.

Each year around this time some of our businesses start displaying natural Christmas trees in front of their stores. We have four locations here I town. I stop by and discuss the storage of the trees with the store manager. I also drive by the locations on a weekly basis to make sure the displays are allowing a clear path in and out of the stores. I make sure that the operation is not blocking the sidewalks as well.

The last item in my monthly report is a summary of activities that do not fit in any other category such as, hydrant flows for sprinkler companies, servicing a Knox Box, public education flyers for the lobby as well as the monthly E-Newsletter, and picking up and/or dropping off vehicles for service among others. These activities may not be difficult but do take up time that I like to account for.



RIVER FOREST FIRE DEPARTMENT  
 FIRE PREVENTION BUREAU  
 MONTHLY REPORT  
 November 2022

MONTHLY ACTIVITIES	MONTHLY TOTALS		YEAR TO DATE	
	Nov-21	Nov-22	2021	2022
**FPB Inspections	14	7	106	124
**Company Inspections	14	13	181	162
FPB Re-Inspections	17	2	33	55
Company Re-Inspections	7	5	83	103
Special Inquiry - B/L Site Inspections	2	0	7	17
Construction Inspections (Rough/Finals)	0	0	45	27
Inspections with Building Department	0	0	13	6
Inspections with/for State Fire Marshal	0	0	4	9
Permit Inspections (tent, hot work, UST)	0	0	31	30
<b>TOTAL INSPECTIONS</b>	<b>54</b>	<b>27</b>	<b>503</b>	<b>533</b>
School/Business Emergency Plans/Drills	0	0	21	13
Violation Notices Issued	17	11	174	174
Violations Noted	41	30	405	482
Violations Corrected	36	16	215	238
Permits Issued	0	0	20	30
**Complaints Received & Investigated	0	0	2	3
Meetings/Consultations	2	4	24	99
Training Activities	0	1	37	38
Fire Suppression/Alarm System Tests/Finals	0	0	2	3
Fire Suppression Hydro's	0	0	3	3
**Plan Reviews and Revisions	5	5	141	188
**Average turnaround ( <b>Business Days</b> )	15 Days	13 days	5.8 days	5.66 days
Public Education Programs	2	4	42	37
Public Education Program Contacts	58	537	2408	2922
Misc Fire Prev Activities (See Narrative)	4	6	66	63

\*\* Performance Measures for the Chief

Kevin Wiley Fire Marshal



## **Individual Shift Reports**

### **Gold Shift Report Lt. Howe**

**Activities:** For the month of November, Gold Shift had a total of 74 calls. 34 of the calls were fire related, 37 involved emergency medical services and there were 3 service calls.

**Incidents/Events of Note:** On November 28th, Gold shift responded to a Carbon Monoxide Alarm at 417 Edgewood. On arrival crew immediately found a presence of Carbon Monoxide throughout house. Through investigation it was determined that source of CO was the use of a liner placed on the bottom of the gas oven, blocking adequate combustion air to burner. Crew ventilated the home until Co levels were in safe range and educated resident on safe and proper use of gas range.

**Training:** Gold shift completed 90 hours of fire related training this month, 40 hours of EMS training for an average of 21.6 hours per firefighter. Topics of training included: Engine operations, Areal operations, Water Supply, Tactics and Strategy, ICS, diver safety and building familiarization. Emergency Medical Services Training included a review Ambulance Box and mass casualty & Loyola mandated Continuing Education.

### **Outside of Department Training**

- Lt. Howe attended ILL. Tactical Officers Association Response to Mass casualty/active shooter class.
- FF Krall completed 2 car seat installs.
- FF Zipperich completed 1 CPR class

**Inspections:** Gold shift completed 3 company fire inspections in November.

### **Black Shift Report: Lt. Bochenek**

**Activities:** Black Shift had a total of 91 calls. 37 were fire related, 50 were EMS calls and 4 were service calls.

**Incidents/Events of Note:** Shift provided a station tour for a local girl scout troop.

**Shift Training:** Black shift conducted 148 hours of fire related training this month and 15.25 hours of EMS training for a total of 164 hours of training. Some of the fire training can be considered cross training between fire and EMS, but for categorization purposes it was placed under fire training. That is an average of 27.3 hours per Lieutenant and firefighter/paramedics.

Topics included the SCBA Maze, driver training, the reading of smoke, building construction, and quick drills

**Inspections:** In-company inspections and multiple re-inspections were completed.

**Red Shift Report: Lt. Smith**

**Activities:** For the month of November, Red Shift had a total of 73 calls. 33 of the calls were fire related. There were 34 EMS calls and 6 service calls.

**Incidents/Events of Note:** On November 17<sup>th</sup>, Truck 219 was performing an annual fire inspection at 630 Harlem Ave, Chase Bank. Truck 219 witnessed a vehicle back out of the ATM lane and strike a sign and a stationary pylon. The vehicle continued in reverse, going over a large curb and striking a vehicle in the McDonald's parking lot. Truck 219 immediately assessed the patients while securing the vehicles and requested River Forest Police to the scene. Truck 219 obtained refusals on the two patients involved.

**Shift Training:** Red Shift had 129.5 hours of fire related training this month and 18.75 hours of EMS training for a total of 148.25 hours of training. That is an average of 24.7 hours per firefighter.

Red Shift attended the 2<sup>nd</sup> Annual Midwest EMSC Pediatric Champion/PECC virtual symposium. The symposium topics included: pediatric assessment, pediatric penetrating trauma, and emergency care for pediatric patients with medical complexities. Red Shift provided a firehouse tour and demonstration to a Cub Scout group. The Shift went to The Christopher Center at Concordia University to give a talk about firefighters to a preschool class. Red Shift continued to test hose and conducted apparatus check-rides. SCBA donning/doffing training was also completed. FF Doran performed three child safety car seat installations. Lt. Smith attended a 1.5 hour online TRANSCAER Hazmat class: Flammable Liquids Safety Training.

**Inspections:** 11 In-company inspections were conducted with 21 violations, and 2 re-inspections with 1 correction.

**Training Lt. Carter**

This month the department participated in various training activities such as:

- Shifts continued their assigned building inspections
- There was no Loyola CE for November
- Hose testing was completed
- Lt. Howe attended an active shooter class in Buffalo Grove on November 3
- FF/PM Zipperich taught CPR for WSCDC on November 16
- Lt. Bochenek attended a 40-hour Incident Safety Officer class at Pleasantview FPD November 14-18.

**EMS/Paramedic Activity FF/PM Fischer**

For the month of November, RFFD responded for a total of 125 patients. Of the 125 patients, 97 were treated and transported by Ambulance 215, 4 were invalid assists, 1 was a DOA and 24 patients refused care. These 125 patients had various complaints. Below are how the complaints break down:

- No complaint – 0
- Abdominal Pain – 3
- Allergic Reaction – 1
- Animal Bite -- 1
- Assault – 0
- Hemorrhage/Bleeding -- 0
- Breathing Problems – 12
- Burns -- 0
- Psychiatric – 5
- Cardiac -- 2
- Chest Pain – 3
- Cardiac/Traumatic/Respiratory Arrest – 1
- Choking -- 0
- Diabetic – 1
- Eye Problem -- 0
- Fall - 23
- Headache/Concussion – 1
- Hemorrhage/Bleeding -- 2
- Medical Alarm – 0
- Opiate Overdose -- 2
- Pain (Back) – 1
- Pain (General) -- 0
- Patient Assist – 0
- Poisoning / Drug Ingestion – 2
- Seizure – 0
- Sick Person -- 36
- Stroke / CVA – 2
- Traffic Accident -- 3
- Traumatic Injury – 1
- Unconscious/Unresponsive – 7
- Unknown Problems -- 6

The 97 patients who were transported went to the following hospitals:

Gottlieb – 2  
Hines VA – 0  
Loyola – 7  
MacNeal -0  
Community First -- 0  
Rush / Oak Park – 76  
Resurrection - 0  
West Suburban – 2

We had 30 calls to other towns for a mutual aid ambulance and received aid from other towns 5 times.

## Thomas Gaertner

---

**From:** John OHara [REDACTED]  
**Sent:** Monday, November 7, 2022 1:20 PM  
**To:** Thomas Gaertner; Kevin Wiley  
**Cc:** Mary Swindal  
**Subject:** Fire Dept Response - 407-415 Franklin Ave

Hello Chief Gaertner and Fire Marshall Wiley,

I am the President of the Greathouse Condo Association where our fire department responded to an alarm this afternoon. I would like to thank the crew that came and let you know how professional and courteous they all were. Lt Howe took me to the side and said that an alarm was triggered under the 407 elevator. He explained what we needed to do next regarding having the elevator serviced and the alarm restored. He also suggested some options for those in our building that are unable to exit the building. I very much appreciated his thoughts.

I have asked our property manager, Mary Swindal at Monroe Property Management to contact both the alarm and elevator and service companies.

I have also asked the Board to create a fire safety committee among our unit owners to develop recommendations along Lt Howe's suggestions.

Again, many thanks to your fantastic fire department for keeping our Greathouse residents safe and secure..

--  
Best Regards,

John

John O'Hara  
[REDACTED]



# Village of River Forest

## POLICE DEPARTMENT MEMORANDUM

**TO:** Brian Murphy - Village Administrator  
**FROM:** James O'Shea- Chief of Police  
**DATE:** December 5, 2022  
**SUBJECT:** November 2022 Monthly Report

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### Crime Statistics

The month of November 2022 indicated an 29% decrease in Group A (previously Part I) offenses in comparison to November 2021. There was a 31% increase in Group B (previously Part II) reported crimes compared to November 2021. A decrease in Burglary and Motor Vehicle Theft incidents contributed to the decrease in Group A crimes. An increase in Criminal Damage and All Other Offenses incidents contributed to the Group B increase. We will continue to report any anomalies in data or statistics for calendar year (2022).

	Nov 2022	Nov 2021	Diff. +/-	% +/-	YTD 2022	YTD 2021	Diff. +/-	% +/-
<b>Group A*</b>	17	24	-7	-29%	173	161	8	7%
<b>Group B**</b>	105	80	25	31%	1030	800	230	29%
<b>Reports***</b>	152	128	24	19%	1436	1285	151	12%
<b>Events****</b>	1111	857	254	30%	10861	9525	1336	14%

\*Group A (previously referred to *Part I*) *Offenses* include homicide, criminal sexual assault, robbery, aggravated battery, burglary, theft, and motor vehicle theft.

\*\*Group B (previously referred to *Part II*) *Offenses* include simple battery, assault, criminal trespass, disorderly conduct, and all other misdemeanor and traffic offenses.

\*\*\**Reports* (new category as of September 2015) include total number of reports written by officers during the month.

\*\*\*\**Events* (new category as of September 2015) include all activities conducted by officers, including foot patrols, premise checks, traffic stops, and all other calls for service not included as Group A and Group B offenses.

## Town Center

The Police Department responded to fifty-four (54) calls for service at the Town Center properties in November 2022; of those calls there were seven (7) reported crimes, which included three (3) Retail Thefts and four (4) Panhandler/Criminal Trespass incidents. There was an 36% decrease in calls for service in comparison to year-to-date 2021 statistics. In addition, there was an 61% decrease in Criminal Activity in comparison to year-to-date 2021 statistics.

## Collaboration and Relationship Strengthening

- Attended the West Suburban Chiefs of Police Meeting on November 2, 2022.
- Conducted interviews for positions of Traffic/Tactical Officer on November 9 and 15, 2022.
- Attended the Entry Level Police Officer Orientation on November 10, 2022
- Officers continued their increased patrol and presence in areas of schools and special events throughout River Forest.
- Officers increased traffic enforcement efforts at locations based on data-driven response to accidents and community member requests.

## School and Community Support

During this period, the SRO/CSO Division continued to focus on addressing safety and security concerns by meeting with community organizations, businesses, and schools. Some of these concerns included general traffic, construction related hazards, crime prevention, and personal safety related issues.

### **Community Service Officer Parking Enforcement Activity Summary for November 2022**

The OEO Unit conducted parking enforcement throughout the village, resulting in 25 Tickets for:

<b>NOVEMBER 2022</b>	<b>CSO BUS</b>
<b>VIOLATION TYPE</b>	<b>TICKETS</b>
Time Limit	11
No Parking Anytime	3
Vehicle License	4
Fire Lane/Hydrant	1
Handicapped	0
Resident Only Zone	0
Permit Parking Only	0
Daily Parking Fee Zone	1
Expired Registration	2
Other Parking Offense	3
<b>TOTAL</b>	<b>25</b>

**Community Service Officer (CSO) Unit Patrol Activity Summary for November 2022**

<b>ACTIVITY</b>	<b>CSO BUS</b>
<b>Bank/Metra</b>	13 Assignments 2 Hrs.
<b>Errands</b>	9 Assignments 3.5 Hrs.
<b>Local Ordinance Enforcement / Citations</b>	2 Assignments 2 Citations
<b>Parking Citations</b>	25 Citations
<b>Fingerprinting Assignments</b>	1 Assignment 15 min.
<b>Administrative Duties</b>	1 Assignment 1 Hr.
<b>Animal Calls</b>	2 Assignments 1.75 Hrs.
<b>Vehicle Service</b>	1 Assignment 7 Hrs.
<b>Crossings</b>	3 Assignments 2 Hrs.
<b>Bond Hearing / Court</b>	9 Assignments 14 Hrs.
<b>Other Assignments</b>	17 Assignments 8 Hrs.
<b>Adjudication / Red Light Hearing</b>	1 Assignment 3 Hrs.
<b>Child Safety Seat Inspection/Install</b>	0 Assignment 0 Hrs.
<b>Other Calls for Service</b>	22 Assignments 5.8 Hrs.

**School Resource/Crime Prevention Officer Activity Summary for November 2022**

<b>Written Reports</b>	13
<b>Foot Patrols / Premise Checks</b>	15
<b>I-Search and Too Good For Drugs Activities</b>	8 Assemblies 8 Lessons 18 Hours
<b>Calls for Service</b>	5
<b>Other Assignments</b>	57 Assignments 26 Hrs.
<b>Special Assignments</b>	49 Assignments 57 hours (see below)



## School and Community-Support Activity Highlights for November 2022

- Taught Too Good For Drugs on the following days:
  - 2 lessons on 11/04/2022.
  - 1 lesson on 11/07/2022.
  - 1 lesson on 11/08/2022.
  - 2 lessons on 11/11/2022.
  - 1 lesson on 11/28/2022.
  - 1 lesson on 11/29/2022.
- ISEARCH Activities:
  - 4 Assemblies conducted on 11/02/2022.
  - 4 Assemblies conducted on 11/03/2022.

Ofc. Ransom completed the following:

- Conducted Lockdown at Concordia University Early Childhood Center on 11/01/2022.
- Assisted detectives with Juvenile case 22-01109 (supplemental report completed) on 11/01/2022.
- Completed ALICE Instructor recertification on 11/01/2022.
- Attended Har Zion Anti-Semitism Panel Discussion on 11/01/2022.
- Gave ALICE presentation to Grace Faculty/Staff on 11/02/2022.
- Conducted follow-up on Juvenile Report on 11/02/2022.
- Fielded advice call from resident regarding dog bite report on 11/02/2022.
- Conducted lockdown drill at Willard School on 11/03/2022.
- Conducted lockdown drill at Lincoln on 11/07/2022.
- Completed (2) lockdown reports on 11/07/2022.
- Conducted lockdown drill at St. Luke's on 11/08/2022.
- Security meeting with Grace Lutheran on 11/08/2022.
- Completed (2) lockdown reports on 11/08/2022.
- Conducted follow up on school threat report on 11/08/2022 (supplemental report completed).
- Provided additional security and patrol for Election Day on 11/08/2022.
- Completed ICAC Task Force (Internet Crimes against Children) monthly report on 11/09/2022.
- Closed ICAC case 22-01335 with report on 11/09/2022.
- Closed ICAC case 22-01336 with report on 11/09/2022
- Obtained Search Warrant for ICAC case 22-00383 and submitted it with report on 11/10/2022.
- Closed ICAC case 22-01337 with report on 11/10/2022.
- Attended Youth Network Council meeting on 11/10/2022.
- Meeting with Grace Lutheran Principal on 11/10/2022 regarding school threat (supplemental report completed).
- Attended PYD meeting on 11/10/2022.
- Conducted Restorative Justice meeting with young men at River Edge Hospital on 11/10/2022.
- Gave Orientation presentation to RFPD applicants on 11/10/2022.
- Met with RFPD regarding Juvenile Arson Prevention on 11/11/2022.
- Conducted Pepperball in-service training for officers on 11/11/2022.
- Conducted lockdown drill at Mosaic Montessori on 11/29/2022.

- Phone meeting with Dominican Security Supervisor on 11/29/2022.
- Phone meeting with local business for Catalytic Converter Theft Deterrent event on 11/29/2022.
- Attended Wellness Training and Mental Health Program (ICAC Investigators) on 11/30/2022.

### **UPCOMING School and Community Support Activities for December 2022**

Ofc. Ransom will:

- Assist Detectives with open cases.
- Continued investigation of open ICAC cases.
- Conduct multiple lockdown drills with schools.
- Teach Too Good for Drugs to four different 5<sup>th</sup> grade classes.
- Continue teaching I-Search.
- Give Cyber Safety presentation to GRACE parents on 12/05/2022.
- Conduct several in-service trainings for officers throughout the month in the areas of: ABLE, Immediate Trauma Care, High-Risk Traffic Stops & Rapid Deployment.
- Conduct a security survey of Grace Lutheran School.
- Youth Network Council meeting on 12/08/2022.
- Give Cyber Safety presentation to St. Luke's students on 12/09/2022.
- Give presentation to teens at River Edge Hospital on 11/10/2022.
- Attend PYD meeting on 12/14/2022.
- M Team meeting on 12/15/2022.

Sgt. Grill will:

- Assist with Adjudication hearings and manage caseload.
- Work on possible grant application opportunities.
- Plan special events and complete permit reviews and approvals.
- Manage movie and commercial film details, permits, and requests.
- Assist with Information Technology projects.
- Address subpoenas, FOIA requests and other records requests for various sources of police video used in police response and criminal investigations.
- Manage various grant activities.
- Assist with Vehicle Maintenance and Equipment.
- Assist with Red Light Enforcement system.
- Support Crime Prevention Officer Ransom in his duties.
- Continue to support CSO Bus.

CSO Bus will:

- Monitor parking issues near the various schools.
- Assist with Child Safety Seat Installations
- Enforce any/all new regulated parking zones.
- Monitor crossing guard performance and presence.
- Monitor parking issues near the River Forest Community Center.

- Monitor and enforce parking regulations in Daily Fee, Time Zone, Resident Only Zones, and Handicapped Parking Only Areas etc.
- Assist with Court records communications.
- Assist with Animal Control.
- Administer traffic control services during Fire and Police related events.
- Continue to utilize the Automated License Plate Reader to increase efficiency and effectiveness of parking enforcement efforts in an effort to gain better community compliance.

This past month Officer Ransom assisted 3 outside agencies with creating their own versions of programs we offer. Some heard about us through training offered by the Attorney General’s office, others found our Crime Prevention outreach material online.

- Coeur d’Alene Police Department (Idaho) – Scams and Fraud Presentation for Community Education
- Darien Police Department – Emergency ID Program
- Bedford Park Police Department – Emergency ID Program

Active Solicitor Permits		
Individual or Organization	Description	Expires
None	N/A	N/A

**Budget and Fiscal Monitoring**

**November 1 – November 30, 2022**

November is the seventh month of Fiscal Year 2023. Due to COVID-19 executive orders and restrictions, some revenues continued to weaken at the beginning of FY 2023. Administrative Tow revenue exceeded monthly projections compared to FY2022. Overtime costs were above projected monthly averages due to staffing and training priorities. Parking Citation Revenues and Local Ordinance Revenues are below monthly expectations for FY2023.

**Revenue/Expenditure Summary**

Category	Total # Paid FY23 11/22	Total # Paid FY23 Y-T-D	Expenditure/ Revenue FY23 11/22	FY23 Y-T-D Expenditure/Revenue
<b>Parking/Compliance Citations</b>	272	1752	\$9,272	\$73,282
<b>Admin. Tows</b>	27	142	\$13,500	\$71,000
<b>Local Ordinance</b>	7	53	\$300	\$720
<b>Overtime</b>	325.75 hrs.	2382 hrs.	\$20,951	\$144,607

## **Traffic Enforcement**

The Midnight Shift focused enforcement efforts based on mapping data related to traffic accidents. The Dayshift was assigned traffic enforcement missions on Lake Street, Chicago Avenue, and Division Street. The Afternoon Shift conducted enforcement missions on Chicago Avenue, Lake Street, Lemoyne Avenue, Madison Street, North Avenue, Thatcher Avenue, and Washington Boulevard.

The Midnight Shift made one hundred and fifty-seven (157) stops, issued eighty-eight (88) citations, and made five (5) DUI arrests and four (4) traffic arrests. Seven (7) vehicles were administratively towed.

The Dayshift made one hundred and twenty-one (121) stops with ninety-five (95) citations and forty (40) warnings issued during Traffic Enforcement Missions. The shift also recorded seven (7) traffic-related arrests during enforcement missions. Seven (7) vehicles were administratively towed.

The Afternoon shift made eighty-four (84) stops with eighty-three (83) citations and thirty-five (35) warnings issued during Traffic Enforcement Missions. The shift recorded sixteen (16) traffic-related arrests and eight (8) administrative tows.

## **Significant Incidents and Notable Arrests:**

### **22-01295                      Driving Under the Influence**

On November 2, 2022 around 3:30AM, a River Forest officer conducting traffic enforcement near Harlem Avenue and Chicago Avenue observed a vehicle committing lane violations while driving on Harlem Avenue. The vehicle was stopped and the driver, a 27 year old male from Chicago, exhibited numerous signs of alcohol impairment and failed Standardized Field Sobriety Tests. The driver also could not provide proof of insurance for the vehicle. The driver was arrested, charged with DUI, processed and later released on bond. The vehicle was towed with an administrative hold.

### **22-01320                      Driving Under the Influence**

On November 6, 2022 around 2:42AM, a River Forest officer on patrol near Harlem Avenue and Lake Street observed a vehicle driving 58mph on Harlem Avenue, where the limit is 30mph, and committing lane violations. The vehicle was stopped and the driver, a 27 year old female from Chicago, could not provide proof of insurance, exhibited numerous signs of alcohol impairment, failed Standardized Field Sobriety Tests, and was arrested for DUI. The driver provided a BrAC sample of 0.11, was processed and later released on bond. The vehicle was towed with an administrative hold.

### **22-01323                      Driving Under the Influence**

On November 7, 2022 around 1:40AM, a River Forest officer on patrol near North Avenue and Lathrop observed a vehicle driving 66mph on North Avenue where the limit is 30mph. The vehicle was stopped and the driver, a 21 year old male from Chicago, exhibited numerous signs of alcohol impairment and failed Standardized Field Sobriety Tests. The driver was also found to be driving with a suspended license, suspended for a mandatory insurance violation and could not provide proof of insurance for the vehicle. The driver was arrested, charged with DUI and DWLS, processed and later released on bond. The vehicle was towed with an administrative hold.

**22-01348                      Retail Theft**

On November 12, 2022 at 9:50AM, River Forest units were dispatched to Jewel, 7525 Lake Street, for a retail theft that just occurred. Responding units received a description of the offender, a 33 year old male from Chicago, and were advised he stole alcohol. As the first officer arrived near Lake Street and Monroe, the officer observed the offender and a Jewel employee in the middle of Lake Street near a white vehicle. As the officer approached, the vehicle drove away eastbound Lake Street. The officer approached the offender and removed a bottle of alcohol from his hand. As the officer attempted to detain the offender, the offender refused his commands and attempted to run from the officer. Additional units arrived on scene and the offender was taken into custody. It was then learned that the offender attempted to strike the Jewel employee with the bottle of alcohol by swinging it at him, but the employee was able to avoid being struck. It was also learned the white vehicle was involved in the incident by dropping the offender off at Jewel and attempting to pick him up before the police arrived. The offender provided several officers with false names and dates of birth while attempting to identify him. The offender was charged with Retail Theft, Aggravated Assault in a public place, Resisting Arrest, and Obstructing Identification. The offender was released on bond.

**22-01356                      Aggravated Driving Under the Influence**

On November 13, 2022 around 2:08AM, a River Forest officer on patrol near North Avenue and Lathrop observed a vehicle driving 52mph on North Avenue where the limit is 30mph. The vehicle was stopped and the driver, a 54 year old male from Melrose Park, exhibited numerous signs of alcohol impairment and failed Standardized Field Sobriety Tests. The driver was also found to be driving despite his license already being suspended for a prior DUI. The driver was arrested, charged with Aggravated DUI and DWLS, processed and later transported to a bond hearing at the Maybrook Courthouse. The vehicle was towed with an administrative hold.

**22-01360                      Driving While License Suspended**

On November 14, 2022 around 6:02AM, a River Forest officer conducting traffic enforcement near Chicago Avenue and Park, observed a vehicle fail to stop at the stop sign at that intersection. The vehicle was stopped and the driver, a 26 year old male from Chicago, was found to be driving with a suspended license, with two suspensions for failing to appear at court after a prior violation. The driver also could not provide proof of insurance for the vehicle. The driver was arrested for DWLS, processed and later released on bond.

**22-01382                      Traffic Arrest/Unlawful Possession of Altered Credit Cards**

On November 17, 2022 at 3:58 PM, a River Forest officer conducted a traffic stop on the 8000 block of Lake Street for a vehicle displaying expired registration. The driver was identified as a 50 year old male from Chicago, driving on a suspended driver's license. The driver was subsequently arrested and transported to the River Forest Police Department for processing. A custodial search of the driver revealed he was in possession of twenty-three debit/credit cards. It was determined that ten debit/credit cards were altered. The case was reviewed and the state's attorney approved ten (10) felony counts of Possessing Altered Credit/Debit Cards. The driver was also charged with misdemeanor Driving While License Suspended license and cited for other traffic violations. The driver was unable to post bond and was transported to the Maybrook courthouse for bond hearing.

**22-01391                      Driving Under the Influence of Alcohol**

On November 18, 2022 at 8:25PM, a River Forest officer conducted a traffic stop at 101 Madison St in Maywood for a vehicle driving with only one headlight and lane violations. The driver, a 64 year old male from Bellwood, displayed signs of alcohol intoxication. The driver failed field sobriety tests and was subsequently arrested for driving under the influence of alcohol. The driver was transported to the station for processing and provided a breath alcohol content sample of .102; which is over the legal limit. The driver was charged with misdemeanor Driving Under the Influence of alcohol and cited for other traffic violations. The driver was released on bond with a misdemeanor court date.

**22-1404                      Retail Theft**

On November 22, 2022 at 10:50AM, River Forest units were dispatched to Walgreens, 7251 Lake Street, for a retail theft that just occurred. Responding units received a description of the offender, a 53 year old female from Chicago, and were advised she stole various food items. Responding officers located the offender near Harlem Avenue and Circle in Forest Park. The offender provided officers with a false name when they attempted to identify her. The offender was taken into custody and transported to the station, where a glass pipe used to ingest controlled substances was located on her person. The offender was charged with Retail Theft, Obstructing Identification, and Possession of Drug Paraphernalia.

**22-01412                      Driving Under the Influence**

On November 24, 2022 around 3:11AM, a River Forest officer on patrol near Harlem Avenue and Augusta observed a vehicle driving 81mph on Harlem Avenue where the limit is 30mph. The vehicle was stopped and the driver, a 25 year old female from Oak Park, exhibited numerous signs of alcohol impairment, failed Standardized Field Sobriety Tests, and was arrested for DUI and Reckless Driving. The driver provided a BrAC sample of 0.13, was processed and later released on bond. The vehicle was towed with an administrative hold.

**22-01415                      Aggravated Driving Under the Influence**

On November 25, 2022 around 1:04AM, a River Forest officer on patrol near Thatcher Avenue and Augusta observed a vehicle driving without headlights activated. The vehicle was stopped and the driver, a 41 year old male from Maywood, provided a false identity to the officer, exhibited numerous signs of alcohol impairment and failed Standardized Field Sobriety Tests. The driver was also found to be driving despite his license already being revoked and suspended for prior DUI's and could not provide proof of insurance for the vehicle. The driver was arrested, charged with Aggravated DUI, Aggravated Driving While License Revoked, and Obstructing Identification. The driver was processed and later transported to a bond hearing at the Maybrook Courthouse. The vehicle was towed with an administrative hold.

**22-01422                      Violation of the Sexual Offender Registration Act**

On November 26, 2022 at 4:33PM, River Forest units were dispatched to Franklin Avenue and Madison Street for an intoxicated subject standing next to a bike in the alley. The subject identified himself as a 37 year old male from Chicago who failed to register as a sex offender. The subject was subsequently arrested and transported to the station for processing. The case was reviewed and the state's attorney approved a felony charge for Failure to Register as a Sex Offender. The subject was unable to post bond and was transported to the Maybrook courthouse for bond hearing.

The following chart summarizes and compares the measured activity for all three patrol watches during the month of November 2022:

	Midnights 2230-0630	Day Watch 0630-1430	Third Watch 1430-2230
Criminal Arrests	2	2	2
Warrant Arrests	0	3	0
D.U.I Arrests	5	0	1
Misdemeanor Traffic Arrests	4	14	20
Hazardous Moving Violations	61	89	102
Compliance Citations	27	70	41
Parking Citations	227	28	7
Traffic Stop Data Sheets	157	190	151
Quasi-Criminal Arrests/ L.O	3	1	1
Field Interviews	0	13	11
Premise Checks/Foot Patrols	659	403	366
Written Reports	41	92	83
Administrative Tows	7	13	12
Booted vehicles	0	0	4
Sick Time used (in days)	2	0	2

**Detective Division**

Detective Sergeant Labriola worked twenty (20) days performing detective duties.

Detective Zermeno worked twelve (12) days performing detective duties.

Detective Zermeno was reassigned for one dayshift performing patrol duties.

Detective Sergeant Labriola completed one day of Illinois state mandated in-service training.

Detective Zermeno attended a 40-hour Crisis Intervention Team training class.

Detective Zermeno attended a two-day sexual assault training class in Burbank, Illinois.

Detective Sergeant Labriola was assigned as a supervisor for one day with WEDGE.

During the month of November, the Detective Unit completed numerous online mandated continuous educational courses.

During the month of November, the Detective Unit opened up/reviewed eighteen (18) cases for potential follow-up. Of those cases, three (3) were cleared by an arrest, five (5) were exceptionally cleared, one (1) was administratively closed, and nine (9) are still active. The Unit also continued to investigate open cases from previous months, as well as assisted the Patrol Division in cases reported in the month of November.

**Year to Date Arrest Statistics**

Quantity Arrested	# Felony Charges	# Misdemeanor Charges	# Warrants
<b>27</b>	<b>16</b>	<b>14</b>	<b>4</b>

**November 2022 Case Assignment Summary**

Part I	# Cases	Cleared by Arrest	Adm Closed	Screen Out	Susp	Except	Pend	Refer	Unfound
<b>Burglary</b>	2						2		
<b>Burglary from Motor Vehicle</b>	1					1			
<b>Criminal Sexual Assault</b>	1						1		
<b>Motor Vehicle Theft</b>	3	1				2			
<b>Unlawful Use of Credit Card</b>	2	2							
<b>Part I Total</b>	9	3	0	0	0	3	3	0	0
Part II	# Cases	Cleared by Arrest	Adm Closed	Screen Out	Susp	Except Clear	Pend	Refer	Unfound
<b>Missing Juvenile</b>	1		1						
<b>Criminal Damage</b>	3						3		
<b>Fleeing and Eluding</b>	5					2	3		
<b>Part II Total</b>	9	0	1	0	0	2	6	0	0
<b>TOTALS</b>	18	3	1	0	0	5	9	0	0

**November 2022 Juvenile Arrests**

Offenses	Adjusted	Cited	Petitioned	Referred
<b>***No November Arrests***</b>				
Total (0)	0	0	0	0

**New Investigations**

**22-01289 Fleeing and Eluding**

On November 1, 2022 at approximately 1:34AM a River Forest Officer attempted to stop a vehicle in the 8200 block of Lake St. for an Illinois Vehicle Code violation. The vehicle sped away from the officer, and the vehicle was not pursued. The vehicle was located by investigators, and was towed with an administrative hold. This case was exceptionally cleared.

**22-01291 Fleeing and Eluding**

On November 1, 2022 at approximately 10:49AM a River Forest Officer attempted to stop a vehicle in the 600 block of Lathrop for an Illinois Vehicle Code violation. The vehicle stopped, but fled as soon as the officer exited his vehicle. Investigators spoke with the registered owner who related that a friend was driving the vehicle. The vehicle has not been located and this case is still pending.



**22-01294                      Motor Vehicle Theft**

On November 1, 2022 at approximately 9:36PM a River Forest resident from the 700 block of Bonnie Brae related that their car had just been stolen from their driveway. It was determined that the offenders broke the window of the vehicle to gain access. On November 2, 2022 the vehicle was located in Chicago with stolen license plates affixed to it, bullet holes in the bumper, and it crashed into four other vehicles attempting to evade police. Two 19-year-old male offenders from Chicago were taken into custody and charged with possession of a stolen motor vehicle. This case was cleared by an arrest.

**22-01286 & 22-01287    Unlawful Use of Credit Card**

On October 31, 2022 two Concordia University employees reported their wallets and purses had been stolen from their offices at approximately 1:30PM. Both employees received fraud alerts that their credit cards had been used at Circle K in River Forest and Walgreens in Elmwood Park. Investigators determined through video surveillance that the offender was associated with River Forest cases 22-01186 and 22-01224, both thefts of wallets from Dominican and Concordia Universities. Investigators worked with multiple law enforcement agencies, and obtained a global positioning tracker to put on one of the offending vehicles. The offenders, a 59-year-old woman from Washington state, and a 36-year-old female from Chicago were taken into custody on November 14, 2022 for committing a similar theft in another jurisdiction. The 59-year-old woman was wanted by the United States Secret Service, and charged with federal crimes from Washington state. The 35-year-old female was charged with multiple counts of unlawful use of a credit card. Both cases were cleared by an arrest.

**22-01300                      Missing Juvenile**

On November 2, 2022 at 6:10PM a River Forest resident from the 700 block of William reported her juvenile daughter missing. Investigators determined that the juvenile left the residence on a bicycle, and investigators obtained video surveillance of the juvenile riding her bicycle on Oak. Investigators coordinated air support from the Cook County Sheriff's Office as well as a bloodhound to search for the juvenile. Multiple law enforcement agencies assisted in the search for the juvenile, and canvassing the area for video surveillance. The juvenile was located in Elmhurst unharmed, and no crime was committed. Investigators facilitated mental health services to the family and this case was administratively closed.

**22-01308                      Burglary from Motor Vehicle**

On October 4, 2022 at 5:19AM a River Forest resident from the 7200 block of Lemoyne reported that his vehicle that was parked in the alley had been burglarized between 1:00AM and 4:00AM. The unknown offender entered the vehicle through an unlocked door and removed two laptops. The victim stopped responding to investigators, and therefore, the case was exceptionally cleared.

**22-01311                      Criminal Sexual Assault**

On November 4, 2022, a Concordia University student reported that she was sexually assaulted by a 21-year-old male who is known to her. The victim related that she had ingested cannabis earlier on the night of October 31, 2022, and although was awake, was unable to verbally express that she did not want to engage in sexual intercourse. All parties including the 21-year-old male were interviewed, and this case is pending the analysis of the sexual assault kit that is being tested at the Illinois State Forensic Science Center in Chicago.

**22-01331 Fleeing and Eluding**

On November 8, 2022 at 11:42AM a River Forest Officer attempted to stop a vehicle in the 7700 block of Chicago for an Illinois Vehicle Code violation. The vehicle fled, and the officer did not pursue. Investigators will attempt to locate the vehicle and the registered owner who has been identified by another officer. This case is pending.

**22-01351 Criminal Damage**

On November 12, 2022 a Whole Foods employee related that while he was inside working, the tires on his vehicle that was parked in the lot were slashed. Village of River Forest street cameras captured the incident, and the offender can be seen exiting Whole Foods through the loading dock, and entering the employee entrance after the tires were slashed. The victim identified the offender, and investigators are seeking to charge him with criminal damage. This case is pending.

**22-01371 Fleeing and Eluding**

On November 16, 2022 at 4:35AM a River Forest Officer attempted to stop a vehicle in the 400 block of Harlem for an Illinois Vehicle Code violation. As the officer exited his squad, the vehicle fled at a high rate of speed. Investigators located the vehicle in the City of Chicago, and it was towed with an administrative hold. This case was exceptionally cleared.

**22-01379 Burglary**

On November 17, 2022 at 3:44AM a River Forest Officer observed the glass front door of Mobil located at 754 Harlem was shattered. It was determined through video surveillance that multiple offenders gained access to the business by throwing a large rock through the door. Once inside the offenders removed cash, and tobacco products. Investigators obtained a license plate of the offending vehicle but the license plate was previously reported stolen. Investigators are working with numerous other law enforcement agencies who have experienced similar crimes in an attempt to identify the offenders. This case is still pending.

**22-01386 Criminal Damage Over \$500**

On November 17, 2022 at 4:51PM a River Forest Officer responded to Dominican University for a criminal damage to vehicle report. The victim reported that the driver of the vehicle that was parked next to her intentionally opened his driver door into her vehicle multiple times. The victim provided video from her vehicle that depicted the registered owner of the other vehicle forcefully opening his driver door into her vehicle. Investigators will seek to charge the offender, and the case is still pending.

**22-01403 Criminal Damage to Vehicle & 22-1406 Motor Vehicle Theft**

On November 22, 2022 at 5:02AM the Forest Park Police Department asked the River Forest Police Department to respond to a multi-unit building in the 7900 block of Madison due to the fact that a vehicle registered to that building fled from Forest Park Officers. It was determined that the vehicle that fled was stolen from the parking lot at 7900 Madison (22-01406). Officers observed that another vehicle had a window shattered, and the steering column was peeled which indicated that the offenders were attempting to steal that vehicle. The stolen motor vehicle was recovered, and the physical evidence from the damaged vehicle will be analyzed at the Illinois State Police Forensic Science Center in Chicago.

**22-01413 Burglary**

On November 24, 2022 at approximately 4:00AM River Forest Officers responded to Frank's Deli located at 7971 Lake St. in reference to a burglar alarm. Officers observed that the glass front door had been shattered. After reviewing the video surveillance, it was determined that four subjects shattered the front door with a rock, and stole cash and tobacco products. Investigators obtained a license plate of the offending vehicle but the license plate was previously reported stolen. Investigators are working with numerous other law enforcement agencies who have experienced similar crimes in an attempt to identify the offenders. It is the same offending vehicle as 22-01379. This case is still pending.

**22-01414 Motor Vehicle Theft**

On November 24, 2022 at 8:14PM a River Forest Officer responded to a residence in the 000 block of Thatcher for a motor vehicle theft report. The victim related that between 3:00PM and 8:00PM an unknown person stole his vehicle which was parked in the driveway. The vehicle was recovered in the City of Chicago on November 25, 2022, and this case was exceptionally cleared.

**22-01426 Fleeing and Eluding**

On November 28, 2022 at 9:20AM a River Forest Officer attempted to stop a vehicle in the 1400 block of Thatcher for an Illinois Vehicle Code violation. The vehicle fled from the attempted stop and the officer did not pursue the vehicle. Investigators will attempt to locate the offending vehicle. This case is pending.

**Old Investigations****22-01175 Theft Over \$500**

With the assistance of the WEDGE Task Force, investigators located the offending vehicle in the City of Chicago, and it was towed with an administrative hold. This case is exceptionally cleared.

**Training**

During the month of November 2022, thirty (30) officers/civilian employees attended different training classes for a total of six hundred eighteen and a half (618.5) hours of training. The Department members, courses, and total number of hours included in the courses are detailed below.

Officer	Course	Start	End	Hours
Bradley	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Bradley	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Bradley	Taser Re-Certification	11/21/2022	11/21/2022	8
Bus	Animal Cruelty Investigations Conference	11/15/2022	11/17/2022	24
Casarez	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Casarez	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Casey	Child Safety Seat Recertification	11/11/2022	11/11/2022	9
Casey	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Cassidy	Child Safety Seat Recertification	11/11/2022	11/11/2022	9
Cassidy	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Cassidy	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Cassidy	Taser Re-Certification	11/21/2022	11/21/2022	8
Cassidy	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Catalano	Use of Force Law and Tactics	11/21/2022	11/21/2022	8

Catalano	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Catalano	Taser Re-Certification	11/21/2022	11/21/2022	8
Catalano	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Coleman	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Coleman	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Cortes	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Cortes	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Cortes	Taser Re-Certification	11/21/2022	11/21/2022	8
Cortes	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Cortes	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Czernik	Active Threat Tactical Operations Course	11/3/2022	11/3/2022	8
Czernik	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Czernik	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Czernik	Taser Re-Certification	11/21/2022	11/21/2022	8
Czernik	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Dosen	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Drake	Child Safety Seat Certification	11/15/2022	11/18/2022	36
Drake	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Drake	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Fries	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Fries	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Fries	Taser Re-Certification	11/21/2022	11/21/2022	8
Fries	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Fries	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Gonzalez	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Gonzalez	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Gonzalez	Taser Re-Certification	11/21/2022	11/21/2022	8
Gonzalez	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Gonzalez	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Green	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Green	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Green	Taser Re-Certification	11/21/2022	11/21/2022	8
Green	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Green	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Greenwood	FOIA Issues Facing Law Enforcement	11/3/2022	11/3/2022	2
Greenwood	Illinois Public Sector Labor Conference	12/2/2022	12/2/2022	8.5
Grill	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Grill	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Grill	Taser Re-Certification	11/21/2022	11/21/2022	8
Heneghan	Crisis Intervention Team Training (CIT-B) B	11/14/2022	11/18/2022	40
Heneghan	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Humphreys	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Humphreys	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1

Labriola	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Labriola	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Labriola	Taser Re-Certification	11/21/2022	11/21/2022	8
Labriola	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Labriola	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Landini	Child Safety Seat Recertification	11/11/2022	11/11/2022	9
Landini	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Landini	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Lenz	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Lenz	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Mika	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Mika	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Mika	Taser Re-Certification	11/21/2022	11/21/2022	8
Mika	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Mika	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Murillo	Taser Re-Certification	11/21/2022	11/21/2022	8
Murillo	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Murillo	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Niemann	VORTEX II: Vehicle Operations	11/3/2022	11/4/2022	16
Niemann	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Niemann	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Niemann	Taser Re-Certification	11/21/2022	11/21/2022	8
Niemann	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Niemann	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Niemann	BolaWrap Instructor Training	11/14/2022	11/14/2022	7
O'Shea	Illinois Public Sector Labor Conference	12/2/2022	12/2/2022	8.5
Ransom	Mental Health Foundational Workshop	11/30/2022	11/30/2022	8.5
Schrader	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Schrader	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Sousanes	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Sousanes	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Swierczynski	Use of Force Law and Tactics	11/21/2022	11/21/2022	8
Swierczynski	Rapid Deployment Refresher	11/21/2022	11/21/2022	8
Swierczynski	Taser Re-Certification	11/21/2022	11/21/2022	8
Swierczynski	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Tagle	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Tagle	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1
Zermeno	Crisis Intervention Team Training (CIT-B)	11/14/2022	11/18/2022	40
Zermeno	Sexual Assault Investigator Training	11/28/2022	11/29/2022	16
Zermeno	PLI October 2022 Monthly Legal Update	10/1/2022	11/30/2022	1
Zermeno	PLI November 2022 Monthly Legal Update	11/1/2022	12/31/2022	1



**MEMORANDUM**

**DATE:** December 12, 2022  
**TO:** Brian Murphy, Village Administrator  
**FROM:** Jeff Loster, Director of Public Works and Development Services  
**SUBJECT:** Public Works and Development Services Report – November 2022

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Executive Summary

In the month of November, the Department of Public Works and Development Services continued with fall operations, with an emphasis on leaf collection. Alley reconstruction concluded for the year, with the final five alleys set for reconstruction in late-winter/spring. The Village-Wide Electric Vehicle (EV) Network Study contract was approved by the Village Board and finalized. Street patching and pavement marking work were also completed.

The Sustainability Commission is working on:

- Updating Commission webpage and communications
- Discussing ongoing Village sustainability initiatives, including the forthcoming Electric Vehicle Readiness Study and the recent Household Hazardous Waste collection event
- Initiating a yard sign recycling event following election day
- Continuing resident education about sustainability items

Engineering Division Summary

- Conducted monthly Combined Sewer Overflow (CSO) inspection
- Continued to coordinate Geographic Information System (GIS) improvements through the Village’s consultant (MGP)
- Continued administration of the Village’s utility-related subsidy programs: Lead Service Line Replacement, Sewer Backflow Prevention and Sewer Lateral Repair
- Began temporary implementation of Board-approved improvements associated with the Village’s Northeast Traffic Study

Public Works – Operations

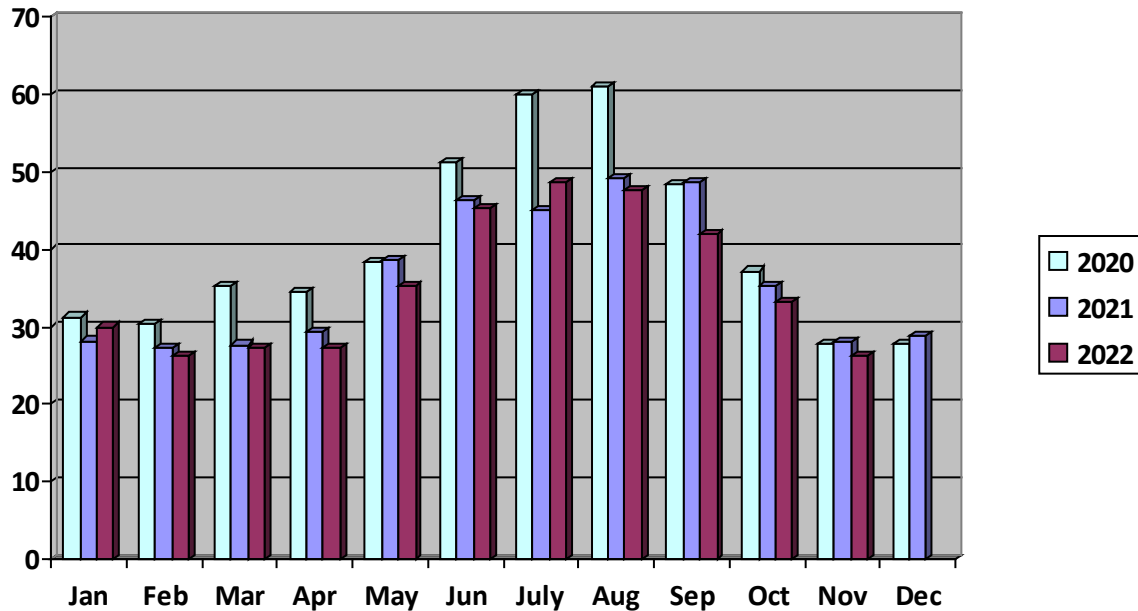
The following is a summary of utility locate requests received from JULIE (Joint Utility Locating Information for Excavators) and work orders (streets, forestry, water, sewer, etc.) that were received and processed during the past month:

	<b>November 2022</b>
<b>Utility Locates</b>	115
<b>Work Orders</b>	14

Water and Sewer

Monthly Pumpage: November’s average daily pumpage of 875,793 gallons is lower than November’s average of 938,463 in 2021.

Volume of Water Pumped into the Distribution System (Million Gallons)



In November, the Water Department delivered 7 delinquent shut off notices for the Water Billing Clerk. The Water Department and Billing Department worked with Sensus Analytics and Water Smart to identify and correct a meter, ensuring accurate hourly usage was shown in the customer account. The Water Department investigated zero read meter reports detected by Sensus Analytics and reported findings to the Water Billing Clerk. On November 8<sup>th</sup>, a leaking private water service line, detected in the Village Wide Leak Survey, was replaced at 923 Forest; the resident applied for partial reimbursement for the cost of the lead water service replacement through the “Get the Lead Out” program. On November 28<sup>th</sup>, a leaking Village-owned water service line, detected in the Village Wide Leak Survey, was replaced at 1510 Ashland from the water main to the B-Box; the resident applied, through the “Get the Lead Out” program, for partial reimburse for the cost of the lead water service replacement from the B-Box to the home.

The Water Division personnel performed these additional tasks in October:

- Responded to 195 service calls
- Installed 5 meters

Streets and Forestry

These are the details of the tasks performed frequently in the month of September:

Description of Work Performed	Quantity
Sign Repairs/Fabrication	25
Trees Trimmed	0
Number of Snow & Ice Responses	0
Street Salting (tons)	0







**MEMORANDUM**

Date: December 12, 2022

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Brian Murphy, Village Administrator

Subject: Village Administrator’s Report

**Upcoming Meetings** (all meetings are at Village Hall unless otherwise noted)

Tuesday, December 13	7:00 PM	Sustainability Commission Meeting
Wednesday, December 14	6:00 PM	Age Friendly Ad Hoc Committee Meeting
Thursday, December 15	7:00 PM	Special Historic Preservation Commission Meeting

**Recent Payments of >\$10,000**

In accordance with the purchasing policy, the following is a summary of payments between \$10,000 and \$20,000 that have occurred since the last Board meeting:

Vendor	Amount	Description
Andy Frain Services, Inc	\$14,842.46	Crossing Guards 11/15/2022
Andy Frain Services, Inc	\$13,585.83	Crossing Guards 11/30/2022
Nova Collective, LLC	\$16,500.00	DEI Consultant
West Suburban Consolidated Dispatch	\$18,186.00	Public Works Employee Health Insurance
Lakeshore Recycling Service	\$11,861.81	Leaf Disposal
State Treasurer	\$18,337.74	State Income Tax
Paramedic Billing Services Inc	\$10,158.37	Collection Fees
Client First Consulting	\$10,238.75	IT Support
Fifth Third Bank	\$11,640.97	Credit Card
Mechanical Operating Engineers Fund	\$12,899.00	Public Works Health Insurance
State Treasurer	\$14,324.05	State Income Tax

Thank you.



**Village of River Forest**  
**Village Administrator's Office**  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

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**MEMORANDUM**

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Date: December 12, 2022

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Matt Walsh, Assistant to the Village Administrator

Subj: Request for Zoning Variation – 935 Franklin

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**Issue:** Dave and Sheri Delaney, owners of the property at 935 Franklin Avenue, have applied for zoning variation to the setback regulations of the Zoning Code. The applicants are proposing to construct a home on a vacant lot. The Village Code requires a front yard setback of 72.1 feet, and the applicant is proposing a front yard setback of 59 feet.

**Analysis:** On October 20, 2022, the Zoning Board of Appeals held a public hearing and considered the attached application. The Zoning Board of Appeals voted 6-0 on a motion to recommend approval of the variation. On November 10, 2022, the Zoning Board of Appeals approved the findings of fact and recommendation.

During the public hearing, the attorney for the applicants explained the reasoning for the variation application. The proposed setback is similar to the other homes on the block, and larger than the home previously on the lot. Complying with the 72.1-foot setback requirement would place the new home closer to the backyard of the neighboring homes.

A letter in support of the proposal from the neighbor immediately to the north is included in the packet.

**Requested Action:**

If the Village Board of Trustees wishes to approve the requested variations, the following motion would be appropriate:

- Motion to approve an Ordinance granting the requested variation to Section 10-8-7-A of the Zoning Ordinance at 935 Franklin Avenue.

**Document(s) Attached:**

- Ordinance
- Findings of Fact

- Minutes of the Zoning Board of Appeals Public Hearing
- Report & Application the Zoning Board of Appeals

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE APPROVING A FRONT YARD SETBACK VARIATION TO ALLOW THE CONSTRUCTION OF A NEW HOME AT 935 FRANKLIN AVENUE**

**WHEREAS**, petitioners Dave and Sheri Delaney (together the “Petitioners”), owners of the property located at 935 Franklin Avenue in the Village of River Forest (“Property”), requested a variation from the Village of River Forest’s front yard setback requirements pursuant to Section 10-9-7 of the Village of River Forest Zoning Ordinance (“Zoning Ordinance”) related to the construction of a of a new home on the Property with a proposed setback of 59.0 feet, which would require a variation (the “Variation”). The Property is located in the R-2 Single-Family (Detached) Residential Zoning District; and

**WHEREAS**, the Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

**WHEREAS**, the Application was referred to the Village of River Forest Zoning Board of Appeals (“ZBA”) and was processed in accordance with the Zoning Ordinance; and

**WHEREAS**, on October 20, 2022, the ZBA held a public hearing on the Application pursuant to notice thereof given in the manner required by law, and, after considering all of the testimony and evidence presented at the public hearing, the ZBA recommended approval of the Variation, by a vote of six (6) to zero (0), all as set forth in the Findings and Recommendation of the ZBA in this matter (“Findings and Recommendation”), a copy of which is attached hereto as **Exhibit B** and made a part hereof; and

**WHEREAS**, the President and Board of Trustees of the Village of River Forest have duly considered the Findings and Recommendation of the ZBA, and all of the materials, facts and circumstances affecting the Application, and find that the Application satisfies the standards set forth in the Zoning Ordinance relating to the Variations;

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

**SECTION 1: Incorporation.** That the recitals above are incorporated into Section 1 as though set forth herein.

**SECTION 2: Approval.** That the President and Board of Trustees of the Village, acting pursuant to the authority vested in them by the laws of the State of Illinois and the Zoning Ordinance: (i) find that the Application meets the standards for the Variation requested therein, and (ii) approve the Variation with respect to the addition proposed to be built on the Property as set forth in the Application. The Variation is approved only to

the extent needed for the construction of the home, and the Variation shall remain in effect only for so long as the structure in the Application remains on the Property.

**SECTION 3: Recording.** That Village staff is directed to record the Ordinance on title to the Property with the Cook County Recorder of Deeds.

**SECTION 4: Violation.** That any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the Village shall be grounds for the rescission of the approvals made in this Ordinance, in addition to all other remedies available to the Village.

**SECTION 5: Severability.** That if any Section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

**SECTION 6: Repeal.** That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

**SECTION 7: Effectiveness.** That this Ordinance shall be in full force and effect after its approval and publication in pamphlet form as provided by law.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**ADOPTED** this 12<sup>th</sup> day of December, 2022, pursuant to a roll call vote of the Board of Trustees of the Village of River Forest, per Section 10-5-4(E)(3) of the Zoning Ordinance.

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED** by me this 12<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Catherine Adduci, Village President

**ATTEST:**

\_\_\_\_\_  
Jon Keller, Village Clerk

The Petitioners acknowledge the reasonableness of the above and foregoing terms and conditions in the Ordinance, and hereby accepts the same.

By: \_\_\_\_\_  
Titleholder of Record of the Property

By: \_\_\_\_\_  
Titleholder of Record of the Property

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**LEGAL DESCRIPTION**

LOT 2 IN SECOND 935 FRANKLIN RESUBDIVISION, BEING A RESUBDIVISION OF PART OF THE SOUTH HALF OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 8, 2021 AS DOCUMENT NUMBER 2128119006, IN COOK COUNTY, ILLINOIS.

**EXHIBIT B**

**FINDINGS OF FACT AND RECOMMENDATION**

(attached)



**VILLAGE OF RIVER FOREST ZONING BOARD OF APPEALS  
FINDINGS OF FACT AND RECOMMENDATION REGARDING  
VARIATION RELATED TO THE FRONT YARD SETBACK  
AT 935 FRANKLIN AVENUE**

**WHEREAS**, petitioners Dave and Sheri Delaney (together the “Petitioners”), owners of the property located at 935 Franklin Avenue in the Village of River Forest (“Property”), requested a variation from the Village of River Forest’s front yard setback requirements pursuant to Section 10-9-7 of the Village of River Forest Zoning Ordinance (“Zoning Ordinance”) related to the construction of a of a new home on the Property with a proposed setback of 59.0 feet, which would require a variation (the “Variation”). The Property is located in the R-2 Single-Family (Detached) Residential Zoning District; and

**WHEREAS**, the Village of River Forest Zoning Board of Appeals (“Board”) held a public hearing on the question of whether the requested Variation should be granted on October 20, 2022, as required by Section 10-5-4(E) of the Zoning Ordinance. At the public hearing, all persons present and wishing to speak were given an opportunity to be heard and all evidence that was tendered was received and considered by the Board; and

**WHEREAS**, public notice in the form required by law was given of said public hearing by publication not more than thirty (30) days nor less than fifteen (15) days prior to said public hearing in the *Wednesday Journal*, a newspaper of general circulation in the Village, there being no newspaper published in the Village. In addition, notice was mailed to surrounding property owners; and

**WHEREAS**, at the public hearing on October 20, 2022, the Petitioners provided information and testimony regarding the requested Variation, testifying, among other things, that the proposed new construction will occur on a block with only five other constructed houses, two of which are on corner lots and one of which was a former coach house, providing a much greater than average setback requirement; and

**WHEREAS**, the Board, having considered the criteria set forth in Section 10-5-4 of the Zoning Ordinance, by a vote of 6 – 0, recommends to the Village President and Board of Trustees that the requested Variation for the Property be APPROVED.

**NOW, THEREFORE**, the Board makes the following findings of fact and recommendations pursuant to Section 10-5-4(E)(2) of the Zoning Ordinance:

**FINDINGS OF FACT**

1. **The physical surroundings, shape, or topographical conditions of the Property constitute a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out. The**

evidence presented at the public hearing established the unique characteristic of the Property that constitutes a specific hardship on the Petitioners, as the Property is situated on a block with only five other constructed homes. Of those homes, two are corner lots, and one contains a former coach house which is situated at the back of the property. This provides a higher setback calculation under the requirements of Section 10-8-7-A of the Zoning Ordinance—72.1 feet. However, the other two homes on the block contain comparable setbacks to the proposed 59 foot setback, of 58.9 and 62.3 feet. The Board finds this standard has been met.

2. **The aforesaid unique physical condition did not result from any action of any person having an interest in the property, but was created by natural forces or was the result of governmental action, other than the adoption of the Village's Zoning Regulations, for which no compensation was paid.** The Board finds this standard has been met, as the location of the other homes on the block has been established and was in existence at the time Petitioners acquired the property.

3. **The conditions of the Property upon which the petition for Variations is based may not be applicable generally to other property within the same zoning classification.** The Board found that the conditions on the Property are unique, as the proposed residence is situated on a unique block. The Board finds this standard has been met.

4. **The purpose of the Variation is not based predominately upon a desire for economic gain.** The Petitioners noted that their desire for the Variation is not predominantly for economic gain, but instead to allow for them to build a house that makes the best and safest use of the Property. The Petitioners indicated they intend to inhabit the Property. The Board finds this standard has been met.

5. **The granting of the Variation is not detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the Property is located.** The Petitioners provided a statement of support from their immediate neighbor. The Board finds this standard has been met.

6. **The granting of the Variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.** The proposed construction would not impair an already adequate supply of light or air to the surrounding properties. The Board finds this standard has been met.

7. **The granting of the Variation will not unduly tax public utilities and facilities in the area of the Property.** If granted, the Variation would not unduly burden public utilities or facilities in the area of the Property. This Board finds this standard was met.

8. There are no means other than the requested Variation by which the hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the Property. The testimony and evidence presented at the public hearing showed that construction of a residence with the extended required setback at the Property would detract from the typical use and enjoyment of the property. The Board finds this standard has been met.

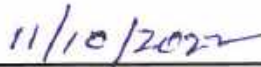
### RECOMMENDATION

The Board, by a vote of 6-0, for the reasons stated above, recommends to the Village President and Board of Trustees that the proposed Variation allowing a front yard setback of 59.0 feet on the Property in the R-2 Single-Family (Detached) Residential Zoning District be APPROVED.



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Frank Martin  
Chairman



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Date

**MINUTES OF THE MEETING OF THE  
VILLAGE OF RIVER FOREST  
ZONING BOARD OF APPEALS**

October 20, 2022

A meeting of the River Forest Zoning Board of Appeals was held at 7:30 pm on Thursday, October 20, 2022, in the Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois.

**I. CALL TO ORDER**

Chairman Martin called the meeting to order. Meeting started by calling roll.

Upon roll call the following persons were:

Present: Members Smetana, Shoemaker, Lucchesi, Dombrowski, Chairman Martin, and Member Davis (arrived by Zoom at 7:35 pm).

Absent: Member Plywacz

**II. APPROVAL OF THE MINTUES FROM THE MEETING OF THE ZONING BOARD OF APPEALS ON AUGUST 18, 2022**

A MOTION was made by Member Smetana to approve the minutes from the August 18, 2022, meeting.

Ayes: Members Smetana, Shoemaker, Dombrowski and Chairman Martin

Nays: None.

Motion passed.

**III. APPROVAL OF FINDINGS OF FACT FOR THE FENCE AND ZONING VARIATION REQUESTS FOR 105 THATCHER AVENUE**

A MOTION was made by Member Dombrowski to approve the findings of fact for 105 Thatcher Avenue, seconded by Member Shoemaker.

Ayes: Members Dombrowski, Shoemaker, Smetana, and Chairman Martin.

Nays: None

Motion passed.

Mr. Radatz swore in all parties wishing to speak.

#### **IV. PUBLIC HEARING- ZONING VARIATION REQUEST FOR 935 FRANKLIN AVENUE—FRONT YARD SETBACK**

Patrick McGuinness, attorney representing applicants Dave and Shari Delaney (“homeowners”), who are seeking a variance to the front yard setback variance in order to have a Front Yard setback of fifty-nine feet instead of the required 72.1 feet set by the village code.

Mr. McGuinness went into the requirements of standards. First, Mr. McGuinness explained that the unique physical condition of property makes a strict enforcement of the code a hardship. This property is on unique block of five properties. The applicant’s setback would be more consistent with the block as a whole, and consistent with houses across the street which all have similar front yard setbacks. Second, the unique physical condition was not created by applicants. The applicants purchased the property on November 2021 as vacant land. The setback of fifty-nine feet would be further back than the house that previously stood on the applicant’s lot. Third, the variance would not be applicable to other properties. No other blocks in village are similar and granting this variance would not make it applicable to other houses. Fourth, granting the variance would not cause any economic gain since allowing for the setback does not change the size of the house that can be built on the property. Fifth, the variance would not be detrimental to the public welfare or use/enjoyment of property in neighborhood. Denying the variance would be putting the house further back into the backyard of surrounding property. Mr. McGuinness stated that 947 Franklin would be the most affected if the variance were not granted, and that the neighbors wrote a letter in support of variance since they agree that fifty-nine feet would be better than seventy-two feet. The 59-foot variance would make the property less in the neighbor’s backyard and create more a more cohesive block. Sixth, the variance would not impair the adequate supply of light and air of the adjacent properties. The enforcement of 72 feet requirement would have a more detrimental effect on the adjacent properties since it would put the 935 Franklin property further into the backyard of home to the north and closer to the home to the south. Seventh, the variance would not unduly tax the public utilities or facilities since the size of home that can be built does not change. Eighth, there are no other means for the variance requested to avoid the hardship to applicants and surrounding areas. The strict enforcement would create a home with too much front yard and not enough backyard and would interfere with the applicant’s enjoyment of the property. Furthermore, the neighbors to the North think the strict enforcement would put the home further back into their backyard and impair their enjoyment of their property as well

The applicants are therefore seeking the minimum variance needed for the best and most reasonable use of their property.

Chairman Martin asked how the applicants arrived at the fifty-nine feet setback that they are seeking. Mr. McGuinness answered that it was about the same set back as the other property on the block, so they decided on fifty-nine feet in order to be equal with that house

Chairman Martin then stated that the house to north is sixty-two feet and asked why they did not use that number. Mr. McGuinness answered that the particular lot is a corner lot, so the house

does not face Franklin. While it is considered the front yard setback for the village code requirements, it is being used as a side yard.

Chairman Martin then asked if anyone from the public wanted to speak. No one did, so Chairman Martin closed the public portion of the meeting.

Member Davis commented that she is an across the street neighbor of this property, and is supporting the variation request since setting it back too far will eliminate their backyard, and the lot has been on market for a while; they are happy someone wants to build and thinks that approval of the variance will help with the conformity and unity of the block and make the whole block better.

A MOTION was made by Member Lucchesi and seconded by Member Dombrowski that approval of the requested variation for a front yard setback of fifty-nine feet at 935 Franklin Avenue be recommended to the Village Board of Trustees.

Ayes: Members Smetana, Shoemaker, Lucchesi, Dombrowski, Davis, and Chairman Martin

Nays: None.

## **V. PUBLIC HEARING- ZONING VARIATION REQUESTS FOR 7227 THOMAS AVENUE**

Lance Shalzi, architect for the project at 7227 Thomas Avenue presented the variation request for a second-floor addition to a structure. 7227 Thomas Avenue has a deteriorated rooftop terrace, which is causing leaks in the building. The owner of the property wants to enclose the terrace since it is a hazard. By enclosing the terrace, the homeowner will make it part of the overall building, keeping the exterior consistent with the rest of the building. This property is an 8-unit building that will remain eight units.

Mr. Shalzi went explained that there is a hardship of this property. The property is a R3 zoning property that does not meet the minimum lot standard. They are doing what they can do to try to improve the property's eight units and try to get as close as possible to the required parking for a R3 zoning property. Currently for parking there are only six parking stalls. In addition to enclosing the rooftop terrace, they are going to stripe the parking area in the back and add an additional two more stalls to create 8 (one per unit).

Mr. Shalzi then went into the standards. First, he explained that the physical surroundings will not be affected. They are planning on building straight up and will not be creating any new drainage or grading on the property. Second, the property is an existing lot of record which does not meet the minimum size requirement for the R3 Zoning district, and the decisions regarding the type of building, size of building and its locations on the lot were not made by any person having any interest in the property. Third, the condition may not be applicable to other property within in the same zoning. This property is a substandard lot of the R3 zoning lots, so most other properties in this zoning are not similar. Fourth, economic gain is not being used as the motivation. The homeowner is trying to improve the physical condition of the street by getting



## MEMORANDUM

**DATE:** October 13, 2022

**TO:** Zoning Board of Appeals

**FROM:** Clifford E. Radatz *ceR*  
Building Official

**SUBJECT:** Zoning Variation Request – 935 Franklin Avenue

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Dave and Sheri Delaney, owners of the property at 935 Franklin Avenue, have submitted an application for a variation to the Setback regulations (Section 10-9-7) of the Zoning Code.

The applicants seek a variance to allow the Front Yard setback to be set at 59.0 feet for a proposed new house.

The subject property is located on a block where there have only been 5 houses constructed, and 2 of those houses are placed further back on the site than is typical in the Village. Using the procedure described in section 10-8-7-A of the Zoning Ordinance, the applicants have calculated that the Front Yard setback is required to be 72.1 feet.

If the Zoning Board wishes to recommend the approval of this variation to the Village Board of Trustees, the following motion should be made:

*Motion to recommend to the Village Board of Trustees the approval of the variation to Section 10-9-7 of the Zoning Code at 935 Franklin Avenue.*

If you have any questions regarding this application, please do not hesitate to call me.



**LEGAL NOTICE  
ZONING BOARD OF APPEALS  
RIVER FOREST, ILLINOIS**

Public Notice is hereby given that a public hearing will be held by the Zoning Board of Appeals (ZBA) of the Village of River Forest, County of Cook, State of Illinois, on Thursday, October 20, 2022 at 7:30 p.m. in the First Floor Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois on the following matter:

The ZBA will consider an application for a major zoning variation submitted by Dave and Sheri Delaney, owners of the property at 935 Franklin Avenue, who are proposing to construct a new house on the property.

Section 10-5-6 of the Village Code provides the Zoning Board of Appeals jurisdiction to hold public hearings and offer recommendations to the Village Board concerning variations to the Zoning Ordinance.

The applicants are requesting a major variation to Section 10-9-7, for the Front Yard setback. The required Front Yard setback is 72.1 feet, as calculated per the procedure described in section 10-8-7-A of the Zoning Ordinance. The applicants seek a variance to allow the Front Yard setback to be set at 59.0 feet for the new house.

The legal description of the property at 935 Franklin Avenue is as follows:

LOT 2 IN SECOND 935 FRANKLIN RESUBDIVISION, BEING A RESUBDIVISION OF PART OF THE SOUTH HALF OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 8, 2021 AS DOCUMENT NUMBER 2128119006, IN COOK COUNTY, ILLINOIS.

A copy of the application will be available to the public at Village Hall and on the Village's website at [www.vrf.us/zoningvariation](http://www.vrf.us/zoningvariation) no less than 15 days prior to the public hearing. The Zoning Board of Appeals meeting packet will also be available at [www.vrf.us/meetings](http://www.vrf.us/meetings) no less than 48 hours prior to the public hearing.

All interested persons will be given the opportunity to be heard at the public hearing. **For public comments to be considered by the Zoning Board of Appeals and Village Board of Trustees in their decision, they must be included as part of the public hearing record.** Interested persons can learn more about how to participate in the hearing by visiting [www.vrf.us/zoningvariation](http://www.vrf.us/zoningvariation).

Sincerely,  
Clifford Radatz  
Secretary, Zoning Board of Appeals



## CHECKLIST OF STANDARDS FOR MAJOR VARIATIONS

Name of Commissioner: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Application: \_\_\_\_\_

Address \_\_\_\_\_

**Standards:**

Met? <sup>1</sup>	Standard
<p>Yes</p> <p>No</p>	<p>1. The physical surroundings, shape, or topographical conditions of the specific property involved will bring a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>2. The aforesaid unique physical condition did not result from any action of any person having an interest in the property, but was created by natural forces or was the result of governmental action, other than the adoption of this Zoning Title, for which no compensation was paid;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>3. The conditions upon which the petition for variation is based may not be applicable generally to other property within the same zoning classification;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>4. The purpose of the variation is not based predominantly upon a desire for economic gain;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>5. The granting of the variation shall not be detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the property is located; or</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>

<sup>1</sup> If a standard has not been met, indicate the reasons why in the notes section for that standard.

## CHECKLIST OF STANDARDS FOR MAJOR VARIATIONS

Yes  No	<p>6. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood;</p> <p>Notes: _____ _____ _____</p>
Yes  No	<p>7. That the granting of the variation would not unduly tax public utilities and facilities in the area;</p> <p>Notes: _____ _____ _____</p>
Yes  No	<p>8. That there is no means other than the requested variation by which the alleged hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the subject property;</p> <p>Notes: _____ _____ _____</p>

If any of the standards have not been met, what changes could be made to the application so it meets all the standards?

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APPLICATION FOR ZONING VARIATION  
 Village of River Forest Zoning Board of Appeals

Address of Subject Property: 935 Franklin Ave Date of Application: 8/15/2022

Applicant		Architect / Contractor	
Name: Dave & Sheri Delaney		Name: Oakley Home Builders	
Address: 935 Franklin Ave		Address: 5216 Main St. Unit A	
City/State/Zip: River Forest, IL 60305		City/State/Zip: Downers Grove, IL 60515	
Phone:	Fax:	Phone: (773) 620-2422	Fax:
Email: delaney8@gmail.com		Email: ryan@oakleyhomebuilders.com	

Relationship of Applicant to Property (owner, contract purchaser, legal counsel, etc.): Owner

Zoning District of Property:  R1  R2  R3  R4  OC1  OC2  OC3  PRI  ORIC

Please check the type(s) of variation(s) being requested:

- Zoning Code  Building Code (fence variations only)

**Application requirements:** Attached you will find an outline of the other application requirements. Please read the attached carefully, the applicant will be responsible for submitting all of the required information.

Also attached for your information are the Zoning Board of Appeals "Rules of Procedure" for their public hearings.

**Application Deadline:** A complete variation application must be submitted no later than the 15<sup>th</sup> day of the month in order to be heard by the Zoning Board of Appeals in the following month. The Zoning Board of Appeals meets on the second Thursday of each month.

**SIGNATURES:**

The undersigned hereby represent for the purpose of inducing the Village of River Forest to take the action herein requested, that all statements herein and on all related attachments are true and that all work herein mentioned will be done in accordance with the ordinances of the Village of River Forest and the laws of the State of Illinois.

Owner: Sheri Delaney by [Signature] Attorney Date: 10/13/2022

Applicant (if other than Owner): \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee:** A non-refundable fee of \$750.00 must accompany every application for variation, which includes the cost of recording the variation with the County. Checks should be made out to the Village of River Forest.

APPLICATION FOR ZONING VARIATION

Address of Subject Property: 935 Franklin Ave Date of Application: 8/15/2022

Summary of Requested Variation(s):

<p><b>Applicable Code Section (Title, Chapter, Section)</b> <i>Example:</i> 10-8-5, lot coverage</p>	<p><b>Code Requirement(s)</b> <i>Example:</i> no more than 30% of a lot</p>	<p><b>Proposed Variation(s)</b> <i>Example:</i> 33.8% of the lot (detailed calculations on a separate sheet are required)</p>
<p>10-9-7, Setback Regulations</p>	<p>Front Yard: The required front yard setback shall be calculated as the average of the existing front yard setbacks as measured from the front lot line to the principal structure along the same side of the street and on the same block. The shortest and longest setbacks along the same side of the same block shall be eliminated in the making of the computation.</p>	<p>Average of the existing front yard setbacks would be 72.1'. Seeking Variance for front yard setback of 59.0'.</p>

THE APPLICANT IS REQUIRED TO SUBMIT DETAILED LONG HAND CALCULATIONS AND MEASUREMENTS FOR ALL APPLICABLE ZONING PROVISIONS. APPLICATIONS WILL NOT BE CONSIDERED COMPLETE WITHOUT THESE CALCULATIONS AND MEASUREMENTS.

WRITTEN DESCRIPTION OF PROPOSED VARIANCE

Applicants are the owners of the property located at 935 Franklin Avenue, which they purchased as a vacant lot in November of 2021. Applicants are seeking a variance to the Front Yard Setback Regulations of Code Section 10-9-7, which requires a minimum front yard setback calculated as the average of the existing front yard setbacks of the neighboring properties along the same side of the street and on the same block (shortest and longest setbacks being eliminated). Based on this, the required minimum front yard setback of the Property would be 72.1'. Applicant is seeking a variance to allow for a front yard setback of 59.0', which would be in line with the neighboring property and also remain in harmony with the properties across the street as well.

There are four (4) other properties on the same block on the same side of the street as the Subject property. The front yard setbacks of those properties are as follows:

<u>Address</u>	<u>Front Yard Setback</u>
947 Franklin	62.3'
927 Franklin	149.2'
915 Franklin	58.9'
907 Franklin	81.8'

The property at 927 Franklin is a coach house that is located on the back of the property. The properties at 947 Franklin and 907 Franklin are the corner lots on the block. In order to keep their property consistent with the surrounding properties, they are seeking a front yard setback of 59.0, which would be in line with the majority of the block (915 Franklin – 58.9' and 947 Franklin – 62.3').

**CONSTRUCTION NOTES:**

1. Stake shall be placed prior to the start of construction activities.
2. Measure and verify alignment for construction activities.
3. Document all activities with photos.

**GENERAL NOTES:**

1. Utilities and structures shown herein are based on available field verified conditions.
2. Measure all structures to within 1/4 inch for graphic reproduction only.
3. This drawing is not for construction purposes.

**Utility Survey Benchmarks:**

The owner shall be responsible for the maintenance of all benchmarks. A benchmark shall be established at the start of construction and shall be maintained throughout the project. All benchmarks shall be marked with an iron nail 1/4 inch in diameter.



**BENCHMARK INFORMATION:**

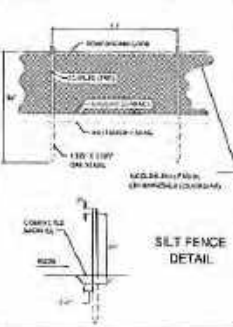
Spot Elevation: Spot Elevation is the elevation of a point in feet above sea level.

**EXISTING TOPOGRAPHY AND EROSION CONTROL PLAN**

FOR  
935 FRANKLIN AVE. - RIVER FOREST, IL

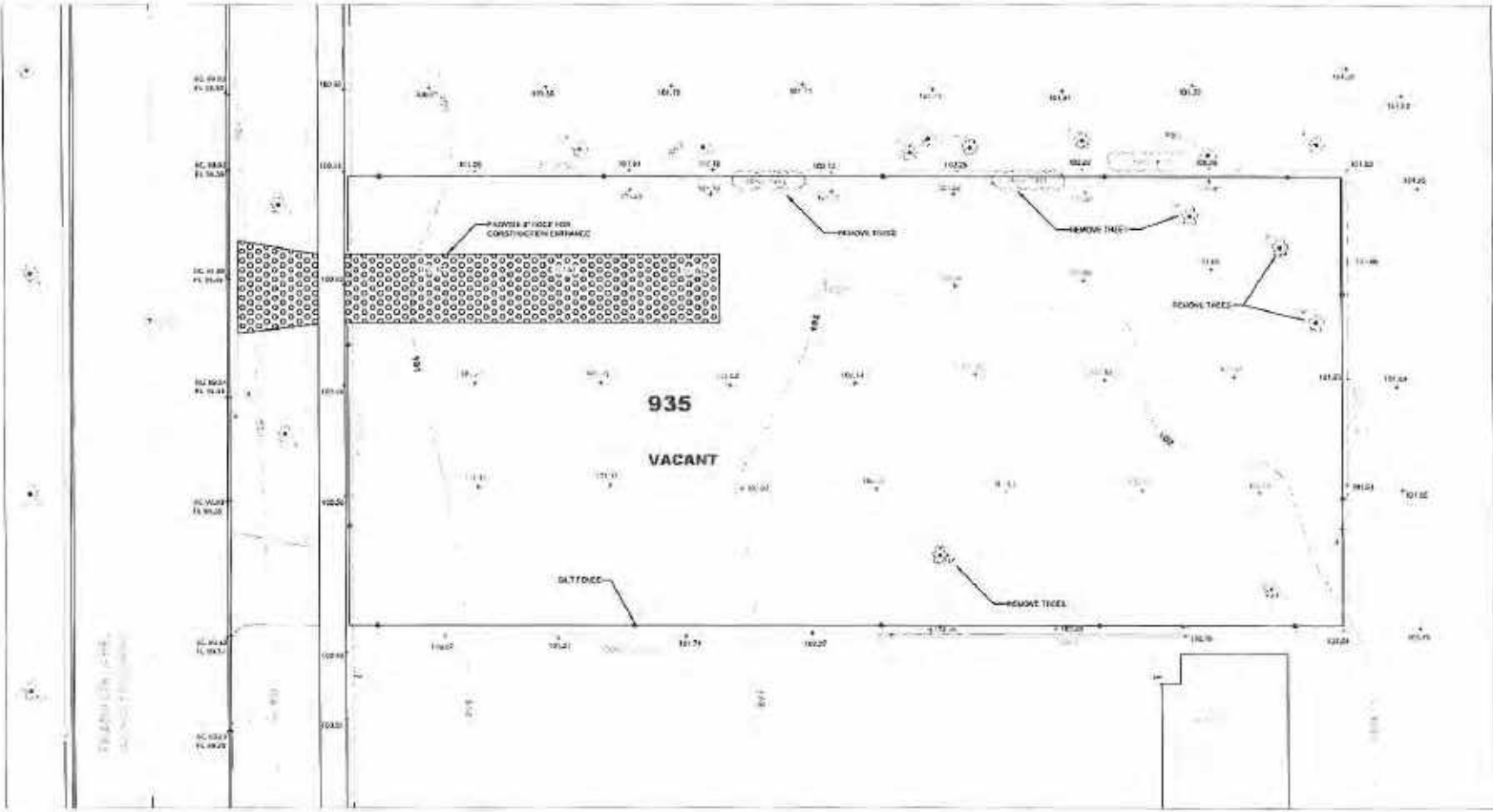
**LEGEND**

	Existing	Proposed
Utility Lines	—	—
Storm Sewer	—	—
Waterline	—	—
Center Line	704	704
Spot Elevation	100	100
Face of Road	—	—
Front Yard	—	—
Back Yard	—	—
Side Yard	—	—
Street	—	—
Proposed	—	—
Existing	—	—
Structure	—	—
Site Lines	—	—



**EROSION CONTROL NOTES:**

1. The site shall be protected from erosion and sedimentation during the construction process. All areas shall be protected from erosion and sedimentation. Erosion control measures shall be installed and maintained throughout the construction process.
2. Erosion control measures shall be installed and maintained throughout the construction process. Erosion control measures shall be installed and maintained throughout the construction process.
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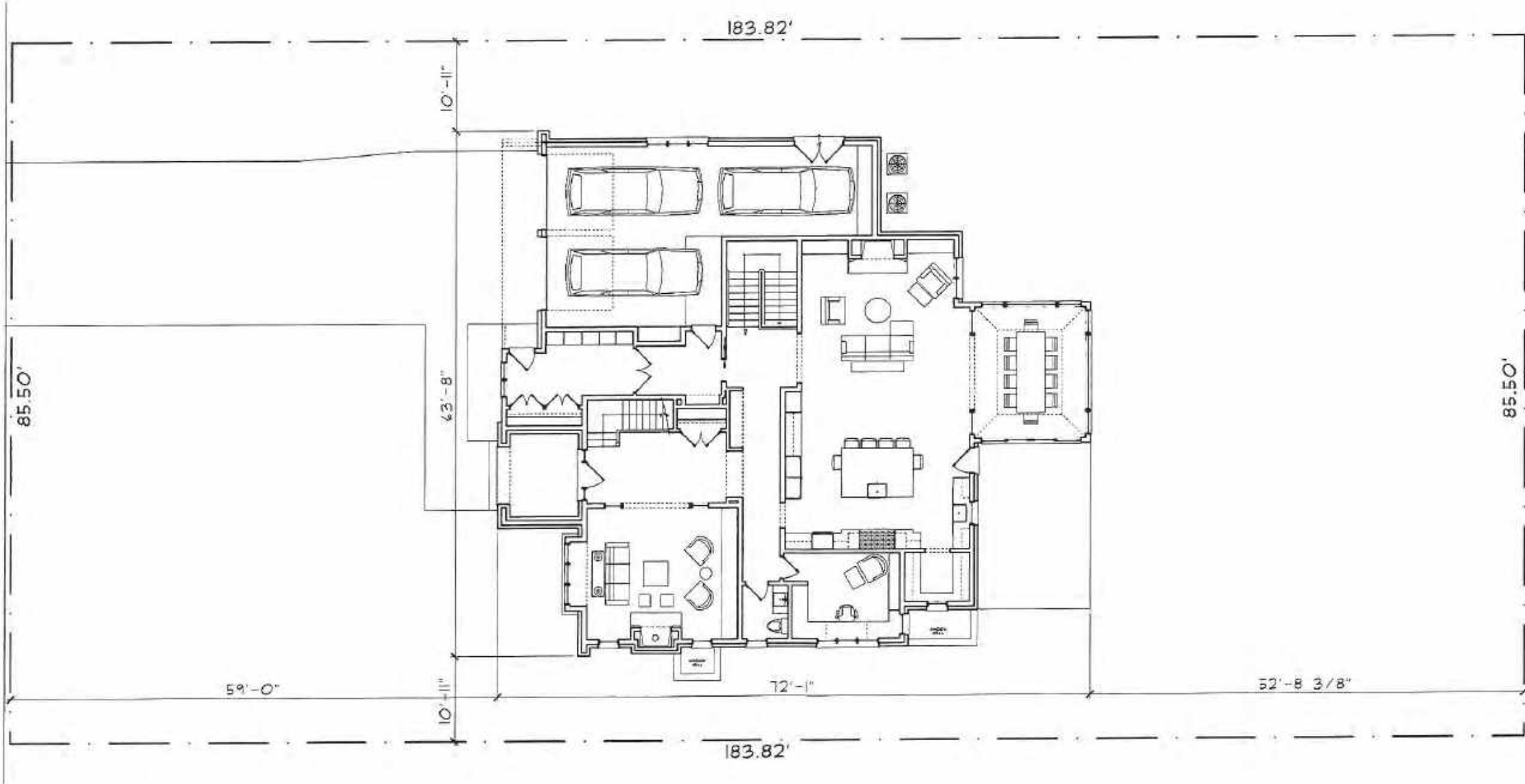
EXISTING TOPOGRAPHY & EROSION CONTROL PLAN  
935 FRANKLIN AVE. - RIVER FOREST, IL

PREPARED BY:  
DAVID W. BROWN

Checked by:  
Gabeil Group, Inc.  
Civil Engineering Solutions  
P.O. Box 200, River Forest, IL 60465  
TEL: (708) 471-1111 FAX: (708) 471-1112

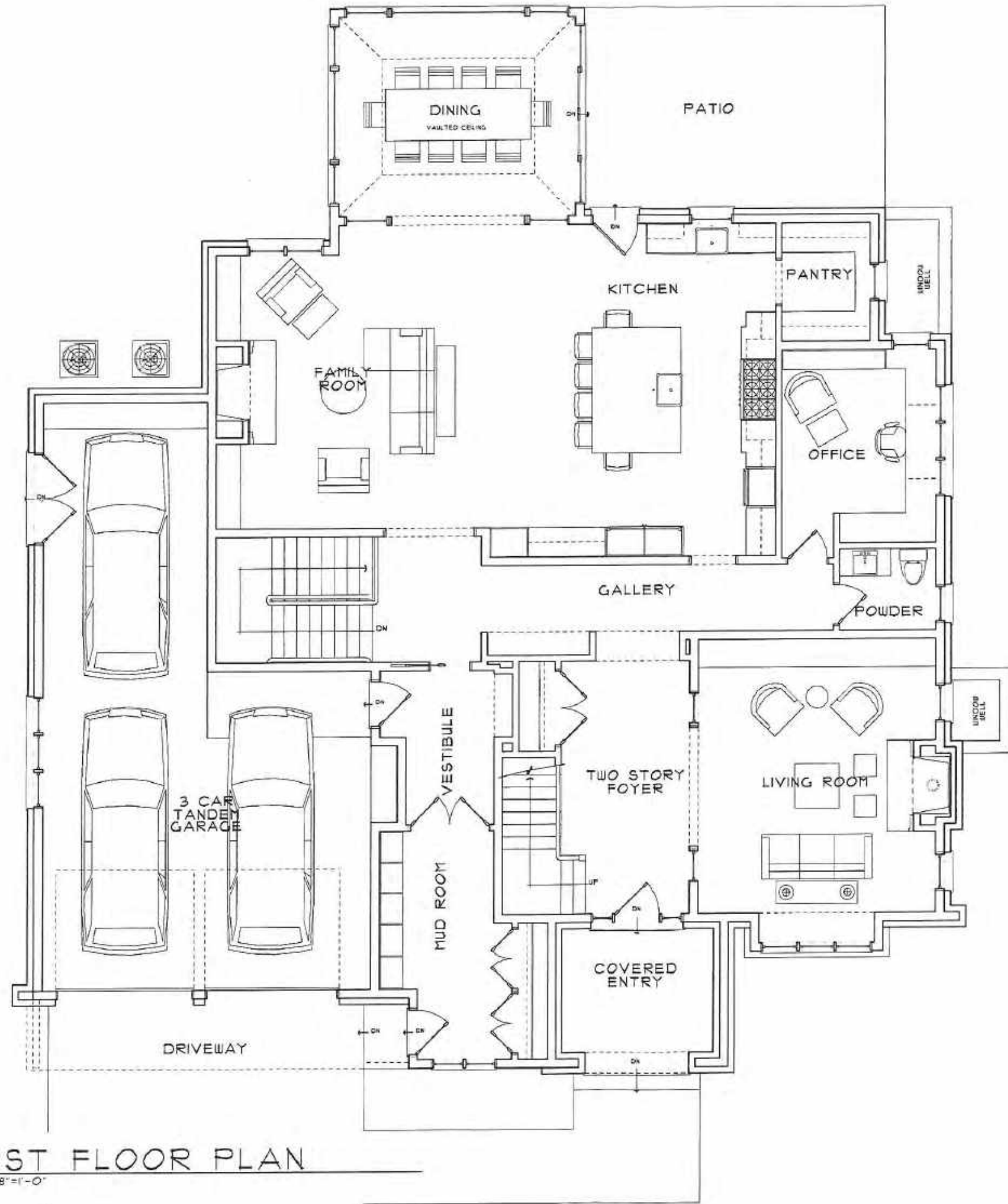
Prepared by:  
  
DAVID W. BROWN  
Civil Engineer  
No. 123456789  
Ill. State Expires on November 30, 2025

**A SITE PLAN**  
scale: 1/16"=1'-0"



DELTA 35 RIVER  
FRANKES, ILLINOIS  
RESIDENCE

183.82'



183.82'

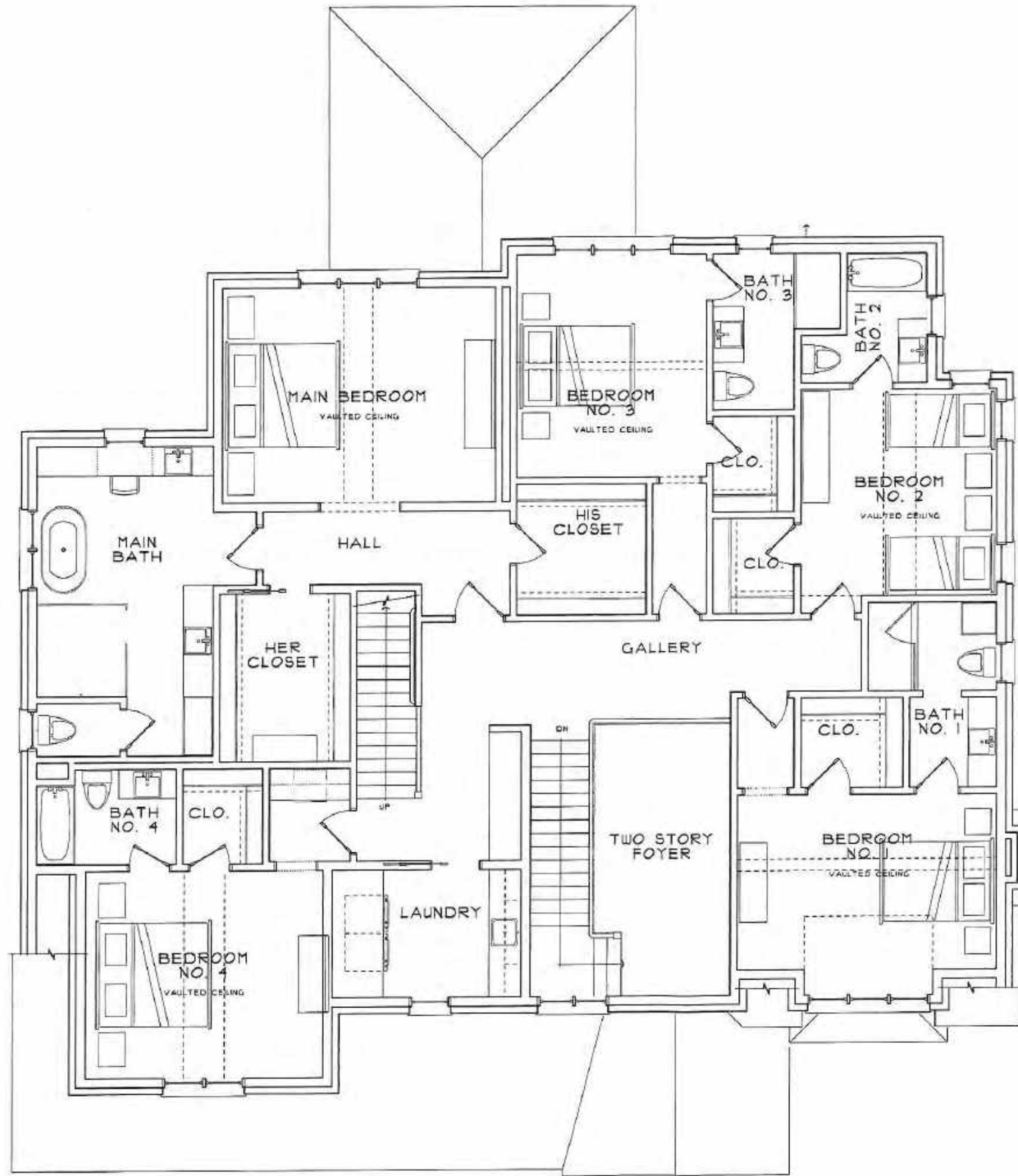


**A** FIRST FLOOR PLAN  
 scale: 1/8"=1'-0"

DELANEY RESIDENCE  
 935 RIVER FORKES T. ILLINOIS



183.82'



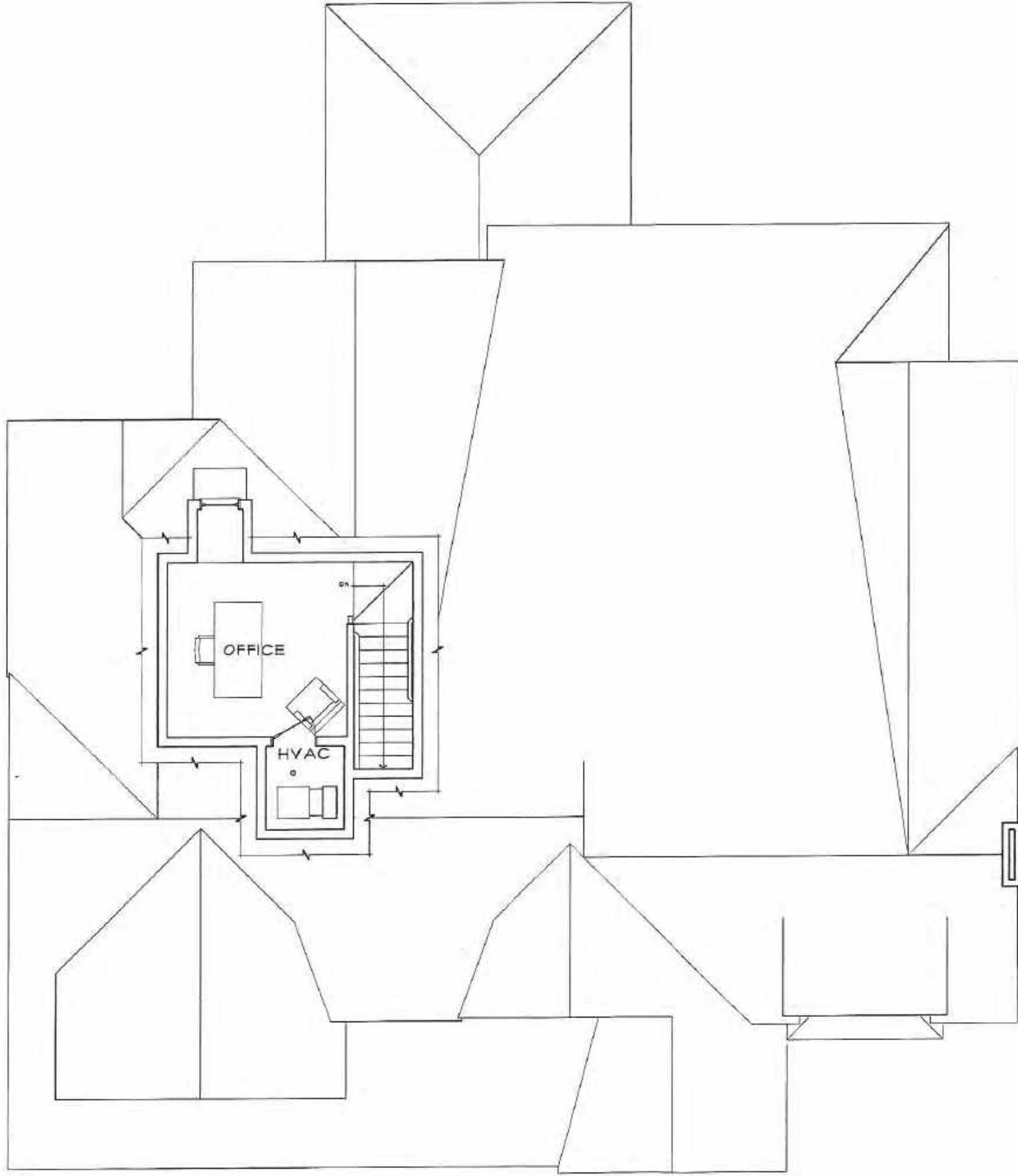
183.82'



**A** SECOND FLOOR PLAN  
 scale: 1/8"=1'-0"

DELANEY RESIDENCE  
 RIVER FOREST, ILLINOIS

183.82'



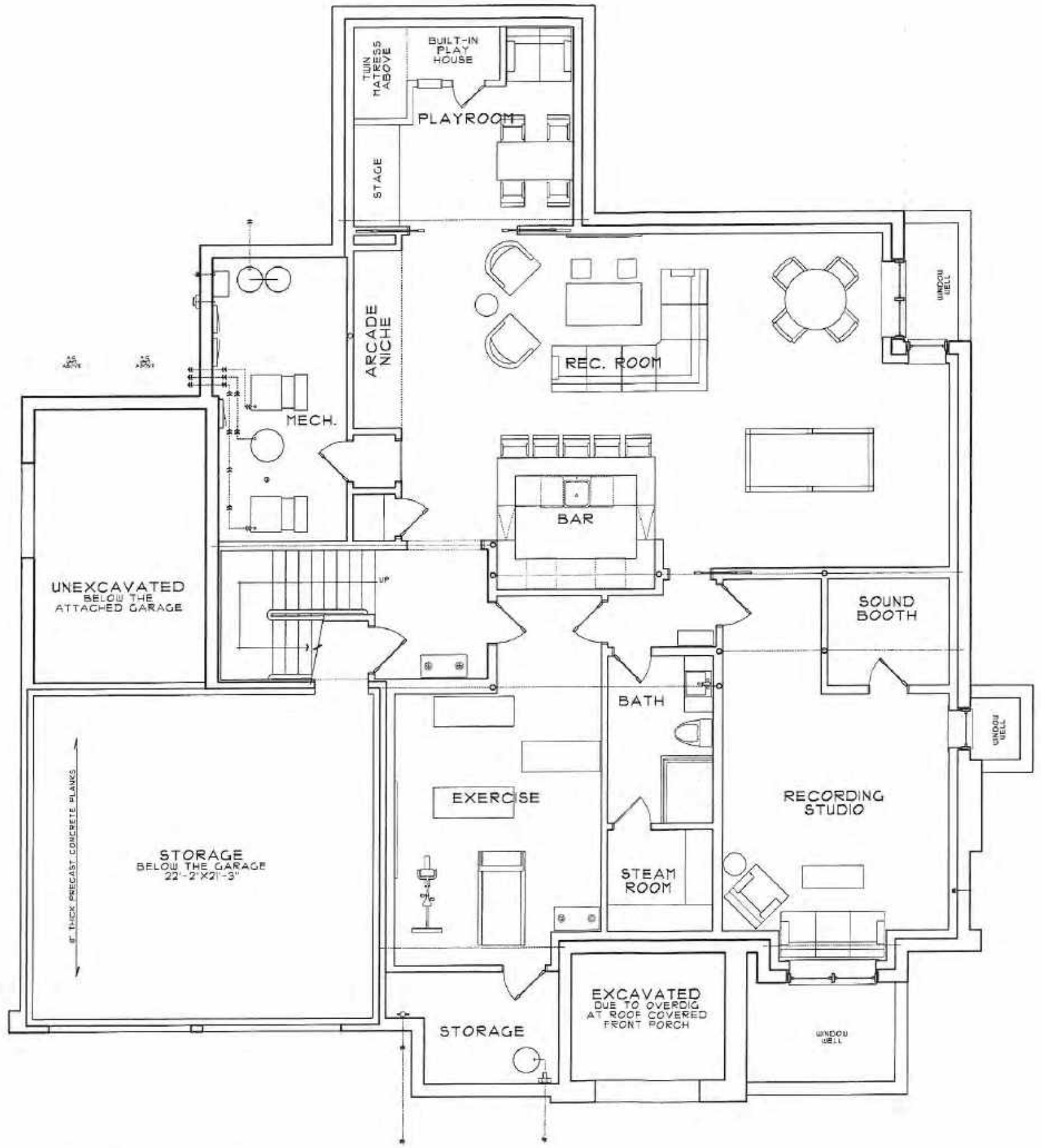
183.82'

**A** ATTIC FLOOR PLAN  
scale: 1/8"=1'-0"



DELANEY RESIDENCE  
RIVER FOREST, ILLINOIS  
3500 FOREST AVE, NORTON, ILLINOIS

183.82'



183.82'



**A** BASEMENT PLAN  
 scale: 1/8"=1'-0"

DELANEY RESIDENCE  
 935 RIVER FOREST, ILLINOIS



**A** EAST ELEVATION  
 scale: 1/8"=1'-0"



**B** NORTH ELEVATION  
 scale: 1/8"=1'-0"

DEL<sup>9</sup>A<sup>5</sup>N<sup>F</sup>E<sup>R</sup>A<sup>O</sup>R<sup>N</sup>E<sup>R</sup>R<sup>Y</sup>R<sup>L</sup>S<sup>I</sup>T<sup>N</sup>.  
 R<sup>3</sup>I<sup>9</sup>V<sup>5</sup>E<sup>R</sup>R<sup>3</sup>E<sup>S</sup>  
 S<sup>I</sup>D<sup>E</sup>N<sup>O</sup>I<sup>S</sup>  
 E<sup>N</sup>C<sup>E</sup>



**A** WEST ELEVATION  
scale: 1/8"=1'-0"



**B** SOUTH ELEVATION  
scale: 1/8"=1'-0"

DEL ANNE  
RIVER  
935  
RIF  
YANKEES  
RIST.  
RESIDENTS  
SIDNEY  
ALLENS  
COURT  
EAST

FRONT YARD SETBACK CALCULATIONS

<u>Address</u>	<u>Front Yard Setback</u>
947 Franklin	62.3'
935 Franklin	Vacant (subject property)
927 Franklin	149.2' (excluded)
915 Franklin	58.9' (excluded)
<u>907 Franklin</u>	<u>81.8'</u>
Average	72.1'

STANDARDS FOR MAJOR VARIATIONS  
AS SET FORTH IN SECTION 10-5-4F

- 1. The physical surroundings, shape or typographical conditions of the specific property involved with bring a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out;**

A strict enforcement of the regulations would result in a hardship to the Applicants as only seeking a variance consistent with the setback of the surrounding properties and are seeking so to obtain a reasonable use of the Property. First, the subject property is unique in that it was previously a single property with the property located at 927 Franklin, with the subject property being the main home/lot and 927 Franklin encompassing the coach house. Second, as indicated in the written description, there are four other properties on the same side of the street on the same block, one of which (927 Franklin) is a coach house located at the back of a property, and two of which (947 Franklin and 915 Franklin) have setbacks consistent with the variance being sought. Applicant is seeking a variance to keep their property consistent with the properties on the block and to obtain a reasonable use of the Property.

- 2. The aforesaid unique physical condition did not result from an action of any person having an interest in the property, but was created by natural forces or was the result or was the result of governmental action, other than the adoption of this Zoning Ordinance, for which no compensation was paid;**

Current physical condition of the property was the same as when the Applicants purchased the Property in November, 2021. In fact, the variance being sought for a 59.0' setback would still be further back than the setback of the house that was demolished on the Property.

- 3. The conditions upon which the petition for variation is based may not be applicable generally to other property within the same zoning classification;**

The variance being sought is due to the unique conditions of the subject property and the surrounding properties on this particular block and thus the variance would not be applicable generally to other property within the same zoning classification.

- 4. The purpose of the variation is not based predominantly upon a desire for economic gain;**

The requested variance will not result in an economic gain for the Applicants, but rather is being sought to enhance the aesthetics of the Property and the block as a whole.

- 5. The granting of the variation shall not be detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the property is located;**

The Applicants requested variance will not be detrimental to any surrounding properties or the neighborhood in which the property is located. As indicated, the variance being sought would make the setback of the Property consistent with the majority of the block. In fact, denying the variance would mean the setback would put the property further back towards the back yards of the neighboring properties which would be detrimental. Applicant has also received a letter of support from the neighbor which owns the 947 Franklin property (directly to the north) who prefer the requested setback rather than what would be required by the code.

- 6. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood;**

Applicants requested variance will not impair any adjacent properties. In fact, granting of the variance will actually be beneficial to the property located at 947 Franklin and strict enforcement of the Code regulations would result in the home constructed on the subject property to be built closer their its backyard, but causing it to be more likely to impair an adequate supply of light and air to adjacent property. As indicated above, the owner of the neighboring property which would be directly impacted by the variance has written a letter in support.

- 7. That the granting or the variation would not unduly tax public utilities and facilities in the area;**

Applicants requested variance would not unduly tax public utilities and facilities in the area as it would have no impact on the public utilities and facilities in the area. Approval of the variance request would not change the size of the home which can be built on the property, so it will have no impact on the number of bedrooms/bathrooms or size of the home so the use of public utilities and facilities would be the same.

- 8. That there is no means other than the requested variation by which the alleged hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the subject property.**

There are no other means than the variance requested to avoid the hardship to the Applicants and/or the adjacent properties. A strict enforcement of the code would result in a property with too much front yard and too little back yard, which would impair the Applicants' use and enjoyment of the property. Denying the variance would also put the Property more directly in the neighbor to the north's backyard, where children play and they have a outdoor area they frequently use. The requested variance is also the minimum variance needed for the best and reasonable use of the Property.







OAKLEY  
HOME BUILDERS  
HTT  
609-224-6898







Carl A. Przyborowski  
947 Franklin Avenue  
River Forest, Illinois 60305  
708-363-3201  
carl@pfventures.com

October 10, 2022

Village of River Forest  
Zoning Board of Appeals  
400 Park Avenue  
River Forest, Illinois 60305

Re: **The Zoning Petition of David and Sherie Delaney**  
**935 Franklin Avenue, River Forest, Illinois**

Dear Zoning Board Appeal Members:

I am writing to you on behalf of myself and my spouse Georgina in support of the above named applicants in their submittal for a revised front yard setback for their proposed new home at the address specified above from the 72.1' defined by the current village statute to the requested 59.0'.

We sincerely appreciate the village's staunch attitude about building setbacks and other related construction requirements. The unusual circumstances however, created by the four current residential properties used in the prevailing calculation, two of which originally comprised a single property, erroneously creates a setback requirement that is neither practical nor beneficial for the 900 block of Franklin Avenue or to the particular section of the village as a whole.

If the variance were to be granted, as the neighbor immediately to the north at 947 Franklin Avenue, we would arguably be the most affected if it were to be in a negative way. To the contrary however, we feel that an approved variance would be beneficial to all involved by improving both the functionality of the 935 property and the architectural appearance of the 900 block in general.

Other prevailing side yard setback requirements will mandate a 47' separation of their structure and ours to the north. And the residential property immediately to the south consists only of a coach house residence located at the very rear of the property. These relatively large separations should, in our opinion, satisfy any reasonable concern about the variance approval's impact.

We encourage the board to approve the request.

Sincerely,





**Village of River Forest**  
**Village Administrator's Office**  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

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**MEMORANDUM**

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Date: December 12, 2022

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Matt Walsh, Assistant to the Village Administrator

Subj: Request for Zoning Variations – 7227 Thomas Avenue

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**Issue:** Bremen Properties LLC, owner of the property at 7227 Thomas Avenue, has applied for zoning variations regarding setbacks. The applicant is proposing to construct a second floor addition in the location of an existing terrace. The proposal does not increase the number of units in the building. The applicant is requesting a reduction of 3.1 feet in the front yard setback and 17.5 feet in the north side setback. There are no changes to the maximum height of the building or building footprint.

**Analysis:** On October 20, 2022, the Zoning Board of Appeals held a public hearing and considered the attached application. The Zoning Board of Appeals voted 6-0 on a motion to recommend approval of the variations. On November 10, 2022, the Zoning Board of Appeals approved the findings of fact and recommendation.

During the public hearing, a resident spoke in favor of the proposed improvement. Letters of support from other neighbors are included in the packet.

**Requested Action:**

If the Village Board of Trustees wishes to approve the requested variations, the following motion would be appropriate:

- Motion to approve an Ordinance granting the requested variations to Section 10-10-4 and 10-10-7 of the Zoning Ordinance at 7272 Thomas Avenue.

**Document(s) Attached:**

- Ordinance
- Findings of Fact
- Minutes of the Zoning Board of Appeals Public Hearing
- Report & Application the Zoning Board of Appeals

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE APPROVING VARIATIONS RELATED TO FRONT AND SIDE YARD SETBACKS AT 7227 THOMAS AVENUE**

**WHEREAS**, petitioner Bremen Properties LLC (the “Petitioner”), owner of the property located at 7227 Thomas Avenue in the Village of River Forest (“Property”), requested certain variations from the Village of River Forest’s front yard and secondary front yard setback requirements and from the minimum lot size regulations pursuant to Sections 10-10-7 and 10-10-4 of the Village of River Forest Zoning Ordinance (“Zoning Ordinance”) related to the construction of a second floor addition (together the “Variations”). The Property is located in the R-3 Single-Family (Detached) Residential Zoning District; and

**WHEREAS**, the Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

**WHEREAS**, the Application was referred to the Village of River Forest Zoning Board of Appeals (“ZBA”) and was processed in accordance with the Zoning Ordinance; and

**WHEREAS**, on October 20, 2022, the ZBA held a public hearing on the Application pursuant to notice thereof given in the manner required by law, and, after considering all of the testimony and evidence presented at the public hearing, the ZBA recommended approval of the Variations, by a vote of six (6) to zero (0), all as set forth in the Findings and Recommendation of the ZBA in this matter (“Findings and Recommendation”), a copy of which is attached hereto as **Exhibit B** and made a part hereof; and

**WHEREAS**, the President and Board of Trustees of the Village of River Forest have duly considered the Findings and Recommendation of the ZBA, and all of the materials, facts and circumstances affecting the Application, and find that the Application satisfies the standards set forth in the Zoning Ordinance relating to the Variations;

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

**SECTION 1: Incorporation.** That the recitals above are incorporated into Section 1 as though set forth herein.

**SECTION 2: Approval.** That the President and Board of Trustees of the Village, acting pursuant to the authority vested in them by the laws of the State of Illinois and the Zoning Ordinance: (i) find that the Application meets the standards for the Variation requested therein, and (ii) approve the Variations with respect to the addition proposed



to be built on the Property as set forth in the Application. The Variations are approved only to the extent needed for the construction of the addition, and the Variations shall remain in effect only for so long as the addition in the Application remains on the Property.

**SECTION 3: Recording.** That Village staff is directed to record the Ordinance on title to the Property with the Cook County Recorder of Deeds.

**SECTION 4: Violation.** That any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the Village shall be grounds for the rescission of the approvals made in this Ordinance, in addition to all other remedies available to the Village.

**SECTION 5: Severability.** That if any Section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

**SECTION 6: Repeal.** That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

**SECTION 7: Effectiveness.** That this Ordinance shall be in full force and effect after its approval and publication in pamphlet form as provided by law.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**ADOPTED** this 12<sup>th</sup> day of December, 2022, pursuant to a roll call vote of the Board of Trustees of the Village of River Forest, per Section 10-5-4(E)(3) of the Zoning Ordinance.

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED** by me this 12<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Catherine Adduci, Village President

**ATTEST:**

\_\_\_\_\_  
Jon Keller, Village Clerk

The Petitioners acknowledge the reasonableness of the above and foregoing terms and conditions in the Ordinance, and hereby accepts the same.

By: \_\_\_\_\_  
Titleholder of Record of the Property

By: \_\_\_\_\_  
Titleholder of Record of the Property

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**LEGAL DESCRIPTION**

THE NORTH 55 FEET OF LOT 1 IN BLOCK 8 IN THE SUBDIVISION OF BLOCKS 1, 8, 9, 10, 11, 14, 15 AND 16 IN BOGUES ADDITION TO OAK PARK, BEING A SUBDIVISION IN THE SOUTHEAST  $\frac{1}{4}$  OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

**EXHIBIT B**

**FINDINGS OF FACT AND RECOMMENDATION**

(attached)

**VILLAGE OF RIVER FOREST ZONING BOARD OF APPEALS  
FINDINGS OF FACT AND RECOMMENDATION REGARDING  
VARIATIONS RELATED TO FRONT AND SIDE YARD SETBACKS  
AT 7227 THOMAS AVENUE**

**WHEREAS**, petitioner Bremen Properties LLC (the “Petitioner”), owner of the property located at 7227 Thomas Avenue in the Village of River Forest (“Property”), requested certain variations from the Village of River Forest’s front yard and secondary front yard setback requirements and from the minimum lot size regulations pursuant to Sections 10-10-7 and 10-10-4 of the Village of River Forest Zoning Ordinance (“Zoning Ordinance”) related to the construction of a second floor addition (together the “Variations”). The Property is located in the R-3 Single-Family (Detached) Residential Zoning District; and

**WHEREAS**, the Village of River Forest Zoning Board of Appeals (“Board”) held a public hearing on the question of whether the requested Variations should be granted on October 20, 2022, as required by Section 10-5-4(E) of the Zoning Ordinance. At the public hearing, all persons present and wishing to speak were given an opportunity to be heard and all evidence that was tendered was received and considered by the Board; and

**WHEREAS**, public notice in the form required by law was given of said public hearing by publication not more than thirty (30) days nor less than fifteen (15) days prior to said public hearing in the *Wednesday Journal*, a newspaper of general circulation in the Village, there being no newspaper published in the Village. In addition, notice was mailed to surrounding property owners; and

**WHEREAS**, at the public hearing on October 20, 2022, the Petitioners provided information and testimony regarding the requested Variations, testifying, among other things, that the proposed addition would be a second story addition on top of an existing one-story portion of the building, thereby not increasing any existing nonconforming setbacks; and

**WHEREAS**, the Board, having considered the criteria set forth in Section 10-5-4 of the Zoning Ordinance, by a vote of 6 – 0, recommends to the Village President and Board of Trustees that the requested Variations for the Property be APPROVED.

**NOW, THEREFORE**, the Board makes the following findings of fact and recommendations pursuant to Section 10-5-4(E)(2) of the Zoning Ordinance:

**FINDINGS OF FACT**

1. **The physical surroundings, shape, or topographical conditions of the Property constitute a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out.** The evidence presented at the public hearing established the unique characteristic of the

Property that constitutes a specific hardship on the Petitioners, as the Property is situated on a narrow lot with existing nonconformities. The Board finds this standard has been met.

2. **The aforesaid unique physical condition did not result from any action of any person having an interest in the property, but was created by natural forces or was the result of governmental action, other than the adoption of the Village's Zoning Regulations, for which no compensation was paid.** The Board finds this standard has been met, as the location of the building on the Property was established when the structure was built, well before the Petitioner purchased it.

3. **The conditions of the Property upon which the petition for Variations is based may not be applicable generally to other property within the same zoning classification.** The Board found that the conditions on the Property are unique, as the residence is already situated on the property with a 36.9 foot front yard setback, a variation of 3.1 feet, and a 7.5 foot secondary front yard setback, a variation of 10 feet. The Board finds this standard has been met.

4. **The purpose of the Variations is not based predominately upon a desire for economic gain.** The Petitioners noted that their desire for the Variations is not predominantly for economic gain, but instead to allow for them to make the best and safest use of the building and enhance its livability. The Board finds this standard has been met.

5. **The granting of the Variations is not detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the Property is located.** The proposed addition would add a second story atop an existing area of the building, which would improve the exterior appearance of the Property, and therefore would not be detrimental to the value of those surrounding properties. The Board finds this standard has been met.

6. **The granting of the Variations will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.** The addition would not interrupt the already adequate supply of light or air to the surrounding properties. The Board finds this standard has been met.

7. **The granting of the Variations will not unduly tax public utilities and facilities in the area of the Property.** If granted, the Variations would not unduly burden public utilities or facilities in the area of the Property. This Board finds this standard was met.

8. **There are no means other than the requested Variations by which the hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the Property.** The testimony and evidence presented at the public hearing showed that the addition would replace a deteriorating roof terrace, providing

additional safety and conforming the unit size to the unit below. The Board finds this standard has been met.

**RECOMMENDATION**

The Board, by a vote of 6-0, for the reasons stated above, recommends to the Village President and Board of Trustees that the proposed Variations for construction of a second story addition on the Property in the R-3 Single-Family (Detached) Residential Zoning District be APPROVED.

*Frank R. Martin*  
\_\_\_\_\_  
**Frank Martin**  
**Chairman**

*11/10/2022*  
\_\_\_\_\_  
**Date**

does not face Franklin. While it is considered the front yard setback for the village code requirements, it is being used as a side yard.

Chairman Martin then asked if anyone from the public wanted to speak. No one did, so Chairman Martin closed the public portion of the meeting.

Member Davis commented that she is an across the street neighbor of this property, and is supporting the variation request since setting it back too far will eliminate their backyard, and the lot has been on market for a while; they are happy someone wants to build and thinks that approval of the variance will help with the conformity and unity of the block and make the whole block better.

A MOTION was made by Member Lucchesi and seconded by Member Dombrowski that approval of the requested variation for a front yard setback of fifty-nine feet at 935 Franklin Avenue be recommended to the Village Board of Trustees.

Ayes: Members Smetana, Shoemaker, Lucchesi, Dombrowski, Davis, and Chairman Martin

Nays: None.

#### **V. PUBLIC HEARING- ZONING VARIATION REQUESTS FOR 7227 THOMAS AVENUE**

Lance Shalzi, architect for the project at 7227 Thomas Avenue presented the variation request for a second-floor addition to a structure. 7227 Thomas Avenue has a deteriorated rooftop terrace, which is causing leaks in the building. The owner of the property wants to enclose the terrace since it is a hazard. By enclosing the terrace, the homeowner will make it part of the overall building, keeping the exterior consistent with the rest of the building. This property is an 8-unit building that will remain eight units.

Mr. Shalzi went explained that there is a hardship of this property. The property is a R3 zoning property that does not meet the minimum lot standard. They are doing what they can do to try to improve the property's eight units and try to get as close as possible to the required parking for a R3 zoning property. Currently for parking there are only six parking stalls. In addition to enclosing the rooftop terrace, they are going to stripe the parking area in the back and add an additional two more stalls to create 8 (one per unit).

Mr. Shalzi then went into the standards. First, he explained that the physical surroundings will not be affected. They are planning on building straight up and will not be creating any new drainage or grading on the property. Second, the property is an existing lot of record which does not meet the minimum size requirement for the R3 Zoning district, and the decisions regarding the type of building, size of building and its locations on the lot were not made by any person having any interest in the property. Third, the condition may not be applicable to other property within in the same zoning. This property is a substandard lot of the R3 zoning lots, so most other properties in this zoning are not similar. Fourth, economic gain is not being used as the motivation. The homeowner is trying to improve the physical condition of the street by getting



rid of the deteriorated roof terrace that no one on the property uses and making sure that the brick and exterior match the existing structure. Fifth, granting the variance will not be detrimental to the public welfare. There is not any decrease of value of other properties and the neighbors in the area are supportive of the enclosure. Sixth, the addition will not impair any adequate lighting. Enclosing the rooftop terrace will not change any of the setbacks, so the air and light around the property that currently exists will remain the same. Seventh, there will be no change to the public utilities. Eighth, there are no other proposed changes to the location that can be remedied. This property is only 10,150 square feet, so there is no place to expand the property, and they are just trying to improve the property for the neighborhood.

Mark Solak (“homeowner”) then stated that he is trying to improve the property and bring it up to better standards. He believes that it is a hardship to the neighborhood due to the poor condition of the terrace. He believes that there is a lot of damage to the property since it is a flat roof and there is a lot of damage to the terrace. They are keeping the same footprint of the property, the units are staying the same size, and they not going any wider or higher than existing building.

Mr. Solak clarified that he is not planning to increase any of the square footage to the building/change unit sizes.

Chairman Martin then clarified that there are plans to match the existing roof line. Mr. Shalzi stated that there are. The current roof line is a hip roof line and there are plans to match the existing roof line.

Chairman Martin then asked if any units currently qualify as affordable housing under the River Forest ordinance. Mr. Shalzi stated that they are not sure about the affordable housing. Mr. Solak then reaffirmed that they did not know the answer. He stated that they are not restricting anyone from applying to live in the building, and that currently mainly students are occupying it. Chairman Martin stated that it did not answer the question for him. He asked if they recall what the standard is for affordable housing is under the ordinance. Mr. Shalzi stated that he is not familiar and cannot recall off the top of his head. Mr. Solak stated that they do have about fifty letters in support for the change and all neighbors they talked to do support the requested ordinance. Chairman Martin told them that they do have the form letter that was circulated.

Attorney Skrodzki then stated that the village affordable housing plan definition of affordable housing includes an owner-occupied affordability chart and asked if the apartments were rented or owned. Mr. Solak stated that they are rented. Attorney Skrodzki then stated that for rentals, under the ordinance, a studio is \$889 dollars a month, a one bedroom would be \$952, two bedrooms would be \$1140. Chairman Martin then asked if any of their units in the building are being rented for \$1143. Mr. Solak stated that they rent the units for more than that. Chairman Martin then asked if they intend to make any of these units affordable housing units. Mr. Solak said that they are not excluding anyone but does not think that he can make that call right now.

Chairman Martin then opened the discussion to the public to see if there was any additional comments or questions.

Ruth Reko, a neighbor living at 1020 N Harlem stated that during Covid pandemic the neighbors walked frequently around the neighbor and become aware of the building that Mr. Solak is talking about. She said that the neighbors complained frequently to the previous owner of the building regarding the terrace. When the neighbors found out about the building was being sold, they were eager to find out the new intentions and are very pleased to be seeing the work that is being done in taking care of the external problems. They are looking forward to having the property be less of an eyesore and more of an asset to the neighborhood.

Chairman Martin then closed the public portion of the meeting.

A MOTION was made by Member Lucchesi, seconded by Member Dombrowski, to recommend to the Board of Trustees approval of the requested variations to sections 10-10-4, 10-10-7-A, and 10-10-7-A.2 at 7227 Thomas Street.

Ayes: Members Smetana, Shoemaker, Lucchesi, Dombrowski, Davis, and Chairman Martin

Nays: None.

**VI. PUBLIC HEARING- ZONING VARIATION REQUESTS FOR 1037 BONNIE BRAE PLACE- SIDE YARD SETBACK FOR PROPOSED DETACHED GARAGE AND OCCUPATION OF THE REAR YARD BY THE PROPOSED GARAGE IN EXCESS OF 40%**

Lance Shalzi, architect for the project at 1037 Bonnie Brae Place presented the request for the proposed variations. The existing property is a 2 dwelling unit structure. Currently it has one 2-car detached garage, and it is a R3 zoned property that does not meet the minimum required off street parking. The zoning ordinance requires the dwelling units to have two enclosed parking spaces per dwelling unit and in addition one guest space. In order to achieve this on the property, they are proposing to build another detached garage in the backyard and asking for setback variations. The Setback would be a 2-foot reduction. It would be leaving a one-foot setback on the south side of the property. The new garage would match the existing garage. They are proposing two guest spaces between the garages that do meet the stall requirements. They need the variation since 90-degree parking is eight ½ feet wide and they need to move the garage over a couple of feet to achieve that.

Mr. Shalzi then went into the standards. First, property is an existing lot of record which does not meet the minimum size requirement for the R3 Zoning district, and the decisions regarding the type of building, size of building and its locations on the lot were not made by any person having any interest in the property. This is a lot of record and currently does not meet the minimum criteria R3 requirements for the zoning. Second, the condition may not be applicable to other property within in the same zoning since this property does not meet the R3 zoning requirements. Third, there is not any economic gain being used as the motivation. They are trying to keep the cars off of the driveway and off of the street. Fourth, granting the variance will not be detrimental to the public welfare. It will not cause any detriment to the value of other properties, instead it will improve the other properties by having their cars off the driveway and street. Fifth,



## MEMORANDUM

**DATE:** October 13, 2022

**TO:** Zoning Board of Appeals

**FROM:** Clifford E. Radatz *ceR*  
Building Official

**SUBJECT:** Zoning Variation Request – 7227 Thomas Street

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Bremen Properties LLC, owner of the property at 7227 Thomas Street, has submitted an application for a variation to the Setback regulations (Section 10-10-7) of the Zoning Code.

The applicant is proposing to construct a second floor addition atop a one story portion of the existing building.

Section 10-10-7 requires a 40 foot Front Yard setback from the property line facing the primary street (Bonnie Brae Place), and a 25 foot setback for the Front Yard facing the secondary street (Thomas Street). The proposed addition will be constructed directly on top of an existing one-story portion of the building which has a Front Yard setback of 36.9 feet, and has a secondary Front Yard setback of 7.5 feet. The addition will maintain the existing setbacks.

The applicant is requesting a variation to Section 10-10-4 of the lot size regulations that requires a minimum lot size of 17,424 square feet for any alterations or construction in an R3 district. The lot is an existing non-conforming lot.

If the Zoning Board wishes to recommend the approval of this variation to the Village Board of Trustees, the following motion should be made:

*Motion to recommend to the Village Board of Trustees the approval of variations to Sections 10-10-4 and 10-10-7 of the Zoning Code at 1037 Bonnie Brae Place.*

If you have any questions regarding this application, please do not hesitate to call me.



**LEGAL NOTICE  
ZONING BOARD OF APPEALS  
RIVER FOREST, ILLINOIS**

Public Notice is hereby given that a public hearing will be held by the Zoning Board of Appeals (ZBA) of the Village of River Forest, County of Cook, State of Illinois, on Thursday, October 20, 2022 at 7:30 p.m. in the First Floor Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois on the following matter:

The ZBA will consider an application for setback and lot size variations submitted by Bremen Properties LLC, owner of the property at 7227 Thomas Avenue, who is proposing to make exterior improvements to the property.

Section 4-8-5 of the Village Code provides the Zoning Board of Appeals jurisdiction to hold public hearings and offer recommendations to the Village Board concerning variations to the Zoning Code.

The applicant is requesting variations to Section 10-10-7-A of the setback regulations. The regulation requires the front yard setback to be 40 feet and the applicant is a reduction of the setback of 3.1 feet. On the north side of the property, the regulation requires a 25 feet setback. The applicant is requesting 17.5 feet in setback reduction to 7.5 feet.

The applicant is also requesting a variation to Section 10-10-4 that requires a lot size of 17,424 square feet and 100 feet of depth through the length of property. The lot is an existing non-conforming lot.

The legal description of the property at 7227 Thomas Avenue is as follows:

THE NORTH 55 FEET OF LOT 1 IN BLOCK 8 IN THE SUBDIVISION OF BLOCKS 1, 8, 9, 10, 11, 14, 15 AND 16 IN BOGUES ADDITION TO OAK PARK, BEING A SUBDIVISION IN THE SOUTHEAST ¼ OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

A copy of the application will be available to the public at Village Hall and on the Village's website at [www.vrf.us/zoningvariation](http://www.vrf.us/zoningvariation) no less than 15 days prior to the public hearing. The Zoning Board of Appeals meeting packet will also be available at [www.vrf.us/meetings](http://www.vrf.us/meetings) no less than 48 hours prior to the public hearing.

All interested persons will be given the opportunity to be heard at the public hearing. **For public comments to be considered by the Zoning Board of Appeals and Village Board of Trustees in their decision, they must be included as part of the public hearing record.** Interested persons can learn more about how to participate in the hearing by visiting [www.vrf.us/zoningvariation](http://www.vrf.us/zoningvariation).

Sincerely,  
Clifford Radatz  
Secretary, Zoning Board of Appeals

## CHECKLIST OF STANDARDS FOR MAJOR VARIATIONS

Name of Commissioner: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Application: \_\_\_\_\_

Address \_\_\_\_\_

**Standards:**

Met? <sup>1</sup>	Standard
<p>Yes</p> <p>No</p>	<p>1. The physical surroundings, shape, or topographical conditions of the specific property involved will bring a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>2. The aforesaid unique physical condition did not result from any action of any person having an interest in the property, but was created by natural forces or was the result of governmental action, other than the adoption of this Zoning Title, for which no compensation was paid;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>3. The conditions upon which the petition for variation is based may not be applicable generally to other property within the same zoning classification;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>4. The purpose of the variation is not based predominantly upon a desire for economic gain;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>5. The granting of the variation shall not be detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the property is located; or</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>

<sup>1</sup> If a standard has not been met, indicate the reasons why in the notes section for that standard.

## CHECKLIST OF STANDARDS FOR MAJOR VARIATIONS

Yes  No	<p>6. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood;</p> <p>Notes: _____ _____ _____</p>
Yes  No	<p>7. That the granting of the variation would not unduly tax public utilities and facilities in the area;</p> <p>Notes: _____ _____ _____</p>
Yes  No	<p>8. That there is no means other than the requested variation by which the alleged hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the subject property;</p> <p>Notes: _____ _____ _____</p>

If any of the standards have not been met, what changes could be made to the application so it meets all the standards?

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APPLICATION FOR ZONING VARIATION  
 Village of River Forest Zoning Board of Appeals

Address of Subject Property: 7227 Thomas Street Date of Application: 08/31/2022

Applicant		Architect / Contractor	
Name: Bremen Properties, LLC		Name: <u>A20/20 ARCHITECTS, INC.</u>	
Address: 1555 Sherman Ave, Ste 295		Address: <u>100 E. IRVING PARK RD</u>	
City/State/Zip: Evanston, IL 60201		City/State/Zip: <u>ROSELLE, IL 60172</u>	
Phone: (773) 510-5858	Fax:	Phone: <u>773-699-7797</u>	Fax:
Email: <u>marksolak@gmail.com</u>		Email: <u>A2020ARCHITECTS@GMAIL.COM</u>	

Relationship of Applicant to Property (owner, contract purchaser, legal counsel, etc.): Owner

Zoning District of Property:     R1    R2    R3    R4    C1    C2    C3    PRI    ORIC

Please check the type(s) of variation(s) being requested:

Zoning Code

Building Code (fence variations only)

**Application requirements:** Attached you will find an outline of the other application requirements. Please read the attached carefully, the applicant will be responsible for submitting all of the required information.

Also attached for your information are the Zoning Board of Appeals "Rules of Procedure" for their public hearings.

**Application Deadline:** A complete variation application must be submitted no later than the 15<sup>th</sup> day of the month in order to be heard by the Zoning Board of Appeals in the following month. The Zoning Board of Appeals meets on the second Thursday of each month.

**SIGNATURES:**

The undersigned hereby represent for the purpose of inducing the Village of River Forest to take the action herein requested, that all statements herein and on all related attachments are true and that all work herein mentioned will be done in accordance with the ordinances of the Village of River Forest and the laws of the State of Illinois.

Owner: DocuSigned by: *Mariusz Solak* Date: 8/31/2022  
4C5BF81E1F4D4D2  
 Applicant (if other than Owner): *[Signature]* Date: 9/15/2022

**Application Fee:** A non-refundable fee of \$750.00 must accompany every application for variation, which includes the cost of recording the variation with the County. Checks should be made out to the Village of River Forest.

**APPLICATION FOR ZONING VARIATION**

Address of Subject Property: 7227 Thomas Street Date of Application: 08/31/2022

**Summary of Requested Variation(s):**

<b>Applicable Code Section (Title, Chapter, Section)</b> <i>Example:</i> 10-8-5, lot coverage	<b>Code Requirement(s)</b> <i>Example:</i> no more than 30% of a lot	<b>Proposed Variation(s)</b> <i>Example:</i> 33.8% of the lot (detailed calculations on a separate sheet are required)
10-10-7-A SETBACKS REGULATIONS	FRONT YARD SETBACK 40.00' REQUIRED ACTUAL = 36.9'	REQUEST FOR 3.1' FRONT YARD SETBACK RELIEF.
10-10-7-A-2 SETBACKS	NORTH SIDE SETBACK 25'.00' REQUIRED ACTUAL = 7.5'	REQUEST FOR 17.5' NORTH SIDE SETBACK RELIEF
10-10-4 LOT SIZE	R3 DISTRICT 17,424 S.F. MIN. LOT SIZE ≥ 100.00' WIDE THROUGHOUT DEPTH	LOT IS EXISTING NON-CONFORMING # OF UNITS WILL NOT BE INCREASED

**THE APPLICANT IS REQUIRED TO SUBMIT DETAILED LONG HAND CALCULATIONS AND MEASUREMENTS FOR ALL APPLICABLE ZONING PROVISIONS. APPLICATIONS WILL NOT BE CONSIDERED COMPLETE WITHOUT THESE CALCULATIONS AND MEASUREMENTS.**



**A20/20 ARCHITECTS, INC.**  
**“architects with vision”**

*Architecture ♦ Interiors ♦ Construction Management*  
100 E. Irving Park Road, Ste 211 • Roselle, Illinois 60157  
tel. 773.699.7797 • email [las.architects@yahoo.com](mailto:las.architects@yahoo.com)

October 9, 2022

**7227 PROPOSED VARIATION**

The existing property consists of a 2 story masonry structure with a total of 8 Dwelling Units.

We are proposing an expansion to one (1) of the existing 8 units located at the West of the property. The structure will remain at 8 total units.

The proposal is to demolish the existing deteriorating unused roof terrace and expand the existing second floor unit at the west end of the building. See attached Photos.

The expansion will not increase the current footprint as it is to be constructed directly over the existing first exterior masonry walls. This will only increase the size of this unit making it the same size as the unit directly below.

The exterior will be constructed of Brick Veneer to match the existing structure.

Roof form is to be a “Hip” roof consistent with the existing roof structure. Existing windows are to be replaced as part of this project improving the “Curb Appeal” from what exists currently.

Thank you,

Respectfully,

Lance A. Shalzi, NCARB  
Principal  
A20/20 Architects, Inc.



www.exactaland.com | office: 773.305.4011

2203.2781  
BOUNDARY SURVEY  
COOK COUNTY



**PROPERTY ADDRESS:**  
7221 - 7227 THOMAS STREET, RIVER FOREST, ILLINOIS 60305

**SURVEY NUMBER:** 2203.2781

**DATE SIGNED:** 03/23/22      **FIELD WORK DATE:** 3/22/2022

**REVISION DATE(S):**  
(REV.1 3/23/2022)

**POINTS OF INTEREST**  
1. BUILDING OVER BUILDING LINE

STATE OF ILLINOIS } SS  
COUNTY OF GRUNDY }

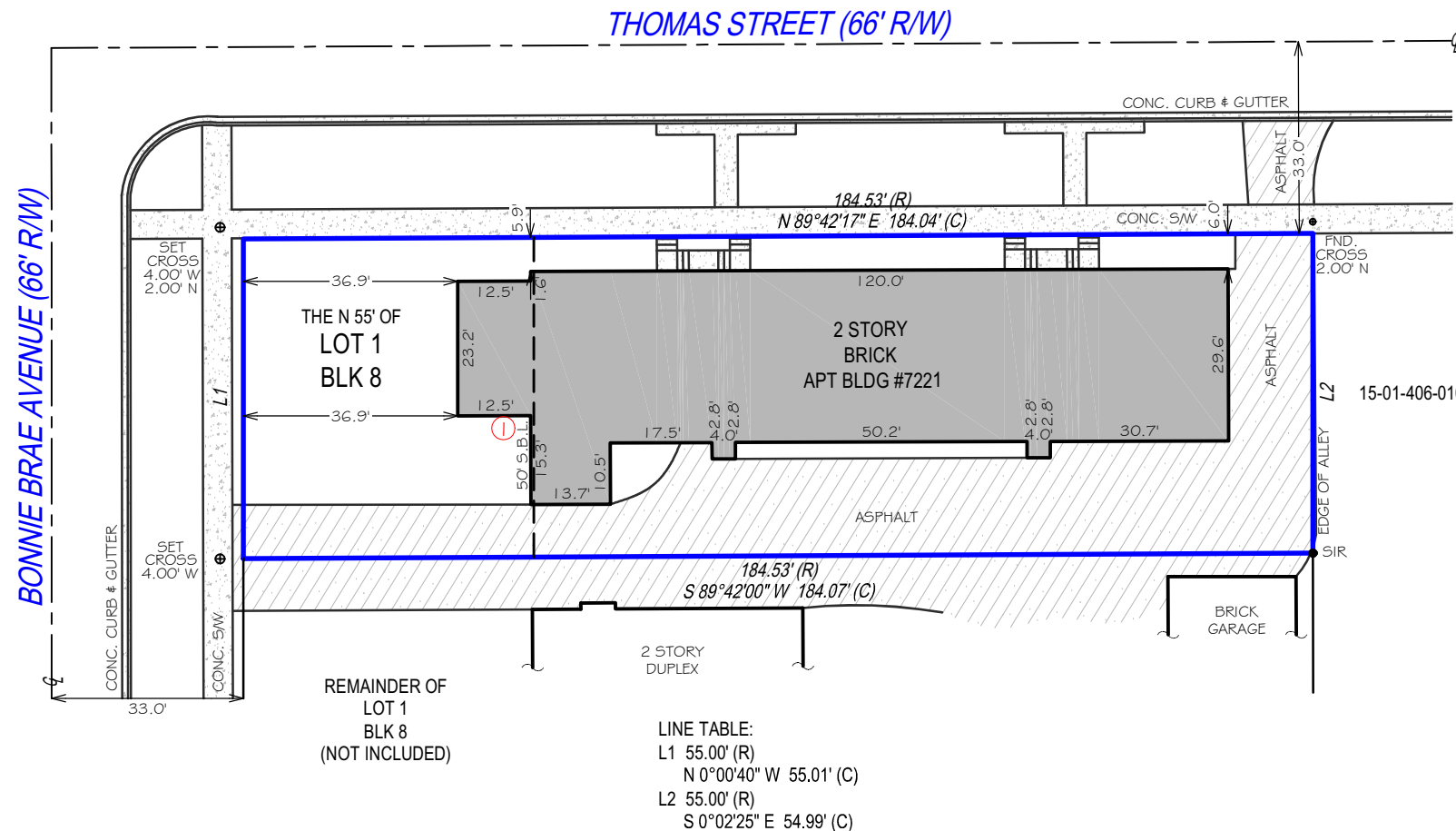
THIS IS TO CERTIFY THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY. GIVEN UNDER MY HAND AND SEAL THIS DATE HEREON.

*Kenneth Kennedy*  
**KENNETH A. KENNEDY**  
035-003403  
PROFESSIONAL  
LAND SURVEYOR  
MORRIS, IL  
STATE OF ILLINOIS

ILLINOIS PROFESSIONAL LAND SURVEYOR No. 3403  
LICENSE EXPIRES 11/30/2022  
EXACTA LAND SURVEYORS, LLC  
PROFESSIONAL DESIGN FIRM 184008059-0008



Exacta Land Surveyors, LLC  
PLS# 184008059  
o: 773.305.4011  
316 East Jackson Street | Morris, IL 60450

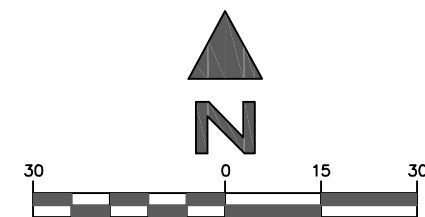


REMAINDER OF  
LOT 1  
BLK 8  
(NOT INCLUDED)

LINE TABLE:

L1	55.00' (R)
	N 0°00'40" W 55.01' (C)
L2	55.00' (R)
	S 0°02'25" E 54.99' (C)

TOTAL AREA OF PROPERTY SURVEYED 10123 SQ.FT.±



GRAPHIC SCALE (In Feet)  
1 inch = 30' ft.

**PROPERTY ADDRESS:**  
7221 - 7227 THOMAS STREET, RIVER FOREST, ILLINOIS 60305

**SURVEY NUMBER:** 2203.2781

**CERTIFIED TO:**  
BREMEN PROPERTIES LLC; CHICAGO TITLE COMPANY, LLC; CHICAGO TITLE INSURANCE COMPANY

**DATE OF SURVEY:** 03/23/22

**BUYER:** BREMEN PROPERTIES LLC

**LENDER:**

**TITLE COMPANY:** CHICAGO TITLE COMPANY, LLC

**COMMITMENT DATE:**                      **CLIENT FILE NO:** 22GNW283041WC

**LEGAL DESCRIPTION:**  
THE NORTH 55 FEET OF LOT 1 IN BLOCK 8 IN THE SUBDIVISION OF BLOCKS 1, 8, 9, 10, 11, 14, 15 AND 16 IN BOGUES ADDITION TO OAK PARK, BEING A SUBDIVISION IN THE SOUTHEAST 1/4 OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

**FLOOD ZONE INFORMATION:**

**GENERAL SURVEYORS NOTES:**

- The Legal Description used to perform this survey was supplied by others. This survey does not determine nor imply ownership of the lands or any fences shown hereon. Unless otherwise noted, an examination of the abstract of title was NOT performed by the signing surveyor to determine which instruments, if any, are affecting this property.
- The purpose of this survey is to establish the boundary of the lands described by the legal description provided and to depict the visible improvements thereon for a pending financial transaction. Underground footings, utilities, or other service lines, including roof eave overhangs were not located as part of this survey. Unless specifically stated otherwise the purpose and intent of this survey is not for any construction activities or future planning.
- If there is a septic tank or drain field shown on this survey, the location depicted hereon was either shown to the surveyor by a third party or it was estimated by visual above ground inspection. No excavation was performed to determine its location.
- This survey is exclusively for a pending financial transaction and only to be used by the parties to whom it is certified.
- Alterations to this survey map and report by other than the signing surveyor are prohibited.
- Dimensions are in feet and decimals thereof.
- Any FEMA flood zone data contained on this survey is for informational purposes only. Research to obtain said data was performed at www.fema.gov and may not reflect the most recent information.
- Unless otherwise noted "SIR" indicates a set iron rebar, 5/8 inch in diameter and twenty-four inches long.
- The symbols reflected in the legend and on this survey may have been enlarged or reduced for clarity. The symbols have been plotted at the approximate center of the field location and may not represent the actual shape or size of the feature.
- Points of Interest (POI's) are select above-ground improvements, which may appear in conflict with boundary, building setback or easement lines, as defined by the parameters of this survey. These POI's may not represent all items of interest to the viewer. There may be additional POI's which are not shown or called-out as POI's, or which are otherwise unknown to the surveyor.
- Utilities shown on the subject property may or may not indicate the existence of recorded or unrecorded utility easements.
- The information contained on this survey has been performed exclusively by and is the sole responsibility of Exacta Land Surveyors, LLC. Additional logos or references to third party firms are for informational purposes only.
- Due to varying construction standards, building dimensions are approximate and are not intended to be used for new construction or planning.
- Surveyor bearings are used for angular reference and are used to show angular relationships of lines only and are not related or orientated to true or magnetic north. Bearings are shown as surveyor bearings, and when shown as matching those on the subdivision plats on which this survey is based, they are to be deemed no more accurate as the determination of a north orientation made on and for those original subdivision plats. North 00 degrees East is assumed and upon preparation of this plat, the resulting bearing between found points as shown on this survey is the basis of said surveyor bearings as defined and required to be noted by Illinois Administrative Code Title 68, Chapter VII, Sub-Chapter B, Part 1270, Section 1270.56, Paragraph B, Sub-Paragraph 6, Item k.
- THIS SURVEY IS A PROFESSIONAL SERVICE IN COMPLIANCE WITH THE MINIMUM STANDARDS OF THE STATE OF ILLINOIS. NO IMPROVEMENTS SHOULD BE MADE ON THE BASIS OF THIS PLAT ALONE. PLEASE REFER ALSO TO YOUR DEED, TITLE POLICY AND LOCAL ORDINANCES. COPYRIGHT BY EXACTA ILLINOIS SURVEYORS. THIS DOCUMENT MAY ONLY BE USED BY THE PARTIES TO WHICH IT IS CERTIFIED. PLEASE DIRECT QUESTIONS OR COMMENTS TO EXACTA ILLINOIS SURVEYORS, INC. AT THE PHONE NUMBER SHOWN HEREON.

**SURVEYORS LEGEND:**

LINETYPES		ABBREVIATIONS	
	Boundary Line	(C) - Calculated	<b>FIPC</b> - Found Iron Pipe & Cap
	Center Line	(D) - Deed	<b>FIR</b> - Found Iron Rod
	Chain Link or Wire Fence	(F) - Field	<b>FIRC</b> - Found Iron Rod & Cap
	Easement	(M) - Measured	<b>FN</b> - Found Nail
	Edge of Water	(P) - Plat	<b>FN&amp;D</b> - Found Nail & Disc
	Iron Fence	(S) - Survey	<b>FRRSPK</b> - Found Rail Road Spike
	Overhead Lines	A/C - Air Conditioning	<b>GAR</b> - Garage
	Structure	AE - Access Easement	<b>GM</b> - Gas Meter
	Survey Tie Line	ANE - Anchor Easement	<b>ID</b> - Identification
	Vinyl Fence	ASBL - Accessory Setback Line	<b>IE/EE</b> - Ingress/Egress Easement
	Wall or Party Wall	B/W - Bay/Box Window	<b>ILL</b> - Illegible
	Wood Fence	BC - Block Corner	<b>INST</b> - Instrument
SURFACE TYPES		<b>BFP</b> - Backflow Preventer	<b>INT</b> - Intersection
	Asphalt	<b>BLDG</b> - Building	<b>IRRE</b> - Irrigation Easement
	Brick or Tile	<b>BLK</b> - Block	L - Length
	Concrete	<b>BM</b> - Benchmark	<b>LAE</b> - Limited Access Easement
	Covered Area	<b>BR</b> - Bearing Reference	<b>LB#</b> - License No. (Business)
	Water	<b>BRL</b> - Building Restriction Line	<b>LBE</b> - Limited Buffer Easement
	Wood	<b>BSMT</b> - Basement	<b>LE</b> - Landscape Easement
SYMBOLS		C - Curve	<b>LME</b> - Lake/Landscape Maintenance Easement
	Benchmark	C/L - Center Line	<b>LS#</b> - License No. (Surveyor)
	Center Line	C/P - Covered Porch	<b>MB</b> - Map Book
	Central Angle or Delta	C/S - Concrete Slab	<b>ME</b> - Maintenance Easement
	Common Ownership	<b>CATV</b> - Cable TV Riser	<b>MES</b> - Mitered End Section
	Control Point	<b>CB</b> - Concrete Block	<b>MF</b> - Metal Fence
	Catch Basin	<b>CH</b> - Chord Bearing	<b>MH</b> - Manhole
	Elevation	<b>CHIM</b> - Chimney	<b>NR</b> - Non-Radial
	Fire Hydrant	<b>CLF</b> - Chain Link Fence	<b>NTS</b> - Not to Scale
	Find or Set Monument	<b>CME</b> - Canal Maintenance Easement	<b>NAVD88</b> - North American Vertical Datum 1988
	Guywire or Anchor	<b>CO</b> - Clean Out	<b>NGVD29</b> - National Geodetic Vertical Datum 1929
	Manhole	<b>CONC</b> - Concrete	<b>OG</b> - On Ground
	Tree	<b>COR</b> - Corner	<b>ORB</b> - Official Records Book
	Utility or Light Pole	<b>CS/W</b> - Concrete Sidewalk	<b>ORV</b> - Official Record Volume
	Well	<b>CUE</b> - Control Utility Easement	<b>O/A</b> - Overall
		<b>CVG</b> - Concrete Valley Gutter	<b>O/S</b> - Offset
		<b>D/W</b> - Driveway	<b>OFF</b> - Outside Subject Property
		<b>DE</b> - Drainage Easement	<b>OH</b> - Overhang
		<b>DF</b> - Drain Field	<b>OHL</b> - Overhead Utility Lines
		<b>DH</b> - Drill Hole	<b>ON</b> - Inside Subject Property
		<b>DUE</b> - Drainage & Utility Easement	<b>P/E</b> - Pool Equipment
		<b>ELEV</b> - Elevation	<b>PB</b> - Plat Book
		<b>EM</b> - Electric Meter	<b>PC</b> - Point of Curvature
		<b>ENCL</b> - Enclosure	<b>PCC</b> - Point of Compound Curvature
		<b>ENT</b> - Entrance	<b>PCP</b> - Permanent Control Point
		<b>EOP</b> - Edge of Pavement	<b>PI</b> - Point of Intersection
		<b>EOW</b> - Edge of Water	<b>PLS</b> - Professional Land Surveyor
		<b>ESMT</b> - Easement	<b>PLT</b> - Planter
		<b>EUB</b> - Electric Utility Box	<b>POB</b> - Point of Beginning
		<b>F/DH</b> - Found Drill Hole	<b>POC</b> - Point of Commencement
		<b>FCM</b> - Found Concrete Monument	<b>PRC</b> - Point of Reverse Curvature
		<b>FF</b> - Finished Floor	<b>PRM</b> - Permanent Reference Monument
		<b>FIP</b> - Found Iron Pipe	

**JOB SPECIFIC SURVEYOR NOTES:**



Exacta Land Surveyors, LLC  
PLS# 184008059  
o: 773.305.4011  
316 East Jackson Street | Morris, IL 60450

**SEE PAGE 1 OF 2 FOR MAP OF PROPERTY**  
**PAGE 2 OF 2 - NOT VALID WITHOUT ALL PAGES**

# PROPOSED PARTIAL SECOND FLOOR ADDITION

7221-7227

RIVER FOREST, ILLINOIS

### PROJECT INFORMATION

**OWNER**  
CHICAGO PROPERTY GROUP, LLC  
1555 SHERMAN AVE. STE 295  
EVANSTON, ILLINOIS 60201

### DESIGN LOADS

RESIDENTIAL	LL	DL	TL
GROUND SNOW LOAD	30 PSF	15 PSF	45 PSF
ATTIC W/ STORAGE	10 PSF	10 PSF	20 PSF
ATTIC W/ STORAGE	20 PSF	10 PSF	30 PSF
DECKS	40 PSF	15 PSF	55 PSF
BALCONIES	40 PSF	15 PSF	55 PSF
STAIRS	40 PSF	15 PSF	55 PSF
ROOMS OTHER THAN SLEEPING ROOMS	40 PSF	10 PSF	50 PSF
SLEEPING ROOMS	30 PSF	10 PSF	40 PSF

**GUARDS AND HANDRAILS** 200 LBS CONCENTRATED  
**GUARD IN FILL COMP.** 50 PSF HORIZONTAL

### 28 DAY COMPRESSIVE STRENGTH CONCRETE

**FOOTINGS/FOUNDATION**  
WALLS 3000PSI  
GARAGE SLAB 4000 PSI  
FROST DEPTH 42" MIN. BELOW FINISHED GRADE

### WIND LOADS - WIND EXPOSURE "B"

ULTIMATE DESIGN WIND SPEED "V"ult = 90 MPH  
TOPOGRAPHIC EFFECTS N/A  
SEISMIC DESIGN CATEGORY 17/B  
WEATHERING SEVERE  
WINTER DESIGN TEMPERATURE -4 F  
ICE BARRIER UNDERLAYMENT REQ'D YES  
FLOOD HAZARDS SEE FOOTNOTE A  
AIR FREEZING INDEX 1745 (FOOTNOTE B)  
MEAN ANNUAL TEMPERATURE 47.8

TERMITE INFESTATION = MODERATE TO HEAVY

### SCOPE OF WORK

DEMO EXISTING DETERIORATING ROOF TERRACE AND RAILING. PROPOSED NEW SECOND FLOOR ON SAME FOOTPRINT.

### APPLICABLE CODES

2003 INTERNATIONAL BUILDING CODE W/AMENDMENTS  
2003 INTERNATIONAL FIRE CODE  
2003 INTERNATIONAL FUEL GAS CODE  
2003 INTERNATIONAL MECHANICAL CODE  
2003 INTERNATIONAL PROP. MAINTENANCE CODE  
2003 INTERNATIONAL RESIDENTIAL CODE  
INTERNATIONAL ENERGY CODE  
ILLINOIS STATE PLUMBING CODE CURRENT  
NATIONAL ELECTRIC CODE W/AMENDMENTS  
NFPA 101 LIFE SAFETY CODE 2000 OR CURRENT

### ARCHITECT

A20/20 ARCHITECTS, INC.  
IRVING PARK ROAD, STE 211  
ROSELLE, ILLINOIS 60172  
Tel: 773.699.7797  
Email: las.architects@yahoo.com

### DRAWING LIST

**COVER SHEET**  
CS1.0 TITLE SHEET/KEYPLAN/CODE MATRIX  
**ARCHITECTURAL**  
A1.0 PLANS AND ELEVATIONS  
A1.1 PROPOSED SECOND FLOOR PLAN/NEW ROOF PLAN  
A2.0 PROPOSED NORTH AND SOUTH ELEVATIONS  
A2.1 PROPOSED WEST ELEVATION

### SYMBOLS

<b>ELEVATION</b>	ELEVATION No.	
	SHEET No.	
<b>BUILDING SECTION</b>	SECTION No.	
	SHEET No.	
<b>WALL SECTION</b>	SECTION No.	
	SHEET No.	
<b>DETAIL INDICATION</b>	DETAIL No.	
	SHEET No.	
<b>DOOR NUMBER</b>	ROOM No.	
	DOOR No.	
<b>PARTITION INDICATION</b>		
<b>WINDOW INDICATION</b>	WINDOW No.	
	LINTEL No.	
<b>ELEVATION MARK</b>		
		FIRST FLOOR EL. = 100'-0"
<b>REVISION INDICATION</b>		

### ZONING DATA

**Address:** 7221-7227 THOMAS STREET  
**Lot Dimensions:** 184.05 X 54.85'  
**Lot Area:** 10,123 SQ.FT. Per Survey  
**Zoning district:** EXISTING R-3  
**Floor Area Ratio Required 80% Lot Area:** .8(10,123) = 8098.4 s.f.  
**Floor area:**  
Existing First Floor: 3976.00' sq. ft.  
Existing Second Floor: 3694.00' sq. ft.  
Proposed Second Floor Addition: 282.00' sq. ft.  
**Total floor area:** 7952.00' sq. ft.  
**Actual Floor Area Ratio:** 7952/10123 = 78.6%  
**Lot Coverage Required 40% Lot Area:** .4(10,123) = 4049.20 s.f.  
**Actual Lot Coverage:** 3976/10123 = 39.30%

**Required yards - Principal Structure**  
Front yard setback: 40.00'  
Side yard setback: 3.00'  
Rear yard setback: .15(184.53) = 27.68'  
**Required Height - Principal Structure** 30.00'

**Actual yards**  
Front yard setback: existing no change  
Side yard setback - North: existing no change  
Side yard setback - South: existing no change  
Rear yard setback: existing no change

**Parking:**  
Existing No Change:



1 EXISTING PHOTO  
CS1.0 Scale: N.T.S.

THOMAS STREET

EXISTING CONCRETE SIDEWALK

184.53' PROPERTY LINE

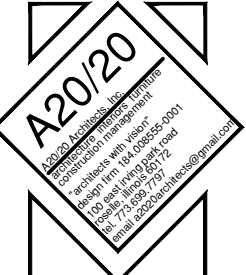
120.00'

29.60'

184.53' PROPERTY LINE

ASPHALT PAVING PARKING AREA  
8 STALLS AT 45 DEGREES

A SITE PLAN  
CS1.0 Scale: 1/8" = 1'-0"

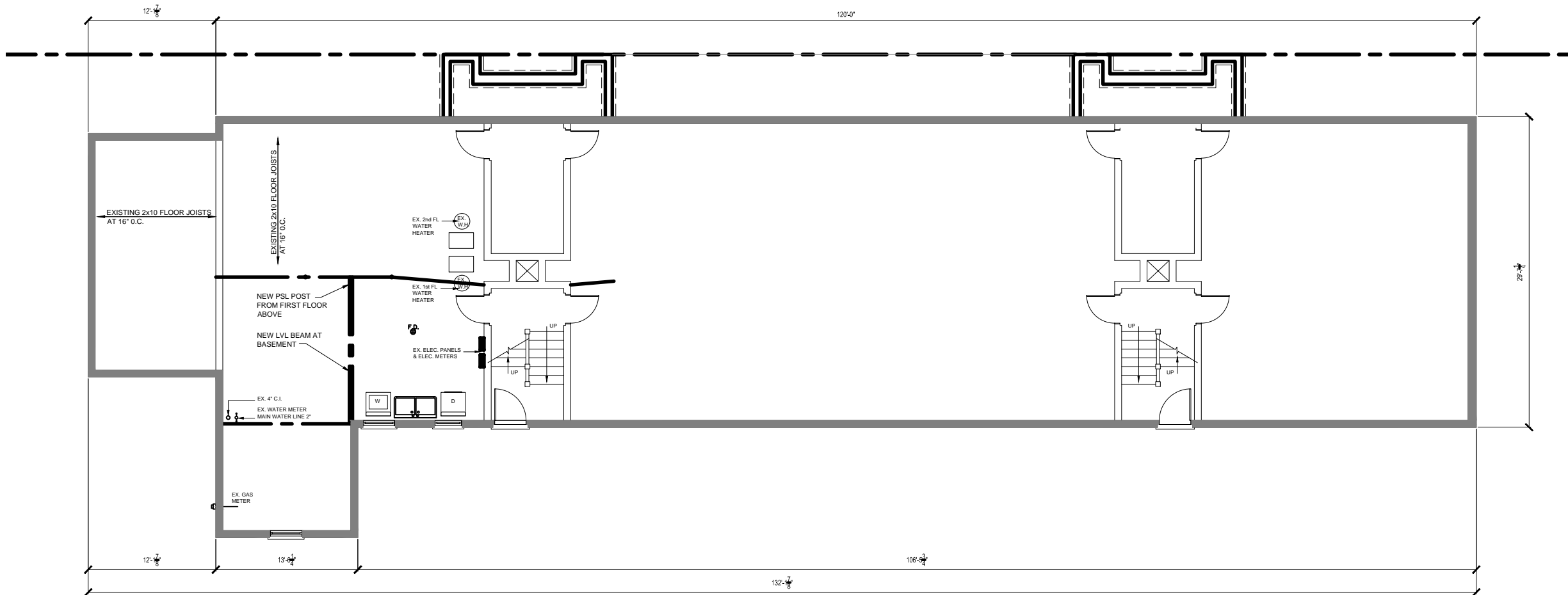


PROJECT:  
2 FLAT RENOVATION  
7221 THOMAS STREET  
RIVER FOREST, ILLINOIS

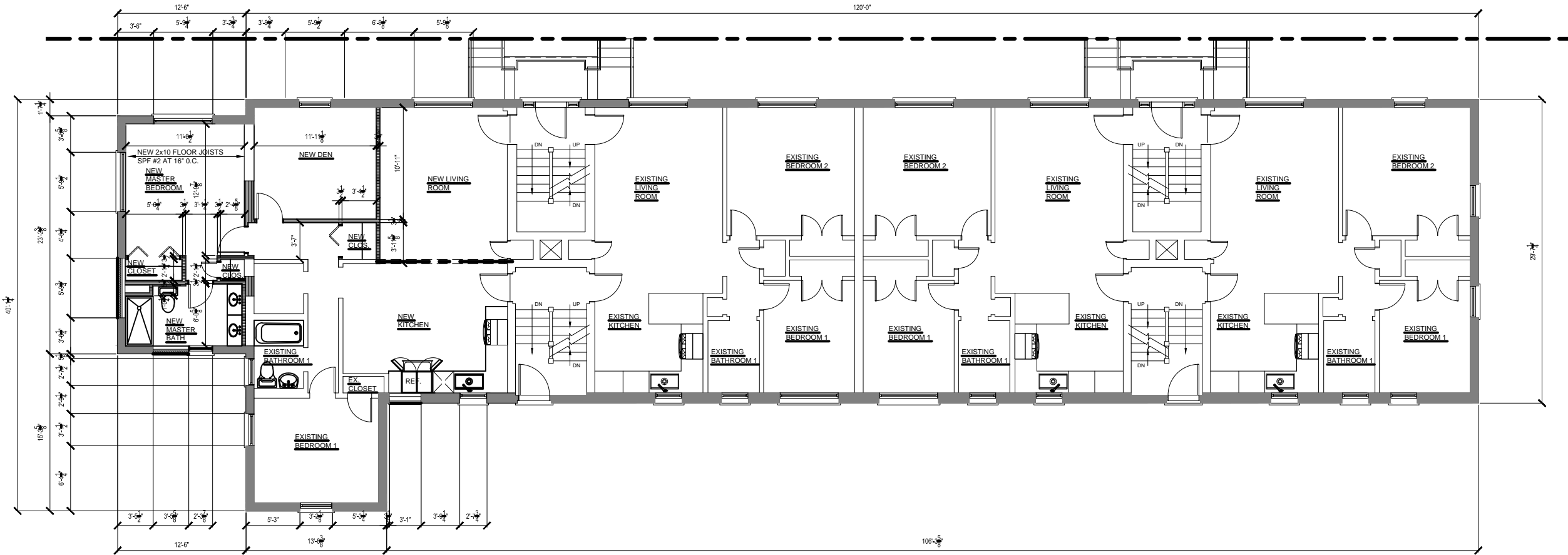
NO.	DATE	DESCRIPTION
1	10.12.2022	VARIANCE SUBMITTAL

DRAWN BY: LAS  
DATE: AUG. 2, 2022  
CHECKED: LAS  
PROJECT NO.: 020-22  
APPROVED BY: LAS

SHEET NO.  
CS1.0



**A** EXISTING BASEMENT PLAN  
**A1.0** Scale: 3/16" = 1'-0"



**B** NEW FIRST FLOOR PLAN  
**A1.0** Scale: 3/16" = 1'-0"

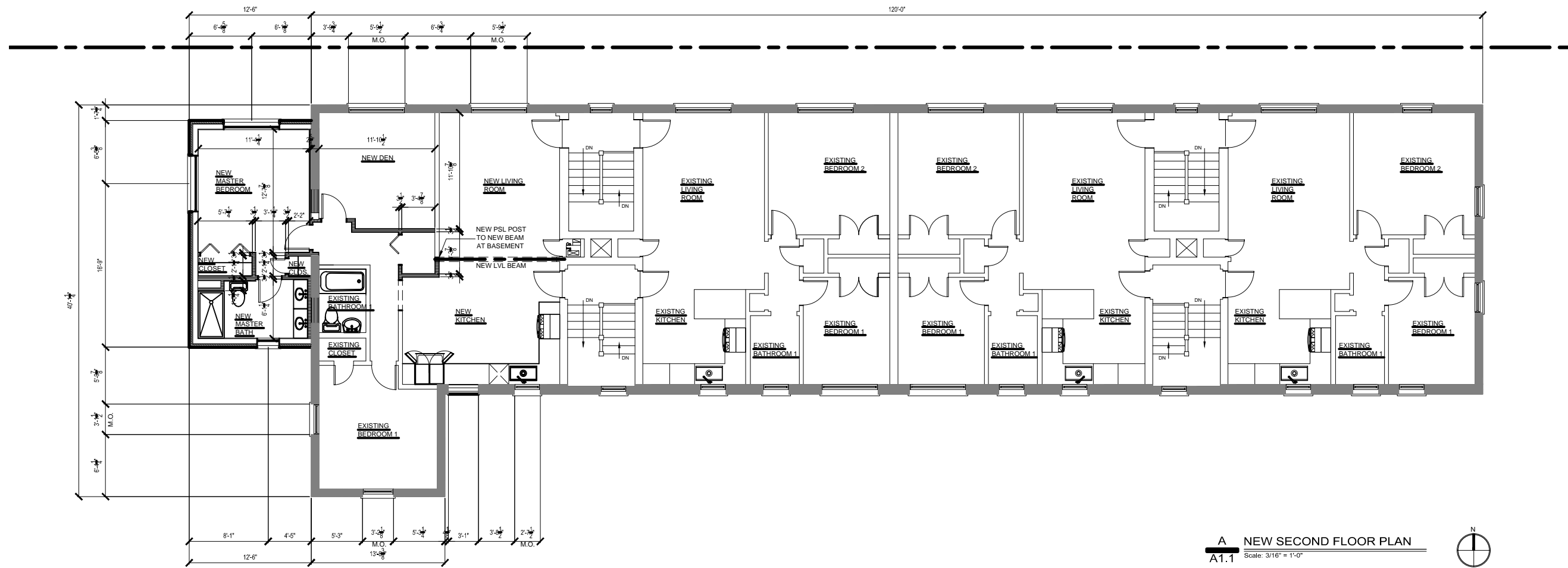
**A20/20**  
 A20/20 Architects, Inc.  
 1700 North Lincoln Street  
 Chicago, Illinois 60642  
 Phone: (773) 859-7772  
 Email: a20@architects.com

PROJECT:  
**2 FLAT RENOVATION**  
**7221 THOMAS STREET**  
**RIVER FOREST, ILLINOIS**

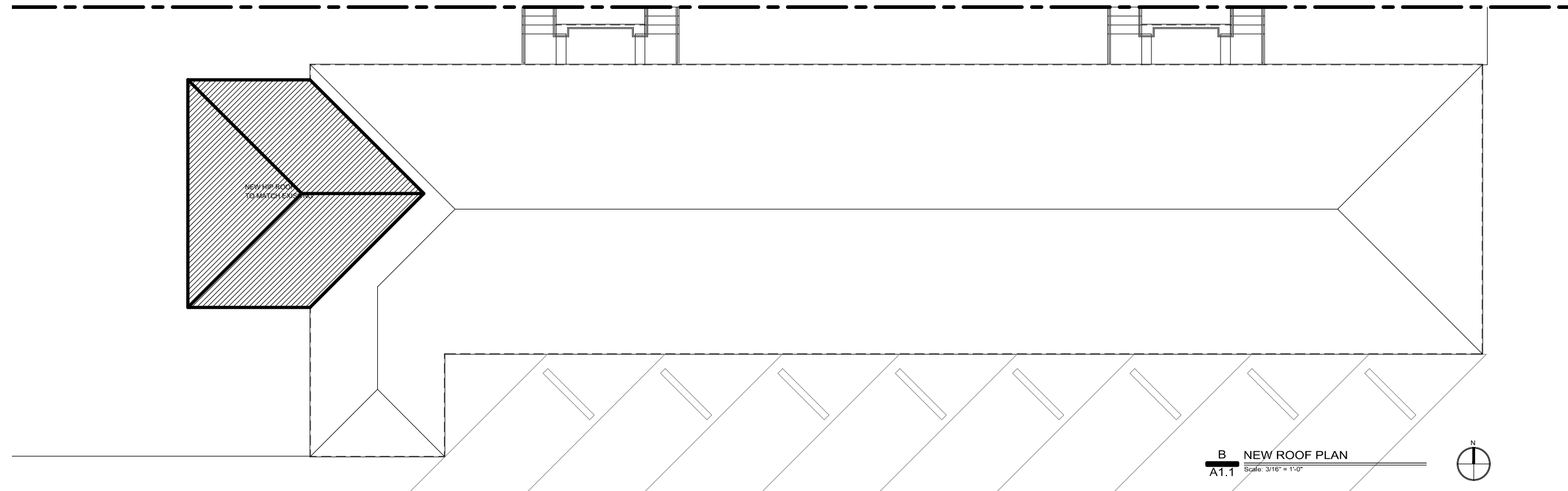
NO.	DATE	DESCRIPTION
1	10.12.2022	VARIANCE SUBMITTAL

DRAWN BY: LAS  
 DATE: AUG. 2, 2022  
 CHECKED: LAS  
 PROJECT NO.: 020-22  
 APPROVED BY: LAS

SHEET NO.  
**A1.0**



**A** NEW SECOND FLOOR PLAN  
**A1.1** Scale: 3/16" = 1'-0"



**B** NEW ROOF PLAN  
**A1.1** Scale: 3/16" = 1'-0"

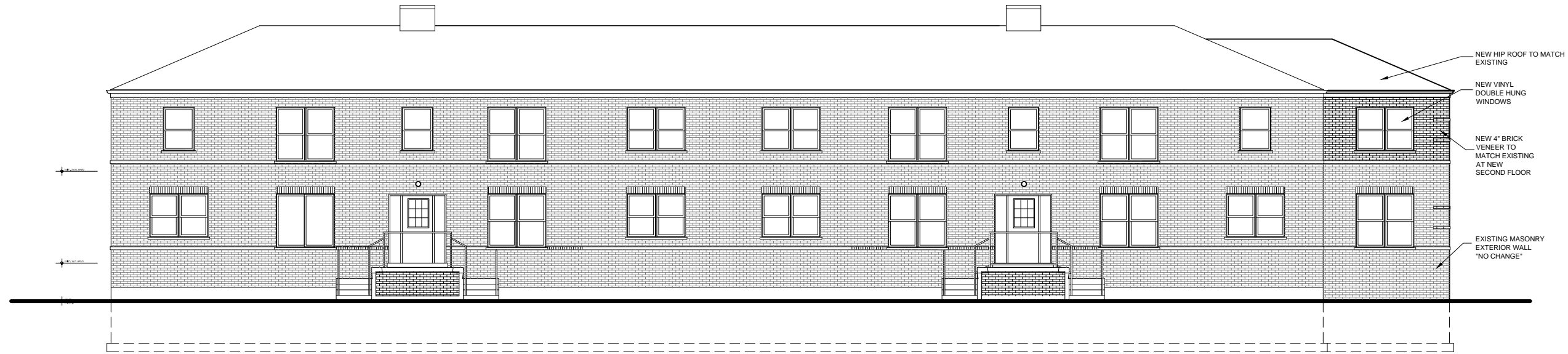
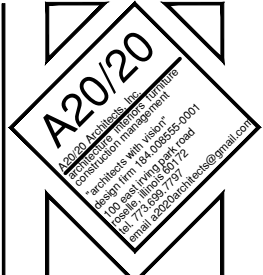
**A20/20**  
 A20/20 Technical Inc.  
 1400 S. W. 11th St. #100  
 Ft. Lauderdale, FL 33304  
 Tel: 754.885.7700  
 Fax: 754.885.7702  
 Email: a2020@att.net

PROJECT:  
**2 FLAT RENOVATION**  
**7221 THOMAS STREET**  
**RIVER FOREST, ILLINOIS**

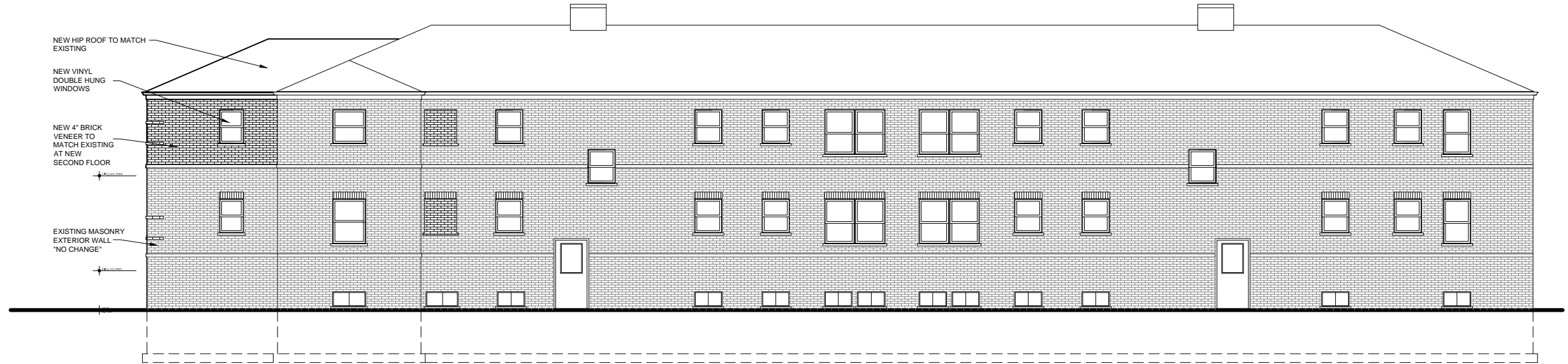
VARIANCE SUBMITTAL	10.12.2022

DRAWN BY: LAS  
 DATE: AUG. 2, 2022  
 CHECKED: LAS  
 PROJECT NO.: 020-22  
 APPROVED BY: LAS

SHEET NO.  
**A1.1**



**1 NEW NORTH ELEVATION**  
 A2.0 Scale: 3/16" = 1'-0"



**2 NEW SOUTH ELEVATION**  
 A2.0 Scale: 3/16" = 1'-0"

PROJECT:  
**2 FLAT RENOVATION**  
**7221 THOMAS STREET**  
**RIVER FOREST, ILLINOIS**

VARIANCE SUBMITTAL	1
10.12.2022	

DRAWN BY: LAS  
 DATE: AUG. 2, 2022  
 CHECKED: LAS  
 PROJECT NO.: 020-22  
 APPROVED BY: LAS

SHEET NO.  
**A2.0**

## Zoning Review Checklist

Address: 7227 Thomas Street

Date of Review: 9/29/2022

Date of Submission: 9/15/2022

Contact:

Telephone #:

Zoning District:

R3

**Use:**

Addition to an attached Single Family dwelling unit

**Permitted Use**

**Lot Area**

Lot Width

Lot Depth

Lot Area

55.00

184.53

10149.15

Number of Residential Units proposed or existing

8

**Minimum Land Area 10-10-3**

1268.64

Minimum of 2,800 square feet of land area per residential unit

Existing condition

**Minimum Lot Area 10-10-4**

Minimum Lot Area of 17,800 square feet

**Minimum Lot Width 10-10-4**

Existing condition

Minimum 100 feet wide throughout its depth

Existing condition

**Lot Coverage 10-10-5**

R3 District, max 40% of interior Lot  
maximum 50% of a corner Lot

Allowed

Existing

Proposed

5074.58

4008.25

4008.25

39.49%

39.49%

**Floor Area Ratio 10-10-5**

80% allowed for the R3 District

Allowed

Existing

Proposed

8119.32

7726.50

8016.50

76.13%

78.99%

Net additional floor area added to the residence

290.00

s.f.

**Setbacks 10-10-7**

Required

Existing

Proposed

Front Yard

**East**

Minimum 40 feet; except where  
such front yard faces an R1 or R2  
district,

36.9000

36.9000

Eave Length

0.0000

0.0000

Setback to Eave

40.0000

36.9000

36.9000

Proposed setback  
at addition

Secondary Front Yard

**North**

Eave Length

5.9000

7.5000

0.0000

0.0000

Setback to Eave

25.0000

5.9000

7.5000

Side Yard

**South**

Eave Length

9.0000

24.3000

0.0000

0.0000

Addition





**7227 Thomas Street****9/29/2022**

Area Calculations

Date of Submission **9/15/2022**

Lot Area	55.0000	184.5300	<b>10149.1500</b>
Allowed Coverage	0.5000		<b>5074.5750</b>
Allowed FAR	0.8000		<b>8119.3200</b>

**Lot Coverage - Existing**

First Floor Area	Existing	4008.2500	
		0.0000	
		0.0000	
		0.0000	
	Total	<b>4008.2500</b>	

**Lot Coverage - New**

First Floor Area	Proposed	4008.2500	
		0.0000	
		0.0000	
		0.0000	
	Total	<b>4008.2500</b>	

**Floor Area - Existing**

Floor Area - existing	1st floor	4008.2500	
	2nd floor	3718.2500	
	Attic	0.0000	
Detached Garage	Existing	0.0000	
garage allowance (up to 500 s.f)			<b>7726.5000</b>

**Floor Area - Proposed**

Floor Area - Proposed	1st floor	4008.2500	
	2nd floor	4008.2500	
	Attic	0.0000	
Detached Garage	Existing	0.0000	
garage allowance			<b>8016.5000</b>

House - 1st floor - **Existing per Plat**

A	120.0000	29.6000	3552.0000
B	13.7000	10.5000	143.8500
C	4.0000	2.8000	11.2000
D	4.0000	2.8000	11.2000
E	12.5000	23.2000	290.0000
			0.0000

Existing First Floor Area

**4008.2500**House - 1st floor - **Proposed  
Existing**

4008.2500

0.0000

Proposed First Floor Area

**4008.2500**House - 2nd floor - **Existing per Plat**

A	120.0000	29.6000	3552.0000
B	13.7000	10.5000	143.8500
C	4.0000	2.8000	11.2000
D	4.0000	2.8000	11.2000
			0.0000

Existing Second Floor Area

**3718.2500**House - 2nd floor - **Proposed  
Existing to remain  
Additions**

3718.2500

j	12.5000	23.2000	290.0000
			0.0000

Proposed Second Floor Area

**4008.2500**

**A20/20 ARCHITECTS, INC.**  
**“architects with vision”**

*Architecture ♦ Interiors ♦ Construction Management*  
100 E. Irving Park Road, Ste 211 • Roselle, Illinois 60157  
tel. 773.699.7797 • email las.architects@yahoo.com

October 9, 2022

**7227 STANDARDS FOR MAJOR VARIATIONS**

1. The existing property consists of 8 dwelling units. The current existing number of dwelling units will not change. The existing physical surroundings and topographical conditions are will not be affected by the proposal.
2. The unique physical condition did not result in any person having interest in the property. The lot of record does not meet the current minimum lot area defined in the current Zoning Ordinance. The property was acquired by the owner as it existed many years prior.
3. The conditions may not be applicable to other property within the same zoning classification. This particular property does not meet minimum lot area or lot frontage where others in the R-3 district may.
4. Economic gain is not the motivation for this proposal. The owner is attempting to improve the visual characteristics of the property and the surrounding area. The proposal will enhance the West Elevation of the structure. The deteriorating current roof deck will be demolished. The enclosure of this area will eliminate possible safety hazards and potential water issues in its current state.
5. The granting of the variation shall not be detrimental to the public welfare.... The variation if granted will not be detrimental to the public welfare or unduly injurious to the enjoyment, use or development value of other property. The proposed second floor is will not affect the public welfare , or the use of other properties. The proposal will enhance the surrounding area as it will become much more contextual with neighboring properties.
6. The proposed addition will not impair adequate light and air to the adjacent property. The is more than adequate open space surrounding the proposed addition therefore not affecting the supply of light and air to the adjacent properties.
7. The granting of the variation will not unduly tax public utilities and facilities in the area. No Change to public utilities will occur.
8. No means other than the proposed location can be remedied. This is the only portion of the existing structure that exists as a single story.

Thank you,

Respectfully,

Lance A. Shalzi, NCARB  
Principal  
A20/20 Architects, Inc.



**3** AREA OF WORK LOOKING SOUTH  
**PH1.0** Scale: N.T.S.



**2** VIEW WEST  
**PH1.0** Scale: N.T.S.



**1** VIEW EAST  
**PH1.0** Scale: N.T.S.



**6** VIEW FROM PARKING AREA WEST  
**PH1.0** Scale: N.T.S.



**5** EXIT DRIVE AISLE  
**PH1.0** Scale: N.T.S.



**4** AREA OF WORK  
**PH1.0** Scale: N.T.S.

**A20/20 ARCHITECTS, INC.**  
100 East Irving Park Road, Ste 211  
Roselle, Illinois 60172  
tel. 773.699.7797 las.architects@yahoo.com

**7221-7227 Thomas St. PH1.0**



**2** EXISTING PHOTOS  
A2.1 Scale: N.T.S.



**1** NEW WEST ELEVATION  
A2.1 Scale: 1/4" = 1'-0"



**A20/20**  
 A20/20 Architects, Inc.  
 Construction Management  
 1000 E. 11th Street, Suite 200  
 Chicago, IL 60605  
 Tel: 773.857.7772  
 Email: a20architects@gmail.com

PROJECT:  
 2 FLAT RENOVATION  
 7221 THOMAS STREET  
 RIVER FOREST, ILLINOIS

VARIANCE SUBMITTAL	1	10.12.2022

DRAWN BY: LAS  
 DATE: AUG. 2, 2022  
 CHECKED: LAS  
 PROJECT NO.: 020-22  
 APPROVED BY: LAS

SHEET NO.  
**A2.1**

Letter of Intent  
In Support of Request for Variance  
7221-27 Thomas Street, River Forest

**September 24, 2022**

Good Day Neighbor:

My name is Mark Solak, I am the new owner of 7221-27 Thomas Street. I am excited to be a proper owner in your neighborhood. I take great pride in my Thomas Street property and my desire is to be an asset to an already great community of property owners.

Respectfully, I am notifying you through this Letter of Intent of my desire for your support of my request for a variance to the Front Yard Setback. My intention is to build a second floor to the already existing one-story structure located at the west of my property.

Currently the structure does encroach into the required Front Yard Setback. Therefore, though we are keeping the current overall footprint dimensions, in adding a second floor directly over the existing one-story structure (in place of the existing balcony) a variance is needed.

I have submitted documents to The Village of River Forest to seek a variance to permit the setback reduction. In this regard the Village plans to hold a community meeting on October 20.

By this letter, I am asking for your support in the reduction of the setback and present the following points of consideration explaining the benefits this variance will provide:

- (1) The second floor will eliminate the deteriorated existing roof terrace while matching the existing brick structure.
- (2) The unsafe existing roof terrace will no longer be in use.
- (3) The new brick second floor will be a beautifying improvement to the neighborhood and to property values.
- (4) The structure will cause no undue burden on any neighboring properties.

We are excited to be a part of this community and look forward to being your neighbors for years to come. If you are in support of our proposal your signature would be extremely helpful. We would appreciate your consideration and support.

Signed                     Candace R.                    

Address                     7227 Thomas St River forest 60305                    

If you need to reach out to us or have any questions, please feel free to contact me at any time.

Thank you in advance!

Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)



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In Support of Request for Variance  
7221-27 Thomas Street, River Forest

**September 24, 2022**

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Signed Mark Solak

Address 1020 N. Harlem Ave #2B River Forest, Ill.  
60305

If you need to reach out to us or have any questions, please feel free to contact me at any time.

Thank you in advance!

Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

Letter of Intent  
In Support of Request for Variance  
7221-27 Thomas Street, River Forest

**September 24, 2022**

Good Day Neighbor:

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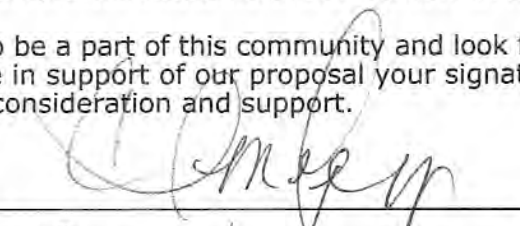
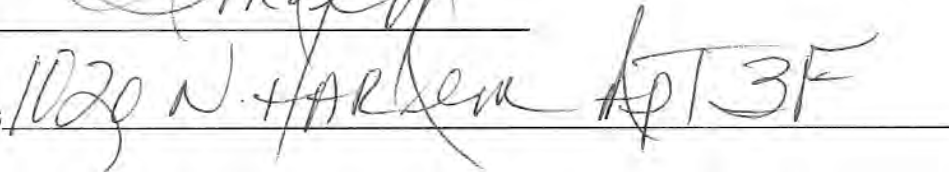
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Signed \_\_\_\_\_

Address \_\_\_\_\_

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Thank you in advance!

Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

Letter of Intent  
In Support of Request for Variance  
7221-27 Thomas Street, River Forest

**September 24, 2022**

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Signed Mark Solak

Address 1023 Bonnie Bate Pl. River Forest, IL

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Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

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Signed 

Address 1031 Brownie Brae, River Forest, IL 60305

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(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

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Signed \_\_\_\_\_

Address \_\_\_\_\_

1020 N. HARDEN AVE #23

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(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

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Signed 

Address 1050 W. Harlem Ave River Forest, IL

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Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

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Signed 

Address 7221 Thomas Street River Forest

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Signed 

Address 1020 N. Madison Ave

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Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)



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Signed 

Address 7227 THOMAS ST. APT 2 RIVER FOREST IL 60305

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Address 1020 N. Ashland #5F, River Forest 60305

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(773) 510-5858  
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Address 1033 Bonnie Brae Pl., River Forest, IL 60305

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Signed Louise Halverson Lofgren

Address 1020 N. Harlem #2.2 River Forest, IL 60305

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Signed Margaret Bruno

Address 1020 N Harker #1F River Forest 60305

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(773) 510-5858  
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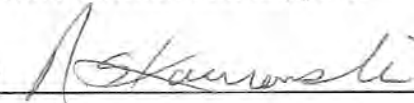
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Address 1020 N Harlem River Forest IL 4B

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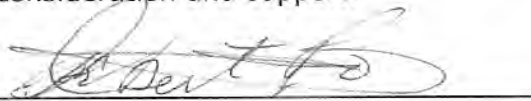
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Address

1020 N Harlem 1F RF 60305

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Signed Phil Solak

Address 1020 N. Harlem Ave, 2E, River Forest

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Currently the structure does encroach into the required Front Yard Setback. Therefore, though we are keeping the current overall footprint dimensions, in adding a second floor directly over the existing one-story structure (in place of the existing balcony) a variance is needed.

I have submitted documents to The Village of River Forest to seek a variance to permit the setback reduction. In this regard the Village plans to hold a community meeting on October 20.

By this letter, I am asking for your support in the reduction of the setback and present the following points of consideration explaining the benefits this variance will provide:

- (1) The second floor will eliminate the deteriorated existing roof terrace while matching the existing brick structure.
- (2) The unsafe existing roof terrace will no longer be in use.
- (3) The new brick second floor will be a beatifying improvement to the neighborhood and to property values.
- (4) The structure will cause no undue burden on any neighboring properties.

We are excited to be a part of this community and look forward to being your neighbors for years to come. If you are in support of our proposal your signature would be extremely helpful. We would appreciate your consideration and support.

Signed Richard F. Prescott *RF*

Address 1020 N. HARLEM AVE River Forest

If you need to reach out to us or have any questions, please feel free to contact me at any time.

Thank you in advance!

Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

Letter of Intent  
In Support of Request for Variance  
7221-27 Thomas Street, River Forest

**September 24, 2022**

Good Day Neighbor:

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Signed

Ronald E. Anderson

Address 1020 N. Harlem Apt. 1E River Forest. 60305

If you need to reach out to us or have any questions, please feel free to contact me at any time.

Thank you in advance!

Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

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Signed

*Keith A. Rebo*

Address

*1020 N. Harlem<sup>ST</sup>, River Forest 60305*

If you need to reach out to us or have any questions, please feel free to contact me at any time.

Thank you in advance!

Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

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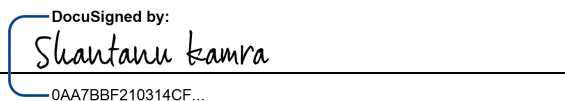
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Signed  DocuSigned by:  
Shantanu Kamra  
0AA7BBF210314CF...

Address 1111 Bonnie Brae Pl

If you need to reach out to us or have any questions, please feel free to contact me at any time.

Thank you in advance!

Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

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Signed  VP. Building & Admin

Address Temple Hill - Zion 1040 N. Harlem Ave

If you need to reach out to us or have any questions, please feel free to contact me at any time.

Thank you in advance!

Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

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In Support of Request for Variance  
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We are excited to be a part of this community and look forward to being your neighbors for years to come. If you are in support of our proposal your signature would be extremely helpful. We would appreciate your consideration and support.

Signed Yvesine Gonne

Address 7227 Thomas ST. APT 2 RIVER FOREST IL 60305

If you need to reach out to us or have any questions, please feel free to contact me at any time.

Thank you in advance!

Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)



**Village of River Forest**  
**Village Administrator's Office**  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

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**MEMORANDUM**

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Date: December 12, 2022

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Matt Walsh, Assistant to the Village Administrator

Subj: Request for Zoning Variations – 1037 Bonnie Brae Place

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**Issue:** Chicago Property Group, LLC, owner of the property at 1037 Bonnie Brae Place, has applied for zoning variations regarding setbacks and rear yard coverage. The applicant is proposing to add a new detached garage to the property to provide the minimum required off street parking for an R3 zoned property. The property currently has two units onsite, but only two enclosed parking spaces.

**Analysis:** On October 20, 2022, the Zoning Board of Appeals held a public hearing and considered the attached application. The Zoning Board of Appeals voted 6-0 on a motion to recommend approval of the variations, including conditions that the new garage be constructed of masonry and that an easement be entered into with the neighboring property, 7227 Thomas Avenue. On November 10, 2022, the Zoning Board of Appeals approved the findings of fact and recommendation.

During the public hearing, the architect for the applicant explained the reasoning for the variation application. In order to place a garage on the property, a side yard setback reduction of 2 feet is required, and an increase in required rear yard of occupation of 40% to 52%. Letters of support from neighbors are included in the packet.

The applicant has contacted Village staff to ask about a potential alternate parking plan that may not require variations. The applicant has not formally submitted at this time.

**Requested Action:**

If the Village Board of Trustees wishes to approve the requested variations, the following motion would be appropriate:

- Motion to approve an Ordinance granting the requested variations to Section 10-10-4, 10-10-7 and 10-10-8 of the Zoning Ordinance at 1037 Bonnie Brae Place.

**Document(s) Attached:**

- Ordinance
- Findings of Fact
- Minutes of the Zoning Board of Appeals Public Hearing
- Report & Application the Zoning Board of Appeals



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE APPROVING VARIATIONS RELATED TO SIDE AND REAR YARD SETBACKS AND LOT COVERAGE RELATED TO A PROPOSED GARAGE AT 1037 BONNIE BRAE PLACE**

**WHEREAS**, petitioner Chicago Property Group, LLC (the “Petitioner”), owner of the property located at 1037 Bonnie Brae Place in the Village of River Forest (“Property”), requested certain variations from the Village of River Forest’s lot coverage requirements and side and rear yard setback requirements pursuant to Sections 10-10-4, 10-10-7, and 10-10-8 of the Village of River Forest Zoning Ordinance (“Zoning Ordinance”) related to the construction of a garage located at the rear of the residence at the Property, which would require these variations (together the “Variations”). The Property is located in the R-3 Single-Family Residential Zoning District; and

**WHEREAS**, the Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

**WHEREAS**, the Application was referred to the Village of River Forest Zoning Board of Appeals (“ZBA”) and was processed in accordance with the Zoning Ordinance; and

**WHEREAS**, on October 20, 2022, the ZBA held a public hearing on the Application pursuant to notice thereof given in the manner required by law, and, after considering all of the testimony and evidence presented at the public hearing, the ZBA recommended approval of the Variations, by a vote of six (6) to zero (0), all as set forth in the Findings and Recommendation of the ZBA in this matter (“Findings and Recommendation”), a copy of which is attached hereto as **Exhibit B** and made a part hereof; and

**WHEREAS**, the President and Board of Trustees of the Village of River Forest have duly considered the Findings and Recommendation of the ZBA, and all of the materials, facts and circumstances affecting the Application, and find that the Application satisfies the standards set forth in the Zoning Ordinance relating to the Variations;

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

**SECTION 1: Incorporation.** That the recitals above are incorporated into Section 1 as though set forth herein.

**SECTION 2: Approval.** That the President and Board of Trustees of the Village, acting pursuant to the authority vested in them by the laws of the State of Illinois and the Zoning Ordinance: (i) find that the Application meets the standards for the Variation requested therein, and (ii) approve the Variations with respect to the garage proposed

to be built on the Property as set forth in the Application. The Variations are approved only to the extent needed for the construction of the garage, and the Variation shall remain in effect only for so long as the garage in the Application remains on the Property.

**SECTION 3: Conditions.** That the Variations are subject to the following conditions:

1. That the proposed garage be constructed of masonry materials;
2. That the Petitioner shall execute an Easement Agreement with the property at 7227 Thomas for access on the currently constructed shared driveway.

**SECTION 4: Recording.** That Village staff is directed to record the Ordinance on title to the Property with the Cook County Recorder of Deeds.

**SECTION 5: Violation.** That any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the Village shall be grounds for the rescission of the approvals made in this Ordinance, in addition to all other remedies available to the Village.

**SECTION 6: Severability.** That if any Section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

**SECTION 7: Repeal.** That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

**SECTION 8: Effectiveness.** That this Ordinance shall be in full force and effect after its approval and publication in pamphlet form as provided by law.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**ADOPTED** this 12<sup>th</sup> day of December, 2022, pursuant to a roll call vote of the Board of Trustees of the Village of River Forest, per Section 10-5-4(E)(3) of the Zoning Ordinance.

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED** by me this 12<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Catherine Adduci, Village President

**ATTEST:**

\_\_\_\_\_  
Jon Keller, Village Clerk

The Petitioners acknowledge the reasonableness of the above and foregoing terms and conditions in the Ordinance, and hereby accepts the same.

By: \_\_\_\_\_  
Titleholder of Record of the Property

By: \_\_\_\_\_  
Titleholder of Record of the Property

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**LEGAL DESCRIPTION**

LOT 1 (EXCEPT THE NORTH 55 FEET THEREOF) AND THE NORTH 15 FEET OF LOT 2 IN BLOCK 8 IN THE SUBDIVISION OF BLOCK 1, 8, 9, 19, 11, 14, 15 AND 16 IN BOGUE'S ADDITION TO OAK PARK, BEING A SUBDIVISION OF THE SOUTH EAST ¼ OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

**EXHIBIT B**

**FINDINGS OF FACT AND RECOMMENDATION**

(attached)

**VILLAGE OF RIVER FOREST ZONING BOARD OF APPEALS  
FINDINGS OF FACT AND RECOMMENDATION REGARDING  
VARIATIONS RELATED TO SIDE AND REAR YARD SETBACKS AND LOT  
COVERAGE AT 1037 BONNIE BRAE PLACE**

**WHEREAS**, petitioner Chicago Property Group, LLC (the “Petitioner”), owner of the property located at 1037 Bonnie Brae Place in the Village of River Forest (“Property”), requested certain variations from the Village of River Forest’s lot coverage requirements and side and rear yard setback requirements pursuant to Sections 10-10-4, 10-10-7, and 10-10-8 of the Village of River Forest Zoning Ordinance (“Zoning Ordinance”) related to the construction of a garage located at the rear of the residence at the Property, which would require these variations (together the “Variations”). The Property is located in the R-3 Single-Family Residential Zoning District; and

**WHEREAS**, the Village of River Forest Zoning Board of Appeals (“Board”) held a public hearing on the question of whether the requested Variations should be granted on October 20, 2022, as required by Section 10-5-4(E) of the Zoning Ordinance. At the public hearing, all persons present and wishing to speak were given an opportunity to be heard and all evidence that was tendered was received and considered by the Board; and

**WHEREAS**, public notice in the form required by law was given of said public hearing by publication not more than thirty (30) days nor less than fifteen (15) days prior to said public hearing in the *Wednesday Journal*, a newspaper of general circulation in the Village, there being no newspaper published in the Village. In addition, notice was mailed to surrounding property owners; and

**WHEREAS**, at the public hearing on October 20, 2022, the Petitioners provided information and testimony regarding the requested Variations, testifying, among other things, that the proposed garage would provide the parking required on the lot by Village Code; and

**WHEREAS**, the Board, having considered the criteria set forth in Section 10-5-4 of the Zoning Ordinance, by a vote of 6 – 0, recommends to the Village President and Board of Trustees that the requested Variations for the Property be APPROVED.

**NOW, THEREFORE**, the Board makes the following findings of fact and recommendations pursuant to Section 10-5-4(E)(2) of the Zoning Ordinance:

**FINDINGS OF FACT**

1. **The physical surroundings, shape, or topographical conditions of the Property constitute a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out. The**

evidence presented at the public hearing established the unique characteristic of the Property that constitutes a specific hardship on the Petitioners, as the Property is on an existing non-conforming lot with a limited area, and cannot conform to the parking requirements of the R3 district without constructing a garage that will require the setback and lot coverage variations. The Board finds this standard has been met.

2. **The aforesaid unique physical condition did not result from any action of any person having an interest in the property, but was created by natural forces or was the result of governmental action, other than the adoption of the Village's Zoning Regulations, for which no compensation was paid.** The Board finds this standard has been met, as the location of the building on the property was existent at the time the property was purchased by the Petitioner.

3. **The conditions of the Property upon which the petition for Variations is based may not be applicable generally to other property within the same zoning classification.** The Board found that the conditions on the Property are unique, as the residence is already situated on a non-conforming lot, which limits the ability of the Petitioner to provide the required parking on the Property. The Board finds this standard has been met.

4. **The purpose of the Variations is not based predominately upon a desire for economic gain.** The Petitioners noted that their desire for the Variations is not predominantly for economic gain, but instead to allow for them to conform to the parking requirements of the Code as well as provide the best use of the Property. The Board finds this standard has been met.

5. **The granting of the Variations is not detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the Property is located.** The proposed garage would provide more covered parking, which would improve the exterior appearance of the Property and therefore would not be detrimental to the value of those surrounding properties. The Board finds this standard has been met.

6. **The granting of the Variations will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.** The new garage would not interrupt the already adequate supply of light or air to the surrounding properties. The Board finds this standard has been met.

7. **The granting of the Variations will not unduly tax public utilities and facilities in the area of the Property.** If granted, the Variations would not unduly burden public utilities or facilities in the area of the Property. This Board finds this standard was met.

8. **There are no means other than the requested Variations by which the hardship or difficulty can be avoided or remedied to a degree sufficient to permit a**

**reasonable use of the Property.** The testimony and evidence presented at the public hearing showed that the construction of the garage would allow for adequate off-street parking, and that the construction requires the requested variations. The Petitioner also affirmed that they would be willing to execute an Easement Agreement with the property owner at 7227 Thomas for access on the existing shared driveway, and that they will agree to a condition that the construction of the garage be masonry in order to alleviate maintenance concerns. The Board finds this standard has been met.

### RECOMMENDATION

The Board, by a vote of 6-0, for the reasons stated above, recommends to the Village President and Board of Trustees that the proposed Variations to construct a garage, including a one-foot setback on the south property line, detached garage coverage of 52% of the rear yard, and a variation to the lot size regulations requiring a minimum lot size of 17,424 square feet, conditioned upon the execution of an Easement Agreement for access over the shared driveway at 7227 Thomas and upon the construction of the garage being masonry, on the Property in the R-3 Single-Family (Detached) Residential Zoning District be APPROVED.



---

**Frank Martin**  
**Chairman**



---

**Date**



Ruth Reko, a neighbor living at 1020 N Harlem stated that during Covid pandemic the neighbors walked frequently around the neighbor and become aware of the building that Mr. Solak is talking about. She said that the neighbors complained frequently to the previous owner of the building regarding the terrace. When the neighbors found out about the building was being sold, they were eager to find out the new intentions and are very pleased to be seeing the work that is being done in taking care of the external problems. They are looking forward to having the property be less of an eyesore and more of an asset to the neighborhood.

Chairman Martin then closed the public portion of the meeting.

A MOTION was made by Member Lucchesi, seconded by Member Dombrowski, to recommend to the Board of Trustees approval of the requested variations to sections 10-10-4, 10-10-7-A, and 10-10-7-A.2 at 7227 Thomas Street.

Ayes: Members Smetana, Shoemaker, Lucchesi, Dombrowski, Davis, and Chairman Martin

Nays: None.

**VI. PUBLIC HEARING- ZONING VARIATION REQUESTS FOR 1037 BONNIE BRAE PLACE- SIDE YARD SETBACK FOR PROPOSED DETACHED GARAGE AND OCCUPATION OF THE REAR YARD BY THE PROPOSED GARAGE IN EXCESS OF 40%**

Lance Shalzi, architect for the project at 1037 Bonnie Brae Place presented the request for the proposed variations. The existing property is a 2 dwelling unit structure. Currently it has one 2-car detached garage, and it is a R3 zoned property that does not meet the minimum required off street parking. The zoning ordinance requires the dwelling units to have two enclosed parking spaces per dwelling unit and in addition one guest space. In order to achieve this on the property, they are proposing to build another detached garage in the backyard and asking for setback variations. The Setback would be a 2-foot reduction. It would be leaving a one-foot setback on the south side of the property. The new garage would match the existing garage. They are proposing two guest spaces between the garages that do meet the stall requirements. They need the variation since 90-degree parking is eight ½ feet wide and they need to move the garage over a couple of feet to achieve that.

Mr. Shalzi then went into the standards. First, property is an existing lot of record which does not meet the minimum size requirement for the R3 Zoning district, and the decisions regarding the type of building, size of building and its locations on the lot were not made by any person having any interest in the property. This is a lot of record and currently does not meet the minimum criteria R3 requirements for the zoning. Second, the condition may not be applicable to other property within in the same zoning since this property does not meet the R3 zoning requirements. Third, there is not any economic gain being used as the motivation. They are trying to keep the cars off of the driveway and off of the street. Fourth, granting the variance will not be detrimental to the public welfare. It will not cause any detriment to the value of other properties, instead it will improve the other properties by having their cars off the driveway and street. Fifth,

the garage will not impair any adequate lighting. It will not impact any surrounding properties since it is completely in their backyard. Sixth, there will be no change in the demand for public utilities. Seventh, there are no other alternate solutions which will achieve the number of parking spaces required by the Zoning ordinance. Mr. Shalzi explained that they do want to sell the property, so the garage will increase the property value.

Chairman Martin then stated that they indicated that they are considering an easement so the Thomas property can make use of the driveway. He asked if they are willing to amend their application, so it stated that they are planning to create an easement. Mr. Solak stated that they are willing to amend their application to include the easement agreement.

Mr. Shalzi and Mr. Solak explained that if they added onto the existing garage, then they would not have the required space for parking. The property is currently sixty feet across, so expanding the garage to a 4-car garage would make it so that the guest stalls are having people parking right along the property line.

Chairman Martin then closed the public portion of meeting.

A MOTION was made by Member Dombrowski and seconded by Member Shoemaker that the approval of the requested variations to sections 10-10-4, 10-10-7, and 10-10-8 at 1037 Bonnie Brae Place be recommended to the Village Board of Trustees, conditioned upon the new garage being constructed of masonry construction and that an easement agreement be entered into with the neighboring property to provide for joint ingress and egress.

Ayes: Members Dombrowski, Lucchesi, Shoemaker, Smetana, Davis, and Chairman Martin.

Nays: None.

## **VII. PUBLIC HEARING- FENCING VARIATION REQUEST FOR 1534 PARK AVENUE- TYPE OF FENCE ALLOWED IN THE FRONT YARD**

Kevin Morgan (homeowner) of a 6-unit multifamily apartment building is seeking to enclose the perimeter of his front yard with an aluminum or steel fence. Currently, the property is a C1 zoning which allows four feet fence with 50% see-through. Mr. Morgan explained that he wants a 5-foot fence with 80% see-through. Most properties on the block are R2 zoning, so they are allowed to have a fence up to six feet high. Mr. Morgan went into the standards of his six-dwelling unit property. First, Mr. Morgan stated that he wants to enclose the yard for the use of tenants, so there is no economic gain. He only wants the tenants to be able to enjoy the yard since the back of the property has a parking structure and they have a shared driveway with their neighbors. Mr. Morgan lives in the building and personally will like to use the property as well. Second, Mr. Morgan states that it is not detrimental to public welfare since it is consistent with other properties on the block. Third, Mr. Morgan does not think that it will diminish or impair values of other properties on the block. Fourth, Mr. Morgan does not think that it will unduly tax any of the public utilities. Mr. Morgan stated that the fencing will provide consistency with other fencing in the neighborhood.



## MEMORANDUM

**DATE:** October 13, 2022

**TO:** Zoning Board of Appeals

**FROM:** Clifford E. Radatz *ceR*  
Building Official

**SUBJECT:** Zoning Variation Request – 1037 Bonnie Brae Place

---

Chicago Property Group LLC, owner of the property at 1037 Bonnie Brae Place, has submitted an application for a variation to the Setback regulations (Section 10-10-7) of the Zoning Code.

The applicant is proposing to add a new detached garage on the property and seeks a variance to the Side Yard setback requirement for the new structure.

Section 10-10-7 requires a 3 feet setback from the side property line. The applicant is requesting a one-foot setback from the south property line.

The applicant is requesting a variation to Section 10-10-8 of the off-street parking regulations that requires that a detached garage occupy no more than 40% of the rear yard. The applicant is requesting an increase in the allowed percentage to 52%.

The applicant is requesting a variation to Section 10-10-4 of the lot size regulations that requires a minimum lot size of 17,424 square feet for any alterations or construction in an R3 district. The lot is an existing non-conforming lot.

If the Zoning Board wishes to recommend the approval of this variation to the Village Board of Trustees, the following motion should be made:

*Motion to recommend to the Village Board of Trustees the approval of variations to Sections 10-10-4, 10-10-7, and 10-10-8 of the Zoning Code at 1037 Bonnie Brae Place.*

If you have any questions regarding this application, please do not hesitate to call me.



**LEGAL NOTICE**  
**ZONING BOARD OF APPEALS**  
**RIVER FOREST, ILLINOIS**

Public Notice is hereby given that a public hearing will be held by the Zoning Board of Appeals (ZBA) of the Village of River Forest, County of Cook, State of Illinois, on Thursday, October 20, 2022 at 7:30 p.m. in the First Floor Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois on the following matter:

The ZBA will consider an application for variations submitted by Chicago Property Group LLC, owner of the property at 1037 Bonnie Brae, who is proposing to make exterior improvements to the property.

Section 4-8-5 of the Village Code provides the Zoning Board of Appeals jurisdiction to hold public hearings and offer recommendations to the Village Board concerning variations to Village Code.

The applicant is requesting a variation to Section 10-10-7 of the setback regulations requiring a 3 feet setback in the side yard. The applicant is requesting a one-foot setback on the south property line.

The applicant is requesting a variation to Section 10-10-8 of the off-street parking regulations that requires that a detached garage occupy no more than 40% of the rear yard. The applicant is requesting an increase in the allowed percentage to 52%.

The applicant is requesting a variation to Section 10-10-4 of the lot size regulations that requires a lot size of 17,424 square feet for any alterations or construction in an R3 district. The lot is an existing non-conforming lot.

The legal description of the property at 1037 Bonnie Brae is as follows:

LOT 1 (EXCEPT THE NORTH 55 FEET THEREOF) AND THE NORTH 15 FEET OF LOT 2 IN BLOCK 8 IN THE SUBDIVISION OF BLOCK 1, 8, 9, 19, 11, 14, 15 AND 16 IN BOGUE'S ADDITION TO OAK PARK, BEING A SUBDIVISION OF THE SOUTH EAST ¼ OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

A copy of the application will be available to the public at Village Hall and on the Village's website at [www.vrf.us/zoningvariation](http://www.vrf.us/zoningvariation) no less than 15 days prior to the public hearing. The Zoning Board of Appeals meeting packet will also be available at [www.vrf.us/meetings](http://www.vrf.us/meetings) no less than 48 hours prior to the public hearing.

All interested persons will be given the opportunity to be heard at the public hearing. **For public comments to be considered by the Zoning Board of Appeals and Village Board of Trustees in their decision, they must be included as part of the public hearing record.** Interested persons can learn more about how to participate in the hearing by visiting [www.vrf.us/zoningvariation](http://www.vrf.us/zoningvariation).

Sincerely,  
Clifford Radatz  
Secretary, Zoning Board of Appeals

## CHECKLIST OF STANDARDS FOR MAJOR VARIATIONS

Name of Commissioner: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Application: \_\_\_\_\_

Address \_\_\_\_\_

**Standards:**

Met? <sup>1</sup>	Standard
<p>Yes</p> <p>No</p>	<p>1. The physical surroundings, shape, or topographical conditions of the specific property involved will bring a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>2. The aforesaid unique physical condition did not result from any action of any person having an interest in the property, but was created by natural forces or was the result of governmental action, other than the adoption of this Zoning Title, for which no compensation was paid;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>3. The conditions upon which the petition for variation is based may not be applicable generally to other property within the same zoning classification;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>4. The purpose of the variation is not based predominantly upon a desire for economic gain;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>5. The granting of the variation shall not be detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the property is located; or</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>

<sup>1</sup> If a standard has not been met, indicate the reasons why in the notes section for that standard.

## CHECKLIST OF STANDARDS FOR MAJOR VARIATIONS

Yes  No	<p>6. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood;</p> <p>Notes: _____ _____ _____</p>
Yes  No	<p>7. That the granting of the variation would not unduly tax public utilities and facilities in the area;</p> <p>Notes: _____ _____ _____</p>
Yes  No	<p>8. That there is no means other than the requested variation by which the alleged hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the subject property;</p> <p>Notes: _____ _____ _____</p>

If any of the standards have not been met, what changes could be made to the application so it meets all the standards?

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APPLICATION FOR ZONING VARIATION  
 Village of River Forest Zoning Board of Appeals

Address of Subject Property: 1037 Bonnie Brae Date of Application: 08/31/2022

Applicant	Architect / Contractor
Name: Chicago Property Group, LLC	Name: <u>A 20/20 ARCHITECTS, INC</u>
Address: 1555 Sherman Ave, Ste 295	Address: <u>100 E. IRVING PK RD.</u>
City/State/Zip: Evanston, IL 60201	City/State/Zip: <u>ROSELLE IL. 60172</u>
Phone: (773) 510-5858 Fax:	Phone: <u>773-699-7777</u> Fax:
Email: marksolak@gmail.com	Email: <u>A2020ARCHITECTS@GMAIL.COM</u>

Relationship of Applicant to Property (owner, contract purchaser, legal counsel, etc.): Owner

Zoning District of Property:  R1  R2  R3  R4  OC1  OC2  OC3  OPRI  OORIC

Please check the type(s) of variation(s) being requested:

- Zoning Code  Building Code (fence variations only)

**Application requirements:** Attached you will find an outline of the other application requirements. Please read the attached carefully, the applicant will be responsible for submitting all of the required information.

Also attached for your information are the Zoning Board of Appeals "Rules of Procedure" for their public hearings.

**Application Deadline:** A complete variation application must be submitted no later than the 15<sup>th</sup> day of the month in order to be heard by the Zoning Board of Appeals in the following month. The Zoning Board of Appeals meets on the second Thursday of each month.

**SIGNATURES:**

The undersigned hereby represent for the purpose of inducing the Village of River Forest to take the action herein requested, that all statements herein and on all related attachments are true and that all work herein mentioned will be done in accordance with the ordinances of the Village of River Forest and the laws of the State of Illinois.

Owner: DocuSigned by: Mariusz Solak Date: 8/31/2022  
4C5BF81E1F4D4D2  
 Applicant (if other than Owner): Jessica A. Shoji Date: 9/8/2022  
A20/20 Architects, Inc.

**Application Fee:** A non-refundable fee of \$750.00 must accompany every application for variation, which includes the cost of recording the variation with the County. Checks should be made out to the Village of River Forest.

APPLICATION FOR ZONING VARIATION

Address of Subject Property: 1037 Bonnie Brae Date of Application: 08/31/2022

Summary of Requested Variation(s):

<p>Applicable Code Section (Title, Chapter, Section) Example: 10-8-5, lot coverage</p>	<p>Code Requirement(s) Example: no more than 30% of a lot</p>	<p>Proposed Variation(s) Example: 33.8% of the lot (detailed calculations on a separate sheet are required)</p>
<p>10-10-7, SETBACKS REGULATIONS</p>	<p>SIDE YARDS 3' REQUIRED</p>	<p>REQUEST FOR 1'-0" SIDE YARD SETBACK SOUTH PROPERTY LINE</p>
<p>10-10-8 OFF STREET PARKING "A"</p>	<p>2 SPACES/UNIT 1 GUEST/UNIT DETACHED GARAGE OCCUPY NO MORE THAN 40% OF THE REARYARD</p>	<p>ENTIRE REAR YARD 16.3% REQUIRED REARYARD = 52% SEE ATTACHED ZONING CALC. WORKSHEET.</p>
<p>10-10-4 LOT SIZE</p>	<p>R3 DISTRICT 17,424 S.F. MIN. LOT SIZE <math>\geq</math> 100.00' WIDE THROUGHOUT DEPTH</p>	<p>LOT SIZE IS EXISTING NON-CONFORMING EXIST. 2 UNITS PARKING REQUIRES 2 SPACES PER UNIT &amp; 1 GUEST.</p>

THE APPLICANT IS REQUIRED TO SUBMIT DETAILED LONG HAND CALCULATIONS AND MEASUREMENTS FOR ALL APPLICABLE ZONING PROVISIONS. APPLICATIONS WILL NOT BE CONSIDERED COMPLETE WITHOUT THESE CALCULATIONS AND MEASUREMENTS.



**A20/20 ARCHITECTS, INC.**

*"architects with vision"*

*Architecture ♦ Interiors ♦ Construction Management*

*100 E. Irving Park Road, Ste 211 • Roselle, Illinois 60157*

*tel. 775.699.7797 • email las.architects@yahoo.com*

October 9, 2022

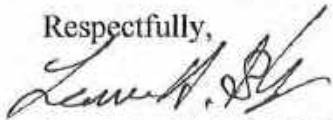
**1037-1039 PROPOSED VARIATION**

The existing property is a 2 Unit Dwelling. Per the Zoning Ordinance, this property requires 4 stalls and 2 Guest Parking Stalls. Currently, only a 2 car detached garage exists on the property.

We are proposing an additional 19' X 22' 2 Car Detached Garage. The project will also include (2) proposed Guest Parking Stalls at 8'-6" wide (see attached Proposed Site Plan). The garage will be constructed of Brick Veneer and 2X4 framing. The brick veneer is to match the existing 2 Car detached garage currently on the site.

Thank you,

Respectfully,



Lance A. Shalzi, NCARB  
Principal  
A20/20 Architects, Inc.



www.exactalands.com | office: 773.305.4011



**PROPERTY ADDRESS:**  
1037 - 1039 BONNIE BRAE PLACE, RIVER FOREST, ILLINOIS 60305

**SURVEY NUMBER:** 2203.2584

**DATE SIGNED:** 03/18/22      **FIELD WORK DATE:** 3/16/2022

**REVISION DATE(S):**  
(REV.1 3/18/2022)

**POINTS OF INTEREST**  
1. RESIDENCE OVER 50' SETBACK LINE

STATE OF ILLINOIS }  
COUNTY OF GRUNDY } SS

THIS IS TO CERTIFY THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY. GIVEN UNDER MY HAND AND SEAL THIS DATE HEREON.

*Kenneth Kennedy*  
**KENNETH A. KENNEDY**  
035-003403  
PROFESSIONAL  
LAND SURVEYOR  
MORRIS, IL  
STATE OF ILLINOIS

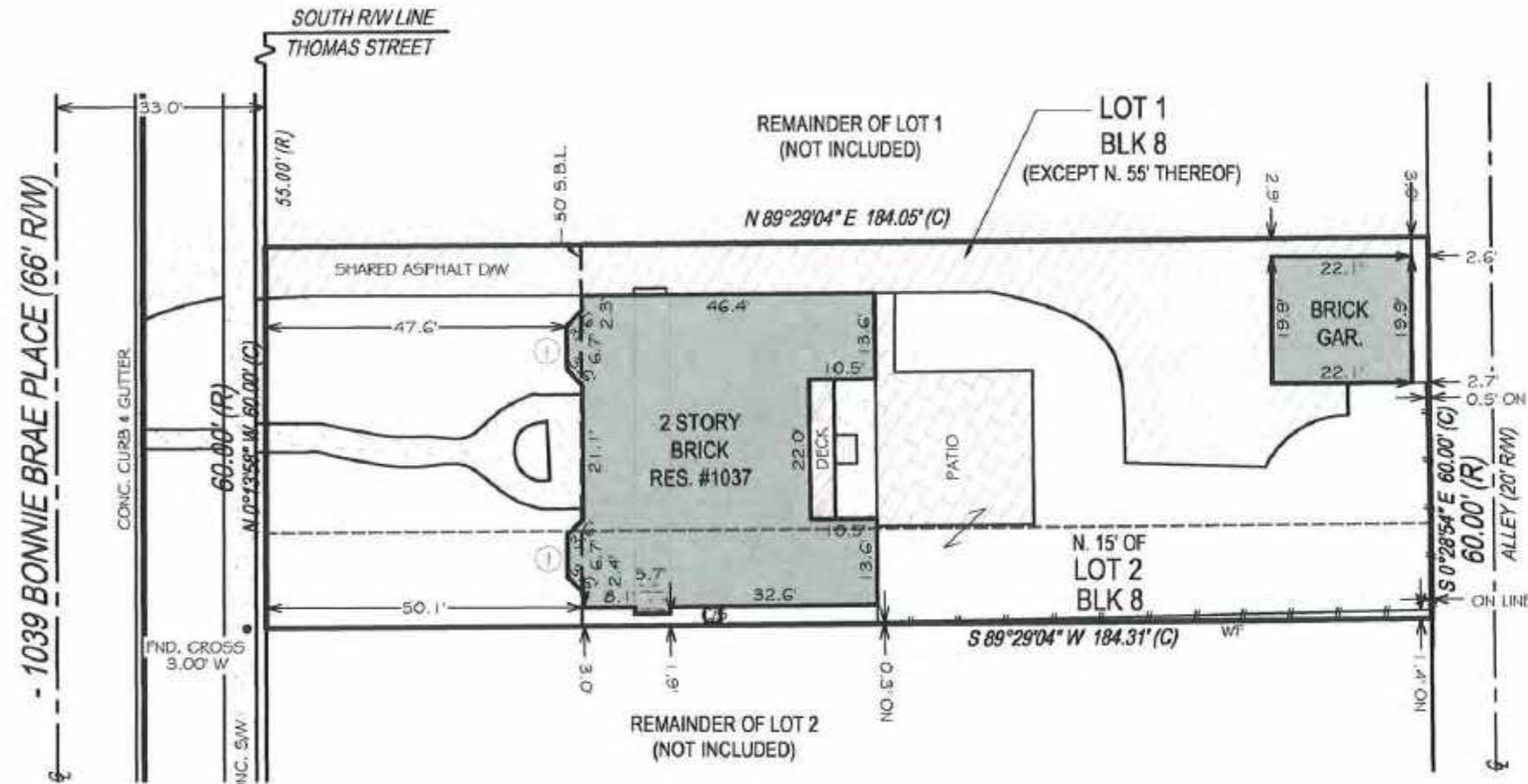
ILLINOIS PROFESSIONAL LAND SURVEYOR No. 3403  
LICENSE EXPIRES 11/30/2022  
EXACTA LAND SURVEYORS, LLC  
PROFESSIONAL DESIGN FIRM 184008059-0008



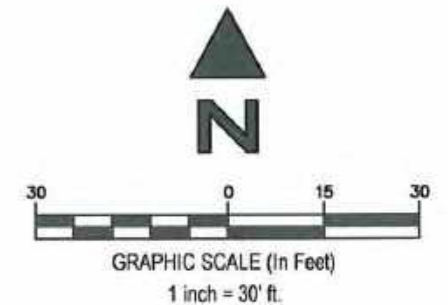
Exacta Land Surveyors, LLC  
PLS# 184008059  
o: 773.305.4011  
316 East Jackson Street | Morris, IL 60450



2203.2584  
BOUNDARY SURVEY  
COOK COUNTY



TOTAL AREA OF PROPERTY SURVEYED = 11051 SQ.FT.±



SEE PAGE 2 OF 2 FOR LEGAL DESCRIPTION  
PAGE 1 OF 2 - NOT VALID WITHOUT ALL PAGES


<b>PROPERTY ADDRESS:</b> 1037 - 1039 BONNIE BRAE PLACE, RIVER FOREST, ILLINOIS 60305	
<b>SURVEY NUMBER:</b> 2203.2584	
<b>CERTIFIED TO:</b> BREMEN PROPERTIES LLC; CHICAGO TITLE COMPANY, LLC; CHICAGO TITLE INSURANCE COMPANY	
<b>DATE OF SURVEY:</b> 3/18/22	
<b>BUYER:</b> BREMEN PROPERTIES LLC	
<b>LENDER:</b>	
<b>TITLE COMPANY:</b> CHICAGO TITLE COMPANY, LLC	
<b>COMMITMENT DATE:</b>	<b>CLIENT FILE NO:</b> 22GNW283042WC
<b>LEGAL DESCRIPTION:</b> LOT 1 (EXCEPT THE NORTH 55 FEET THEREOF) AND THE NORTH 15 FEET OF LOT 2 IN BLOCK 8 IN THE SUBDIVISION OF BLOCK 1, 8, 9, 10, 11, 14, 15 AND 16 IN BOGUE'S ADDITION TO OAK PARK, BEING A SUBDIVISION OF THE SOUTH EAST 1/4 OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.	
<b>FLOOD ZONE INFORMATION:</b>	

- GENERAL SURVEYORS NOTES:**
- The Legal Description used to perform this survey was supplied by others. This survey does not determine nor imply ownership of the lands or any fences shown hereon. Unless otherwise noted, an examination of the abstract of title was NOT performed by the signing surveyor to determine which instruments, if any, are affecting this property.
  - The purpose of this survey is to establish the boundary of the lands described by the legal description provided and to depict the visible improvements thereon for a pending financial transaction. Underground footings, utilities, or other service lines, including roof eave overhangs were not located as part of this survey. Unless specifically stated otherwise the purpose and intent of this survey is not for any construction activities or future planning.
  - If there is a septic tank or drain field shown on this survey, the location depicted hereon was either shown to the surveyor by a third party or it was estimated by visual above ground inspection. No excavation was performed to determine its location.
  - This survey is exclusively for a pending financial transaction and only to be used by the parties to whom it is certified.
  - Alterations to this survey map and report by other than the signing surveyor are prohibited.
  - Dimensions are in feet and decimals thereof.
  - Any FEMA flood zone data contained on this survey is for informational purposes only. Research to obtain said data was performed at [www.fema.gov](http://www.fema.gov) and may not reflect the most recent information.
  - Unless otherwise noted "SIR" indicates a set iron rebar, 5/8 inch in diameter and twenty-four inches long.
  - The symbols reflected in the legend and on this survey may have been enlarged or reduced for clarity. The symbols have been plotted at the approximate center of the field location and may not represent the actual shape or size of the feature.
  - Points of Interest (POI's) are select above-ground improvements, which may appear in conflict with boundary, building setback or easement lines, as defined by the parameters of this survey. These POI's may not represent all items of interest to the viewer. There may be additional POI's which are not shown or called-out as POI's, or which are otherwise unknown to the surveyor.
  - Utilities shown on the subject property may or may not indicate the existence of recorded or unrecorded utility easements.
  - The information contained on this survey has been performed exclusively by and is the sole responsibility of Exacta Land Surveyors, LLC. Additional logos or references to third party firms are for informational purposes only.
  - Due to varying construction standards, building dimensions are approximate and are not intended to be used for new construction or planning.
  - Surveyor bearings are used for angular reference and are used to show angular relationships of lines only and are not related or orientated to true or magnetic north. Bearings are shown as surveyor bearings, and when shown as matching those on the subdivision plats on which this survey is based, they are to be deemed no more accurate as the determination of a north orientation made on and for those original subdivision plats. North 00 degrees East is assumed and upon preparation of this plat, the resulting bearing between found points as shown on this survey is the basis of said surveyor bearings as defined and required to be noted by Illinois Administrative Code Title 68, Chapter VII, Sub-Chapter B, Part 1270, Section 1270.56, Paragraph B, Sub-Paragraph 6, Item k.
  - THIS SURVEY IS A PROFESSIONAL SERVICE IN COMPLIANCE WITH THE MINIMUM STANDARDS OF THE STATE OF ILLINOIS. NO IMPROVEMENTS SHOULD BE MADE ON THE BASIS OF THIS PLAT ALONE. PLEASE REFER ALSO TO YOUR DEED, TITLE POLICY AND LOCAL ORDINANCES. COPYRIGHT BY EXACTA ILLINOIS SURVEYORS. THIS DOCUMENT MAY ONLY BE USED BY THE PARTIES TO WHICH IT IS CERTIFIED. PLEASE DIRECT QUESTIONS OR COMMENTS TO EXACTA ILLINOIS SURVEYORS, INC. AT THE PHONE NUMBER SHOWN HEREON.

**SURVEYORS LEGEND:**

LINETYPES	ABBREVIATIONS	FIPC - Found Iron Pipe & Cap	PSM - Professional Surveyor & Mapper
Boundary Line	(C) - Calculated	FIR - Found Iron Rod	PT - Point of Tangency
Center Line	(D) - Deed	FIRC - Found Iron Rod & Cap	PUE - Public Utility Easement
Chain Link or Wire Fence	(F) - Field	FN - Found Nail	R - Radius or Radial
Easement	(M) - Measured	FN&D - Found Nail & Disc	R/W - Right of Way
Edge of Water	(P) - Plat	FRRSPK - Found Rail Road Spike	RES - Residential
Iron Fence	(S) - Survey	GAR - Garage	RGE - Range
Overhead Lines	A/C - Air Conditioning	GM - Gas Meter	ROE - Roof Overhang Easement
Structure	AE - Access Easement	ID - Identification	RP - Radius Point
Survey Tie Line	ANE - Anchor Easement	IE/EE - Ingress/Egress Easement	S/W - Sidewalk
Vinyl Fence	ASBL - Accessory Setback Line	ILL - Illegible	SBL - Setback Line
Wall or Party Wall	B/W - Bay/Box Window	INST - Instrument	SCL - Survey Closure Line
Wood Fence	BC - Block Corner	INT - Intersection	SCR - Screen
SURFACE TYPES	BFP - Backflow Preventer	IRRE - Irrigation Easement	SEC - Section
Asphalt	BLDG - Building	L - Length	SEP - Septic Tank
Brick or Tile	BLK - Block	LAE - Limited Access Easement	SEW - Sewer
Concrete	BM - Benchmark	LB# - License No. (Business)	SIR - Set Iron Rod
Covered Area	BR - Bearing Reference	LBE - Limited Buffer Easement	SMWE - Storm Water Management Easement
Water	BRL - Building Restriction Line	LE - Landscape Easement	SN&D - Set Nail and Disc
Wood	BSMT - Basement	LME - Lake/Landscape Maintenance Easement	SQFT - Square Feet
SYMBOLS	C - Curve	LS# - License No. (Surveyor)	STL - Survey Tie Line
Benchmark	C/L - Center Line	MB - Map Book	STY - Story
Center Line	C/P - Covered Porch	ME - Maintenance Easement	SV - Sewer Valve
Central Angle or Delta	C/S - Concrete Slab	MES - Mitered End Section	SWE - Sidewalk Easement
Common Ownership	CATV - Cable TV Riser	MF - Metal Fence	TBM - Temporary Bench Mark
Control Point	CB - Concrete Block	MH - Manhole	TEL - Telephone Facilities
Catch Basin	CH - Chord Bearing	NR - Non-Radial	TOB - Top of Bank
Elevation	CHIM - Chimney	NTS - Not to Scale	TUE - Technological Utility Easement
Fire Hydrant	CLF - Chain Link Fence	NAVD88 - North American Vertical Datum 1988	TWP - Township
Find or Set Monument	CME - Canal Maintenance Easement	NGVD29 - National Geodetic Vertical Datum 1929	TX - Transformer
Guywire or Anchor	CO - Clean Out	OG - On Ground	TYP - Typical
Manhole	CONC - Concrete	ORB - Official Records Book	UE - Utility Easement
Tree	COR - Corner	ORV - Official Record Volume	UG - Underground
Utility or Light Pole	CS/W - Concrete Sidewalk	O/A - Overall	UP - Utility Pole
Well	CUE - Control Utility Easement	O/S - Offset	UR - Utility Riser
	CVG - Concrete Valley Gutter	OFF - Outside Subject Property	VF - Vinyl Fence
	D/W - Driveway	OH - Overhang	W/C - Witness Corner
	DE - Drainage Easement	OHL - Overhead Utility Lines	W/F - Water Filter
	DF - Drain Field	ON - Inside Subject Property	WF - Wood Fence
	DH - Drill Hole	P/E - Pool Equipment	WM - Water Meter/Valve Box
	DUE - Drainage & Utility Easement	PB - Plat Book	WV - Water valve
	ELEV - Elevation	PC - Point of Curvature	
	EM - Electric Meter	PCC - Point of Compound Curvature	
	ENCL - Enclosure	PCP - Permanent Control Point	
	ENT - Entrance	PI - Point of Intersection	
	EOP - Edge of Pavement	PLS - Professional Land Surveyor	
	EOW - Edge of Water	PLT - Planter	
	ESMT - Easement	POB - Point of Beginning	
	EUB - Electric Utility Box	POC - Point of Commencement	
	F/DH - Found Drill Hole	PRC - Point of Reverse Curvature	
	FCM - Found Concrete Monument	PRM - Permanent Reference Monument	
	FF - Finished Floor		
	FIP - Found Iron Pipe		

**JOB SPECIFIC SURVEYOR NOTES:**



Exacta Land Surveyors, LLC  
 PLS# 18400R059  
 o: 773.305.4011  
 316 East Jackson Street | Morris, IL 60450

**SEE PAGE 1 OF 2 FOR MAP OF PROPERTY**  
**PAGE 2 OF 2 - NOT VALID WITHOUT ALL PAGES**

# PROPOSED DETACHED GARAGE

1037-39 BONNIE BRAE

RIVER FOREST, ILLINOIS



**PROJECT INFORMATION**  
**OWNER:**  
 CHICAGO PROPERTY GROUP, LLC  
 1555 SHERMAN AVE. STE 205  
 EVANSTON, ILLINOIS 60201

**DESIGN LOADS**

RESIDENTIAL	L.L.	DL	TL
GROUND SNOW LOAD	35 PSF	15 PSF	45 PSF
ATTIC W/ STORAGE	15 PSF	15 PSF	30 PSF
ATTIC W/ STORAGE	35 PSF	15 PSF	35 PSF
DECKS	40 PSF	15 PSF	35 PSF
MALCONIES	40 PSF	15 PSF	35 PSF
STAIRS	45 PSF	14 PSF	35 PSF
ROOMS OTHER THAN SLEEPING ROOMS	40 PSF	10 PSF	50 PSF
SLEEPING ROOMS	35 PSF	10 PSF	45 PSF

**SCOPE OF WORK**  
 SEEKING A SIDE YARD SETBACK VARIATION TO ALLOW THE CONSTRUCTION OF A 2 CAR DETACHED GARAGE PER PLANS.



**ZONING DATA**

Address:	1037-39 Bonnie Brae	Required yards - Principal Structure	
Lot Dimensions:	184.05 X 60.00'	Front yard setback:	40.00'
Lot Area:	11,051 SQ.FT. Per Survey	Side yard setback:	3.00'
Zoning district:	EXISTING R-3	Rear yard setback:	15(184') = 27.84'
Floor Area Ratio		Required Height - Principal Structure	30.00'
Required 80% Lot Area:	8(11,051) = 8840 s.f.	Actual yards	
Floor area:		Front yard setback:	On Line - existing no change
First Floor:	2180.60 sq. ft.	Side yard setback - North:	On Line - existing no change
Second Floor:	1796.30 sq. ft.	Side yard setback - South:	On Line - existing no change
Existing Detached Garage:	430.79 sq. ft.	Rear yard setback:	2.00'
Proposed Detached Garage:	418.00 sq. ft.	Parking:	
Total floor area:	3226.90 sq. ft.	Ordinance:	2 spaces per dwelling unit
Actual Floor Area Ratio:	3226.90/11,051 = 29.2%	Ordinance:	1 Guest space per dwelling unit
Lot Coverage		Existing Detached Garage:	2 spaces
Required 40% Lot Area:	4(11,051) = 4420 s.f.	Existing Guest Parking:	1 space
Actual Lot Coverage:	3226.90/11,051 = 29.2%	Proposed Detached Garage:	2 spaces
Lot Coverage Detached Garage		Proposed Guest Parking:	1 space
Required 40% Required Rear Yard:	4(27.84' x 60.00') = 663.36 s.f.		
Actual Detached Garage			
Lot Coverage:	3226.90/11,051 = 29.2%		

**GUARDS AND HANDRAILS**  
 200 LBS CONCENTRATED  
 GUARD IN FILL COMP. 80 PSF HORIZONTAL

**28 DAY COMPRESSIVE STRENGTH CONCRETE**

**FOOTINGS/FOUNDATION**  
 WALLS 3000PSI  
 GARAGE SLAB 4000 PSI  
 FROST DEPTH 42" MIN. BELOW FINISHED GRADE

**WIND LOADS - WIND EXPOSURE "B"**

ULTIMATE DESIGN WIND SPEED "V"ult = 90 MPH  
 TOPOGRAPHIC EFFECTS N/A  
 SEISMIC DESIGN CATEGORY 175B  
 WEATHERING SEVERE  
 WINTER DESIGN TEMPERATURE -4 F  
 ICE BARRIER UNDERLAYMENT REQ'D YES  
 FLOOD HAZARDS SEE FOOTNOTE A  
 AIR FREEZING INDEX 1748 (FOOTNOTE B)  
 MEAN ANNUAL TEMPERATURE 47.8

TERMITE INFESTATION - MODERATE TO HEAVY

**APPLICABLE CODES**

2003 INTERNATIONAL BUILDING CODE W/AMENDMENTS  
 2003 INTERNATIONAL FIRE CODE  
 2003 INTERNATIONAL FUEL GAS CODE  
 2003 INTERNATIONAL MECHANICAL CODE  
 2003 INTERNATIONAL PROP. MAINTENANCE CODE  
 2003 INTERNATIONAL RESIDENTIAL CODE  
 INTERNATIONAL ENERGY CODE  
 ILLINOIS STATE PLUMBING CODE CURRENT  
 NATIONAL ELECTRIC CODE W/AMENDMENTS  
 NFPA 101 LIFE SAFETY CODE 2000 OR CURRENT

**ARCHITECT**

A2020 ARCHITECTS, INC.  
 IRVING PARK ROAD, STE 211  
 ROSELLE, ILLINOIS 60172  
 Tel: 773.866.7797  
 Email: las.architects@yahoo.com

**ARCHITECTS CERTIFICATION**

I HEREBY CERTIFY THAT THESE PLANS WERE PREPARED UNDER MY DIRECTION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF CONFORM TO THE VILLAGE OF RIVER FOREST BUILDING CODE AND ORDINANCES

LANCE A. SHALZI  
 LICENSE NO. 001-013674

SEPT 8, 2022  
 DATE

**DRAWING LIST**

COVER SHEET  
 CS1.0 TITLE SHEET/KEY/PLAN/CODE MATRIX

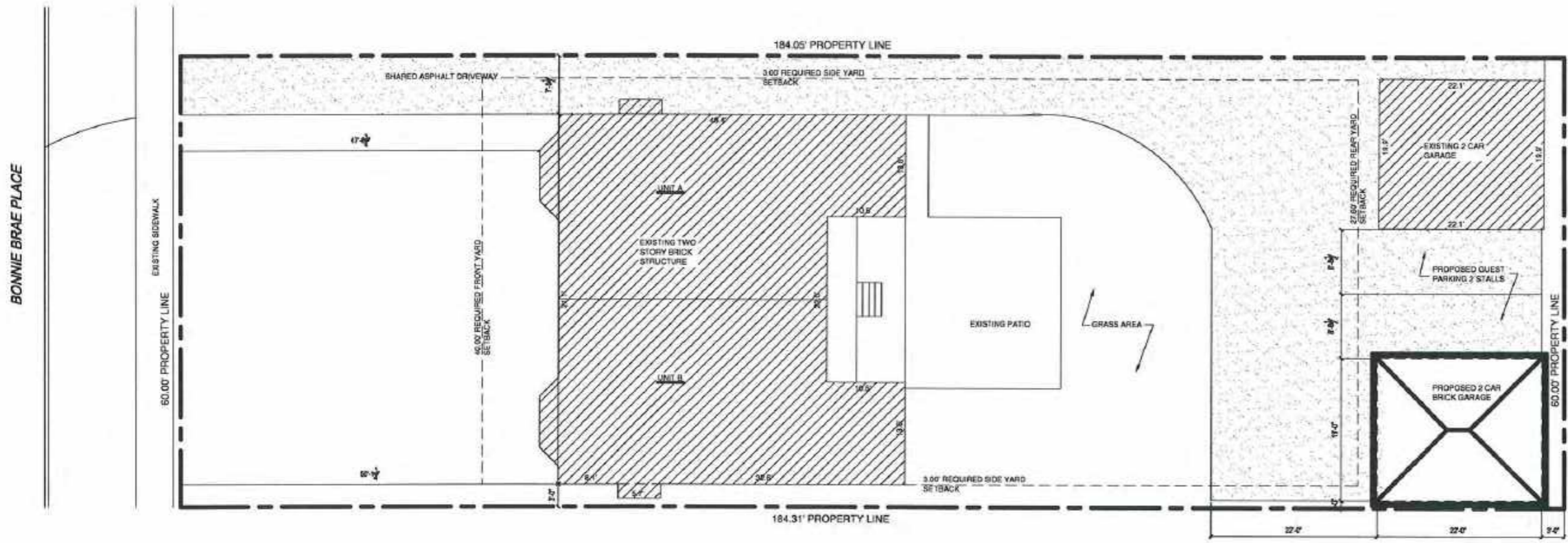
**ARCHITECTURAL**

A1.0 PLANS AND ELEVATIONS

**1 EXISTING PHOTO**  
 CS1.0 Scale: N.T.S.

**SYMBOLS**

ELEVATION	ELEVATION No.	(Symbol)
SECTION	SECTION No.	(Symbol)
WALL SECTION	SECTION No.	(Symbol)
DETAIL LOCATION	DETAIL No.	(Symbol)
ROOM NUMBER	ROOM No.	(Symbol)
DOOR NUMBER	DOOR No.	(Symbol)
PARTITION LOCATION	(Symbol)	(Symbol)
WINDOW LOCATION	WINDOW No.	(Symbol)
ELEVATION MARK	LEVEL No.	(Symbol)
SECTION LOCATION	(Symbol)	(Symbol)



**A PROPOSED SITE PLAN**  
 CS1.0 Scale: 1/8" = 1'-0"

PRELIMINARY

PROJECT:  
 PROPOSED DETACHED GARAGE  
 1037-1039 BONNIE BRAE  
 RIVER FOREST, ILLINOIS

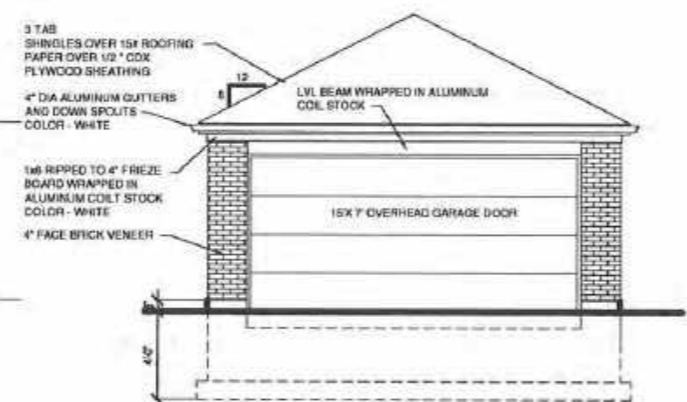
PARALLEL SUBMITTAL  
 1. 8. 2022

DRAWN BY: LAS  
 DATE: AUG 2, 2022  
 CHECKED: LAS  
 PROJECT NO.: 022-22  
 APPROVED BY: LAS

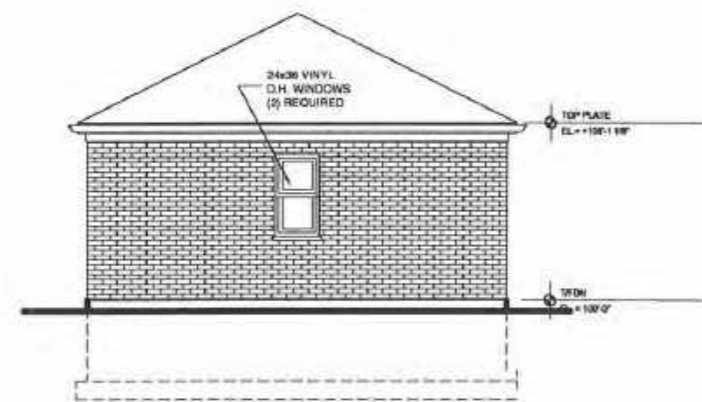
SHEET NO.  
**CS1.0**



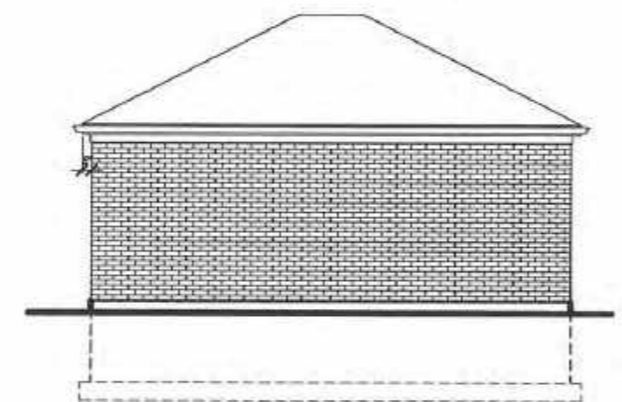
**2 NORTH ELEVATION**  
A1.0 Scale: 1/4" = 1'-0"



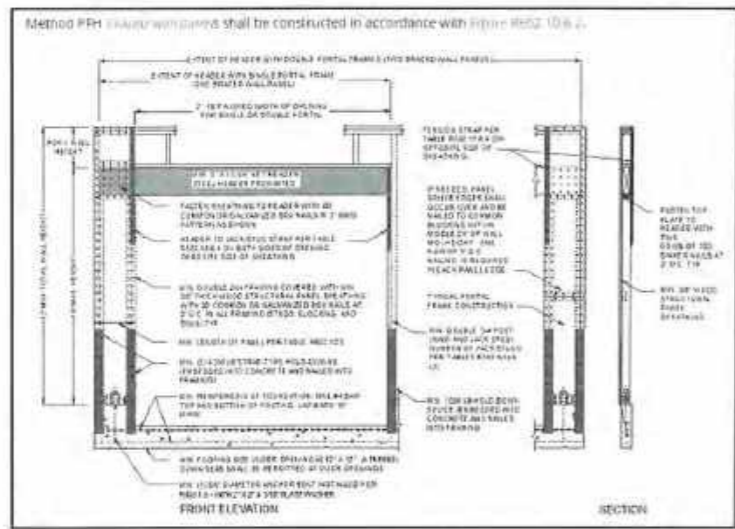
**1 WEST ELEVATION**  
A1.0 Scale: 1/4" = 1'-0"



**4 EAST ELEVATION**  
A1.0 Scale: 1/4" = 1'-0"



**3 SOUTH ELEVATION**  
A1.0 Scale: 1/4" = 1'-0"



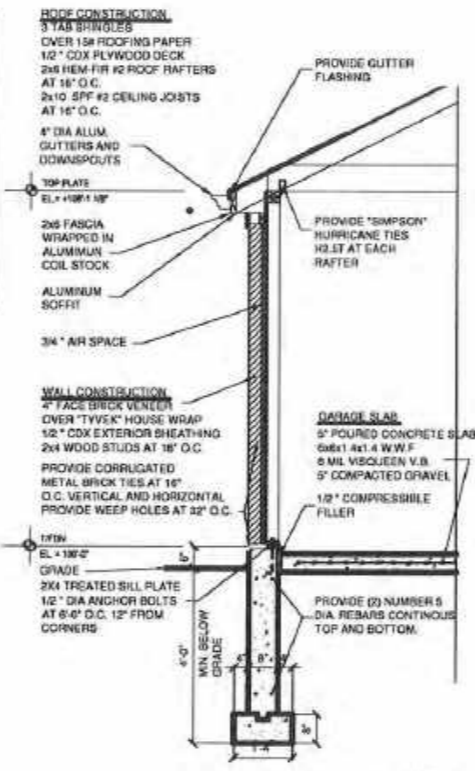
**MULTIPLE-MEMBER CONNECTIONS FOR TOP-LOADED BEAMS**

Customer Installation Requirements:

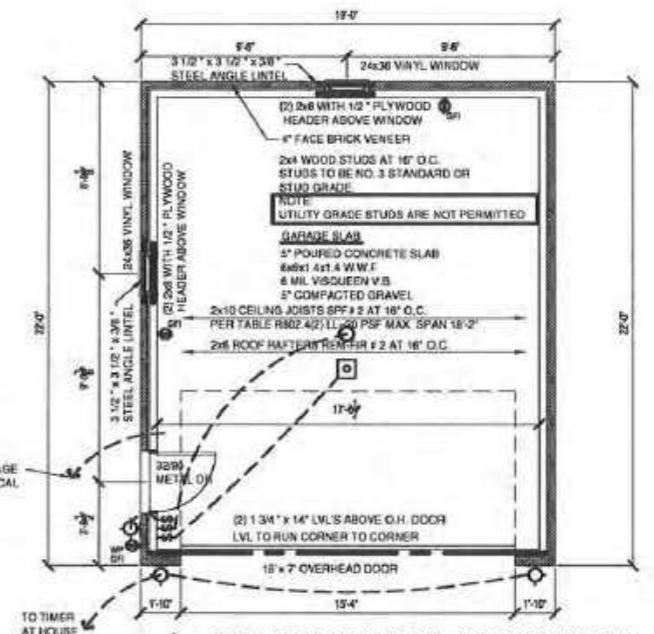
Beam Size	Anchor Bolt	Min. Embedment	Min. Spacing	Min. Spacing	Min. Spacing	Min. Spacing
2x4	1/2"	8"	12"	12"	12"	12"
2x6	3/4"	8"	12"	12"	12"	12"
2x8	1"	8"	12"	12"	12"	12"
2x10	1 1/4"	8"	12"	12"	12"	12"
2x12	1 1/2"	8"	12"	12"	12"	12"

**NOTE:**  
ALL DETACHED STRUCTURES REQUIRING ELECTRICAL SERVICE SHALL BE SERVED BY UNDERGROUND CONDUCTORS INSTALLED IN AN APPROVED MANNER AND SHALL BE PROTECTED AGAINST PHYSICAL DAMAGE WITH A MINIMUM OF 3/4" RIGID METAL CONDUIT BURIED A MINIMUM OF 12" DEEP.

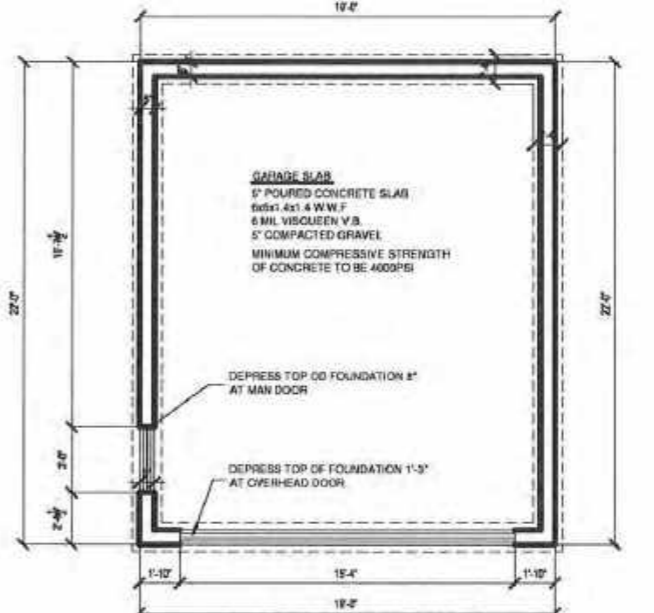
ALL DETACHED GARAGES SHALL BE SUPPLIED BY AN UNDERGROUND FEEDER ONLY. RIGID CONDUIT USING MINIMUM (3) NO. 12 CONDUCTORS, ONE OF THE THREE (3) SHALL BE A GREEN CONDUCTOR. THE GROUND CONDUCTOR SHALL BE CASE GROUND TO THE METAL JUNCTION BOX AT EACH END TO ENSURE THAT THE ELECTRIC SYSTEM OF THE GARAGE IS SUFFICIENTLY GROUND.



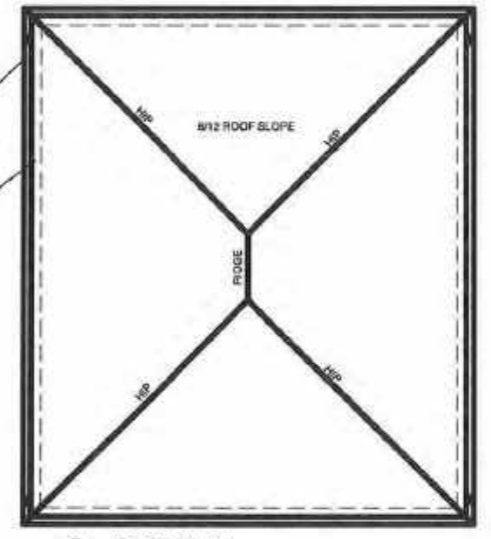
**5 GARAGE WALL SECTION**  
A1.0 Scale: 1/2" = 1'-0"



**A GARAGE FLOOR PLAN - 4" BRICK VENEER**  
A1.0 Scale: 1/4" = 1'-0"



**B GARAGE FOUNDATION PLAN**  
A1.0 Scale: 1/4" = 1'-0"



**C ROOF PLAN**  
A1.0 Scale: 1/4" = 1'-0"



PROJECT:  
PROPOSED DETACHED GARAGE  
1037-1039 BONNIE BRAE  
RIVER FOREST, ILLINOIS

PROFESSIONAL SUBMITTAL

NO.	DATE	DESCRIPTION
1	8/2/2022	

DRAWN BY: LAS  
DATE: AUG. 2, 2022  
CHECKED: LAS  
PROJECT NO.: 022-22  
APPROVED BY: LAS

SHEET NO.  
**A1.0**

PRELIMINARY

**A20/20 ARCHITECTS, INC.**

*"architects with vision"*

*Architecture ♦ Interiors ♦ Construction Management*

*100 E. Irving Park Rd. • Ste. 211 • Roselle, Illinois 60172*

*tel. 773.699.7797 • email a2020architects@gmail.com*

**September 8, 2022**

**Village of River Forest  
Zoning Board of Appeals**

**Re: 1037-1039 Bonnie Brae Zoning Variation Request Calculation Worksheet**

Section 10-10-8 Off Street Parking Item "A"

Required Rear Yard Setback:

15% of Lot Depth ,  $.15(184.31') = 27.64'$

Required Rear Yard Area =  $27.64' \times 60' = 1658.4 \text{ S.F.}$

Entire Rear Yard up to Principal Residence =  $87.75' \times 60' = 5265 \text{ S.F.}$

40% of Entire Rear Yard =  $.4(5265 \text{ S.F.}) = 2106 \text{ S.F.} > \text{Proposed, } 857.79 \text{ S.F.}/5265 \text{ S.F.} = 16.3 \%$

## A20/20 ARCHITECTS, INC.

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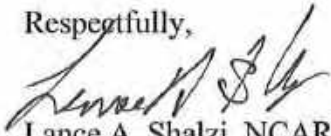
October 9, 2022

### 1037-1039 STANDARDS FOR MAJOR VARIATIONS

1. The existing property is a 2 Unit Dwelling. Per the Zoning Ordinance, this property requires 4 stalls and 2 Guest Parking Stalls. Currently, only a 2 car detached garage exists on the property. To comply with the current zoning parking regulations, the additional garage is needed.
2. The unique physical condition did not result in any person having interest in the property. The lot of record does not meet the current minimum lot area defined in the current Zoning Ordinance
3. The conditions may not be applicable to other property within the same zoning classification. This particular property does not meet minimum lot area or lot frontage where others in the R-3 district may.
4. Economic gain is not the motivation for this proposal. The owner is attempting to improve the visual characteristics of the property and the surrounding area. Rather than multiple cars being parked in the existing driveway, this solution will keep vehicles out of site from the front yard.
5. The granting of the variation shall not be detrimental to the public welfare.... The variation if granted will not be detrimental to the public welfare or unduly injurious to the enjoyment, use or development value of other property. The proposed garage is to be located in the rear yard not affecting the visual or physical surroundings of the neighborhood.
6. The proposed garage will not impair adequate light and air to the adjacent property. The location of the proposed garage will not impair light or air to the adjacent adjacent property. It is to be located in the rear yard as is the detached garage of the adjacent property.
7. The granting of the variation will not unduly tax public utilities and facilities in the area. No Change to public utilities will occur.
8. No means other than the proposed location can be remedied due to the lot size and sub-standard lot frontage required by the current zoning ordinance.

Thank you,

Respectfully,

A handwritten signature in black ink, appearing to read "Lance A. Shalzi". The signature is fluid and cursive, with a large initial "L" and "S".

Lance A. Shalzi, NCARB  
Principal  
A20/20 Architects, Inc.





**3 ADJACENT PROPERTY - NORTH**

**PH1.0** Scale: N.T.S.



**2 SUBJECT PROPERTY**

**PH1.0** Scale: N.T.S.



**1 ADJACENT PROPERTY - SOUTH**

**PH1.0** Scale: N.T.S.



**6 EXISTING 2 CAR GARAGE**

**PH1.0** Scale: N.T.S.



**5 ADJACENT PROPERTY GARAGE**

**PH1.0** Scale: N.T.S.



**4 PROPOSED LOCATION**

**PH1.0** Scale: N.T.S.



**7 VIEW LOOKING SOUTHWEST**

**PH1.0** Scale: N.T.S.

**A20/20 ARCHITECTS, INC.**  
"architects with vision"  
100 East Irving Park Road, Ste 211  
Roselle, Illinois 60172  
a2020architects@gmail.com 773.699.7797

**Proposed 2 Car Garage**  
**1037-1039 Bonnie Brae Pl.**  
**River Forest, Illinois**

**PH1.0**

Letter of Intent  
In Support of Request for Variance  
1037-1039 Bonnie Brae, River Forest

**September 24, 2022**

Good Day Neighbor:

My name is Mark Solak, I am the new owner of 1037-1039 Bonnie Brae. I am excited to be a property owner in your neighborhood. I take great pride in my Bonnie Brae property and my desire is to be an asset to an already great community of property owners.

Respectfully, I am notifying you through this Letter of Intent of my desire for your support of my request for a variance to the South Side Yard Setback. The intention is to build a new 2 car brick garage. Currently the ordinance requires a minimum 3' Side Yard Setback. However, to meet the requirement of the parking ordinance, (2 Spaces plus 1 guest space) my intention is to reduce the South Side Setback to 1'-0".

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We are excited to be a part of this community and look forward to being your neighbors for years to come. If you are in support of our proposal your signature would be extremely helpful. We would appreciate your consideration and support.

Signed Mark Solak

Address 7227 Thomas St River Forest

If you need to reach out to us or have any questions, please feel free to contact me at any time.

Thank you in advance!

Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)

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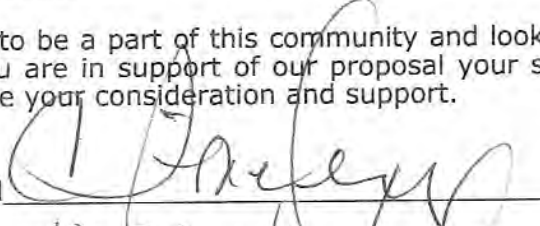
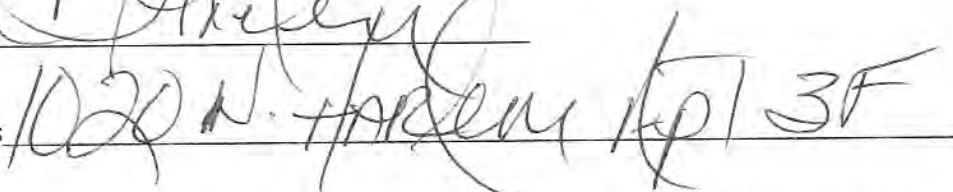
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Address 

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Signed 

Address 1029 BONNIE BRAE PL. RIVER FOREST

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Address 1031 Bonnie Brae, River Forest, IL

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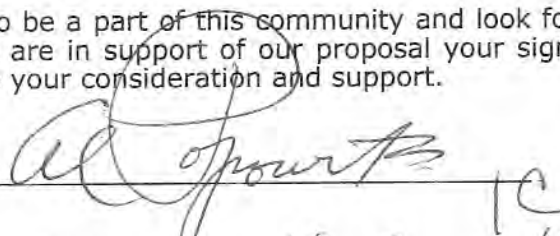
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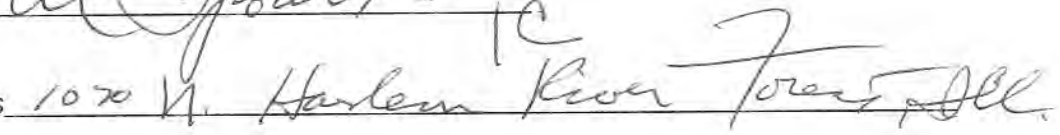
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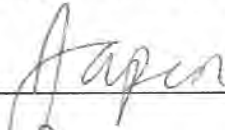
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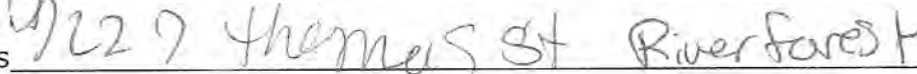
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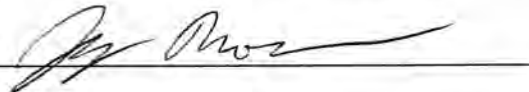
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Address 7227 THOMAS ST. APT 2 RIVER FOREST IL 60305

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Thank you in advance!

Mark Solak  
(773) 510-5858  
[marksolak@gmail.com](mailto:marksolak@gmail.com)



**Village of River Forest**  
**Village Administrator's Office**  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

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**MEMORANDUM**

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Date: December 12, 2022

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Matt Walsh, Assistant to the Village Administrator

Subj: Request for Fence Variation – 1534 Park Avenue

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**Issue:** 1534 Park Apartments LLC, owner of the property at 1534 Park Avenue, has applied for a variation to the Fence Regulations of the Village Code. 1534 Park Avenue is zoned C-1 and is permitted, by right, to install a Type 1 fence in the front yard. A Type 1 fence has a maximum height of four feet, and a minimum of 50% open to view. The applicant applied for a variation for a Type 2 fence. A Type 2 fence has a maximum height of six feet and a minimum of 80% open to view.

**Zoning Board of Appeals Discussion:** At the ZBA Public Hearing on October 20, 2022, the applicant agreed to conditions that the proposed fence have a maximum height of five feet and be constructed 80% open to view. The Zoning Board of Appeals voted 5-1 on a motion to recommend approval of the variations with the conditions. On November 10, 2022, the Zoning Board of Appeals approved the findings of fact and recommendation.

During the public hearing, one neighbor spoke in favor of the proposed fence, and one resident spoke against the proposed fence. The minutes from the public hearing are attached.

**Requested Action:**

If the Village Board of Trustees wishes to approve the requested variations, the following motion would be appropriate:

- Motion to approve an Ordinance granting the requested variations to Section 4-8-5 of the Village Code at 1534 Park Avenue.

**Document(s) Attached:**

- Ordinance
- Findings of Fact
- Minutes of the Zoning Board of Appeals Public Hearing
- Report & Application the Zoning Board of Appeals

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE APPROVING VARIATIONS RELATED TO FENCE HEIGHT AND TYPE AT 1534 PARK AVENUE**

**WHEREAS**, petitioners 1534 Park Apartments, LLC and Kevin Morgan (together the “Petitioners”), owners of the property located at 1534 Park Avenue in the Village of River Forest (“Property”), requested certain variations from the Village of River Forest’s fence regulations pursuant to Sections 4-8-5 of the Village of River Forest Zoning Ordinance (“Zoning Ordinance”) related to the construction of a fence located at the front of the residence at the Property, (the “Variation”). The Property is located in the C-1 Commercial Zoning District; and

**WHEREAS**, the Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

**WHEREAS**, the Application was referred to the Village of River Forest Zoning Board of Appeals (“ZBA”) and was processed in accordance with the Zoning Ordinance; and

**WHEREAS**, on October 20, 2022, the ZBA held a public hearing on the Application pursuant to notice thereof given in the manner required by law, and, after considering all of the testimony and evidence presented at the public hearing, the ZBA recommended approval of the Variations, by a vote of five (5) to one (1), all as set forth in the Findings and Recommendation of the ZBA in this matter (“Findings and Recommendation”), a copy of which is attached hereto as **Exhibit B** and made a part hereof; and

**WHEREAS**, the President and Board of Trustees of the Village of River Forest have duly considered the Findings and Recommendation of the ZBA, and all of the materials, facts and circumstances affecting the Application, and find that the Application satisfies the standards set forth in the Zoning Ordinance relating to the Variations;

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

**SECTION 1: Incorporation.** That the recitals above are incorporated into Section 1 as though set forth herein.

**SECTION 2: Approval.** That the President and Board of Trustees of the Village, acting pursuant to the authority vested in them by the laws of the State of Illinois and the Zoning Ordinance: (i) find that the Application meets the standards for the Variations requested therein, and (ii) approve the Variations with respect to the fence proposed to be installed on the Property as set forth in the Application. The Variations are approved

only to the extent needed for the installation of the fence, and the Variations shall remain in effect only for so long as the fence in the Application remains on the Property.

**SECTION 3: Conditions.** That the Variations are subject to the following conditions:

1. That the fence be constructed with a maximum height of five (5) feet and not less than 80% open to view.

**SECTION 4: Recording.** That Village staff is directed to record the Ordinance on title to the Property with the Cook County Recorder of Deeds.

**SECTION 5: Violation.** That any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the Village shall be grounds for the rescission of the approvals made in this Ordinance, in addition to all other remedies available to the Village.

**SECTION 6: Severability.** That if any Section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

**SECTION 7: Repeal.** That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

**SECTION 8: Effectiveness.** That this Ordinance shall be in full force and effect after its approval and publication in pamphlet form as provided by law.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**ADOPTED** this 12<sup>th</sup> day of December, 2022, pursuant to a roll call vote of the Board of Trustees of the Village of River Forest, per Section 10-5-4(E)(3) of the Zoning Ordinance.

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED** by me this 12<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Catherine Adduci, Village President

**ATTEST:**

\_\_\_\_\_  
Jon Keller, Village Clerk

The Petitioners acknowledge the reasonableness of the above and foregoing terms and conditions in the Ordinance, and hereby accepts the same.

By: \_\_\_\_\_  
Titleholder of Record of the Property

By: \_\_\_\_\_  
Titleholder of Record of the Property

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**LEGAL DESCRIPTION**

THE SOUTH 50 FEET OF THE EAST HALF OF LOT 1 IN BLOCK 1 IN THE SUBDIVISION OF THAT PART OF LOTS 1 AND 2 LYING EAST OF THATCHER ROAD IN OWNER'S SUBDIVISION IN THE NORTH WEST QUARTER OF THE NORTH WEST QUARTER OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

**EXHIBIT B**

**FINDINGS OF FACT AND RECOMMENDATION**

(attached)



**VILLAGE OF RIVER FOREST ZONING BOARD OF APPEALS  
FINDINGS OF FACT AND RECOMMENDATION REGARDING  
VARIATIONS RELATED TO FENCE HEIGHT AND TYPE AT  
1534 PARK AVENUE**

**WHEREAS**, petitioners 1534 Park Apartments, LLC and Kevin Morgan (together the “Petitioners”), owners of the property located at 1534 Park Avenue in the Village of River Forest (“Property”), requested certain variations from the Village of River Forest’s fence regulations pursuant to Sections 4-8-5 of the Village of River Forest Zoning Ordinance (“Zoning Ordinance”) related to the construction of a fence located at the front of the residence at the Property, (the “Variation”). The Property is located in the C-1 Commercial Zoning District; and

**WHEREAS**, the Village of River Forest Zoning Board of Appeals (“Board”) held a public hearing on the question of whether the requested Variations should be granted on October 20, 2022, and was held as required by Section 10-5-4(E) of the Zoning Ordinance. At the public hearing, all persons present and wishing to speak were given an opportunity to be heard and all evidence that was tendered was received and considered by the Board; and

**WHEREAS**, public notice in the form required by law was given of said public hearing by publication not more than thirty (30) days nor less than fifteen (15) days prior to said public hearing in the *Wednesday Journal*, a newspaper of general circulation in the Village, there being no newspaper published in the Village. In addition, notice was mailed to surrounding property owners; and

**WHEREAS**, at the public hearing on October 20, 2022, the Petitioners provided information and testimony regarding the requested Variation, testifying, among other things, that the proposed fence would provide additional security for the Property and create a front yard for the enjoyment of the residents of the Property; and

**WHEREAS**, the Board, having considered the criteria set forth in Section 10-5-4 of the Zoning Ordinance, by a vote of 5 – 1, recommends to the Village President and Board of Trustees that the requested Variations for the Property be APPROVED, with the conditions set forth herein.

**NOW, THEREFORE**, the Board makes the following findings of fact and recommendations pursuant to Section 10-5-4(E)(2) of the Zoning Ordinance:

**FINDINGS OF FACT**

1. **The physical surroundings, shape, or topographical conditions of the Property constitute a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out.** The evidence presented at the public hearing established the unique characteristic of the

Property that constitutes a specific hardship on the Petitioners. Further, the Petitioners noted that the fence would increase security and provide screened outdoor space for the residents of the Property. The Petitioners pointed out that their current zoning regulations allow a 4 foot fence with 50% screening as a matter of right, and that the Variation sought would allow a higher fence but would voluntarily provide lower screening, promoting safety in sight lines. The Board finds this standard has been met.

2. **The aforesaid unique physical condition did not result from any action of any person having an interest in the property, but was created by natural forces or was the result of governmental action, other than the adoption of the Village's Zoning Regulations, for which no compensation was paid.** The Board finds this standard has been met, as the location of the building on the Property was established when the building was built, well before the Petitioners purchased it.

3. **The conditions of the Property upon which the petition for Variations is based may not be applicable generally to other property within the same zoning classification.** The Board found that the conditions on the Property are unique, as the building is already situated with no side yard or back yard, which limits uses in those portions of the Property. The Board finds this standard has been met.

4. **The purpose of the Variations is not based predominately upon a desire for economic gain.** The Petitioners noted that their desire for the Variations is not predominantly for economic gain, but instead to allow for them to make the best and safest use of the exterior of the property. The Board finds this standard has been met.

5. **The granting of the Variations is not detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the Property is located.** The proposed fence would be more open than what Petitioners are allowed to build as a matter of right, and therefore would not be detrimental to the value of those surrounding properties. The Board finds this standard has been met.

6. **The granting of the Variations will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.** Being 80% open, the fence would not interrupt the already adequate supply of light or air to the surrounding properties. The Board finds this standard has been met.

7. **The granting of the Variations will not unduly tax public utilities and facilities in the area of the Property.** If granted, the Variations would not unduly burden public utilities or facilities in the area of the Property. This Board finds this standard was met.

8. **There are no means other than the requested Variations by which the hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the Property.** The testimony and evidence presented at the public

hearing showed that construction of the fence in the manner provided under existing zoning regulations would result in a slightly shorter fence but with much more screening affecting sight lines for the driveway of the building. The Petitioner indicated that he would voluntarily agree to be limited to a 5 foot tall, 80% open fence rather than the 6 foot Type 2 fence requested. The Board finds this standard has been met.

### RECOMMENDATION

The Board, by a vote of 5-1, for the reasons stated above, recommends to the Village President and Board of Trustees that the proposed Variation to construct a fence, conditioned upon said fence having a maximum height of five (5) feet and being a minimum of 80% open, on the Property in the C-1 Commercial Zoning District be APPROVED.

*Frank R. Martin*

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**Frank Martin**  
**Chairman**

*11/10/2022*

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**Date**

**MINUTES OF THE MEETING OF THE  
VILLAGE OF RIVER FOREST  
ZONING BOARD OF APPEALS**

October 20, 2022

A meeting of the River Forest Zoning Board of Appeals was held at 7:30 pm on Thursday, October 20, 2022, in the Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois.

**I. CALL TO ORDER**

Chairman Martin called the meeting to order. Meeting started by calling roll.

Upon roll call the following persons were:

Present: Members Smetana, Shoemaker, Lucchesi, Dombrowski, Chairman Martin, and Member Davis (arrived by Zoom at 7:35 pm).

Absent: Member Plywacz

**II. APPROVAL OF THE MINTUES FROM THE MEETING OF THE ZONING BOARD OF APPEALS ON AUGUST 18, 2022**

A MOTION was made by Member Smetana to approve the minutes from the August 18, 2022, meeting.

Ayes: Members Smetana, Shoemaker, Dombrowski and Chairman Martin

Nays: None.

Motion passed.

**III. APPROVAL OF FINDINGS OF FACT FOR THE FENCE AND ZONING VARIATION REQUESTS FOR 105 THATCHER AVENUE**

A MOTION was made by Member Dombrowski to approve the findings of fact for 105 Thatcher Avenue, seconded by Member Shoemaker.

Ayes: Members Dombrowski, Shoemaker, Smetana, and Chairman Martin.

Nays: None

Motion passed.

Mr. Radatz swore in all parties wishing to speak.

#### **IV. PUBLIC HEARING- ZONING VARIATION REQUEST FOR 935 FRANKLIN AVENUE—FRONT YARD SETBACK**

Patrick McGuinness, attorney representing applicants Dave and Shari Delaney (“homeowners”), who are seeking a variance to the front yard setback variance in order to have a Front Yard setback of fifty-nine feet instead of the required 72.1 feet set by the village code.

Mr. McGuinness went into the requirements of standards. First, Mr. McGuinness explained that the unique physical condition of property makes a strict enforcement of the code a hardship. This property is on unique block of five properties. The applicant’s setback would be more consistent with the block as a whole, and consistent with houses across the street which all have similar front yard setbacks. Second, the unique physical condition was not created by applicants. The applicants purchased the property on November 2021 as vacant land. The setback of fifty-nine feet would be further back than the house that previously stood on the applicant’s lot. Third, the variance would not be applicable to other properties. No other blocks in village are similar and granting this variance would not make it applicable to other houses. Fourth, granting the variance would not cause any economic gain since allowing for the setback does not change the size of the house that can be built on the property. Fifth, the variance would not be detrimental to the public welfare or use/enjoyment of property in neighborhood. Denying the variance would be putting the house further back into the backyard of surrounding property. Mr. McGuinness stated that 947 Franklin would be the most affected if the variance were not granted, and that the neighbors wrote a letter in support of variance since they agree that fifty-nine feet would be better than seventy-two feet. The 59-foot variance would make the property less in the neighbor’s backyard and create more a more cohesive block. Sixth, the variance would not impair the adequate supply of light and air of the adjacent properties. The enforcement of 72 feet requirement would have a more detrimental effect on the adjacent properties since it would put the 935 Franklin property further into the backyard of home to the north and closer to the home to the south. Seventh, the variance would not unduly tax the public utilities or facilities since the size of home that can be built does not change. Eighth, there are no other means for the variance requested to avoid the hardship to applicants and surrounding areas. The strict enforcement would create a home with too much front yard and not enough backyard and would interfere with the applicant’s enjoyment of the property. Furthermore, the neighbors to the North think the strict enforcement would put the home further back into their backyard and impair their enjoyment of their property as well

The applicants are therefore seeking the minimum variance needed for the best and most reasonable use of their property.

Chairman Martin asked how the applicants arrived at the fifty-nine feet setback that they are seeking. Mr. McGuinness answered that it was about the same set back as the other property on the block, so they decided on fifty-nine feet in order to be equal with that house

Chairman Martin then stated that the house to north is sixty-two feet and asked why they did not use that number. Mr. McGuinness answered that the particular lot is a corner lot, so the house

does not face Franklin. While it is considered the front yard setback for the village code requirements, it is being used as a side yard.

Chairman Martin then asked if anyone from the public wanted to speak. No one did, so Chairman Martin closed the public portion of the meeting.

Member Davis commented that she is an across the street neighbor of this property, and is supporting the variation request since setting it back too far will eliminate their backyard, and the lot has been on market for a while; they are happy someone wants to build and thinks that approval of the variance will help with the conformity and unity of the block and make the whole block better.

A MOTION was made by Member Lucchesi and seconded by Member Dombrowski that approval of the requested variation for a front yard setback of fifty-nine feet at 935 Franklin Avenue be recommended to the Village Board of Trustees.

Ayes: Members Smetana, Shoemaker, Lucchesi, Dombrowski, Davis, and Chairman Martin

Nays: None.

## **V. PUBLIC HEARING- ZONING VARIATION REQUESTS FOR 7227 THOMAS AVENUE**

Lance Shalzi, architect for the project at 7227 Thomas Avenue presented the variation request for a second-floor addition to a structure. 7227 Thomas Avenue has a deteriorated rooftop terrace, which is causing leaks in the building. The owner of the property wants to enclose the terrace since it is a hazard. By enclosing the terrace, the homeowner will make it part of the overall building, keeping the exterior consistent with the rest of the building. This property is an 8-unit building that will remain eight units.

Mr. Shalzi went explained that there is a hardship of this property. The property is a R3 zoning property that does not meet the minimum lot standard. They are doing what they can do to try to improve the property's eight units and try to get as close as possible to the required parking for a R3 zoning property. Currently for parking there are only six parking stalls. In addition to enclosing the rooftop terrace, they are going to stripe the parking area in the back and add an additional two more stalls to create 8 (one per unit).

Mr. Shalzi then went into the standards. First, he explained that the physical surroundings will not be affected. They are planning on building straight up and will not be creating any new drainage or grading on the property. Second, the property is an existing lot of record which does not meet the minimum size requirement for the R3 Zoning district, and the decisions regarding the type of building, size of building and its locations on the lot were not made by any person having any interest in the property. Third, the condition may not be applicable to other property within in the same zoning. This property is a substandard lot of the R3 zoning lots, so most other properties in this zoning are not similar. Fourth, economic gain is not being used as the motivation. The homeowner is trying to improve the physical condition of the street by getting

rid of the deteriorated roof terrace that no one on the property uses and making sure that the brick and exterior match the existing structure. Fifth, granting the variance will not be detrimental to the public welfare. There is not any decrease of value of other properties and the neighbors in the area are supportive of the enclosure. Sixth, the addition will not impair any adequate lighting. Enclosing the rooftop terrace will not change any of the setbacks, so the air and light around the property that currently exists will remain the same. Seventh, there will be no change to the public utilities. Eighth, there are no other proposed changes to the location that can be remedied. This property is only 10,150 square feet, so there is no place to expand the property, and they are just trying to improve the property for the neighborhood.

Mark Solak (“homeowner”) then stated that he is trying to improve the property and bring it up to better standards. He believes that it is a hardship to the neighborhood due to the poor condition of the terrace. He believes that there is a lot of damage to the property since it is a flat roof and there is a lot of damage to the terrace. They are keeping the same footprint of the property, the units are staying the same size, and they not going any wider or higher than existing building.

Mr. Solak clarified that he is not planning to increase any of the square footage to the building/change unit sizes.

Chairman Martin then clarified that there are plans to match the existing roof line. Mr. Shalzi stated that there are. The current roof line is a hip roof line and there are plans to match the existing roof line.

Chairman Martin then asked if any units currently qualify as affordable housing under the River Forest ordinance. Mr. Shalzi stated that they are not sure about the affordable housing. Mr. Solak then reaffirmed that they did not know the answer. He stated that they are not restricting anyone from applying to live in the building, and that currently mainly students are occupying it. Chairman Martin stated that it did not answer the question for him. He asked if they recall what the standard is for affordable housing is under the ordinance. Mr. Shalzi stated that he is not familiar and cannot recall off the top of his head. Mr. Solak stated that they do have about fifty letters in support for the change and all neighbors they talked to do support the requested ordinance. Chairman Martin told them that they do have the form letter that was circulated.

Attorney Skrodzki then stated that the village affordable housing plan definition of affordable housing includes an owner-occupied affordability chart and asked if the apartments were rented or owned. Mr. Solak stated that they are rented. Attorney Skrodzki then stated that for rentals, under the ordinance, a studio is \$889 dollars a month, a one bedroom would be \$952, two bedrooms would be \$1140. Chairman Martin then asked if any of their units in the building are being rented for \$1143. Mr. Solak stated that they rent the units for more than that. Chairman Martin then asked if they intend to make any of these units affordable housing units. Mr. Solak said that they are not excluding anyone but does not think that he can make that call right now.

Chairman Martin then opened the discussion to the public to see if there was any additional comments or questions.

Ruth Reko, a neighbor living at 1020 N Harlem stated that during Covid pandemic the neighbors walked frequently around the neighbor and become aware of the building that Mr. Solak is talking about. She said that the neighbors complained frequently to the previous owner of the building regarding the terrace. When the neighbors found out about the building was being sold, they were eager to find out the new intentions and are very pleased to be seeing the work that is being done in taking care of the external problems. They are looking forward to having the property be less of an eyesore and more of an asset to the neighborhood.

Chairman Martin then closed the public portion of the meeting.

A MOTION was made by Member Lucchesi, seconded by Member Dombrowski, to recommend to the Board of Trustees approval of the requested variations to sections 10-10-4, 10-10-7-A, and 10-10-7-A.2 at 7227 Thomas Street.

Ayes: Members Smetana, Shoemaker, Lucchesi, Dombrowski, Davis, and Chairman Martin

Nays: None.

**VI. PUBLIC HEARING- ZONING VARIATION REQUESTS FOR 1037 BONNIE BRAE PLACE- SIDE YARD SETBACK FOR PROPOSED DETACHED GARAGE AND OCCUPATION OF THE REAR YARD BY THE PROPOSED GARAGE IN EXCESS OF 40%**

Lance Shalzi, architect for the project at 1037 Bonnie Brae Place presented the request for the proposed variations. The existing property is a 2 dwelling unit structure. Currently it has one 2-car detached garage, and it is a R3 zoned property that does not meet the minimum required off street parking. The zoning ordinance requires the dwelling units to have two enclosed parking spaces per dwelling unit and in addition one guest space. In order to achieve this on the property, they are proposing to build another detached garage in the backyard and asking for setback variations. The Setback would be a 2-foot reduction. It would be leaving a one-foot setback on the south side of the property. The new garage would match the existing garage. They are proposing two guest spaces between the garages that do meet the stall requirements. They need the variation since 90-degree parking is eight ½ feet wide and they need to move the garage over a couple of feet to achieve that.

Mr. Shalzi then went into the standards. First, property is an existing lot of record which does not meet the minimum size requirement for the R3 Zoning district, and the decisions regarding the type of building, size of building and its locations on the lot were not made by any person having any interest in the property. This is a lot of record and currently does not meet the minimum criteria R3 requirements for the zoning. Second, the condition may not be applicable to other property within in the same zoning since this property does not meet the R3 zoning requirements. Third, there is not any economic gain being used as the motivation. They are trying to keep the cars off of the driveway and off of the street. Fourth, granting the variance will not be detrimental to the public welfare. It will not cause any detriment to the value of other properties, instead it will improve the other properties by having their cars off the driveway and street. Fifth,



the garage will not impair any adequate lighting. It will not impact any surrounding properties since it is completely in their backyard. Sixth, there will be no change in the demand for public utilities. Seventh, there are no other alternate solutions which will achieve the number of parking spaces required by the Zoning ordinance. Mr. Shalzi explained that they do want to sell the property, so the garage will increase the property value.

Chairman Martin then stated that they indicated that they are considering an easement so the Thomas property can make use of the driveway. He asked if they are willing to amend their application, so it stated that they are planning to create an easement. Mr. Solak stated that they are willing to amend their application to include the easement agreement.

Mr. Shalzi and Mr. Solak explained that if they added onto the existing garage, then they would not have the required space for parking. The property is currently sixty feet across, so expanding the garage to a 4-car garage would make it so that the guest stalls are having people parking right along the property line.

Chairman Martin then closed the public portion of meeting.

A MOTION was made by Member Dombrowski and seconded by Member Shoemaker that the approval of the requested variations to sections 10-10-4, 10-10-7, and 10-10-8 at 1037 Bonnie Brae Place be recommended to the Village Board of Trustees, conditioned upon the new garage being constructed of masonry construction and that an easement agreement be entered into with the neighboring property to provide for joint ingress and egress.

Ayes: Members Dombrowski, Lucchesi, Shoemaker, Smetana, Davis, and Chairman Martin.

Nays: None.

## **VII. PUBLIC HEARING- FENCING VARIATION REQUEST FOR 1534 PARK AVENUE- TYPE OF FENCE ALLOWED IN THE FRONT YARD**

Kevin Morgan (homeowner) of a 6-unit multifamily apartment building is seeking to enclose the perimeter of his front yard with an aluminum or steel fence. Currently, the property is a C1 zoning which allows four feet fence with 50% see-through. Mr. Morgan explained that he wants a 5-foot fence with 80% see-through. Most properties on the block are R2 zoning, so they are allowed to have a fence up to six feet high. Mr. Morgan went into the standards of his six-dwelling unit property. First, Mr. Morgan stated that he wants to enclose the yard for the use of tenants, so there is no economic gain. He only wants the tenants to be able to enjoy the yard since the back of the property has a parking structure and they have a shared driveway with their neighbors. Mr. Morgan lives in the building and personally will like to use the property as well. Second, Mr. Morgan states that it is not detrimental to public welfare since it is consistent with other properties on the block. Third, Mr. Morgan does not think that it will diminish or impair values of other properties on the block. Fourth, Mr. Morgan does not think that it will unduly tax any of the public utilities. Mr. Morgan stated that the fencing will provide consistency with other fencing in the neighborhood.

Mr. Morgan stated that there is a 6-foot fence adjacent to the university on the west side of Park. He did not measure it but believes that it is taller than four feet. He thinks that it is at least five feet, but possibly six feet. Mr. Morgan stated that there are no other properties on the block that have six-foot fencing.

Chairman Martin stated that if you go as far south as Greenfield Street, then there are only two fences in front yards, at the corner properties at LeMoyné Street and Park Avenue. He asked why it is necessary to have a fence that is taller than four feet. Mr. Morgan answered that given the vehicle traffic, foot traffic, and bicycle traffic he feels that a 4-foot fence is too low for a multifamily building. He thinks that having only four feet would create more of a chance that someone would jump over the fence, so a 5-foot fence seemed more like a barrier to him.

Chairman Martin then asked if all units were two bedrooms, and about whether there are any affordable housing units. Mr. Morgan responded that he has five two-bedroom and one one-bedroom unit. He also stated that he has one tenant that is participating in the Cook County housing voucher program, and he believes that the tenant would most likely qualify. Chairman Martin asked about the rent on that unit. Mr. Morgan stated that he believes that it is around \$1,100 between what the tenant pays and what the county pays.

Chairman Martin then opened the discussion to the public.

Donna Murray, a condominium owner at 1538 Park Avenue spoke. She owns one of twelve condominiums in the building just north of the property. At least three tenants of that property have responded electronically for this application not to be granted. There are many reasons why they do not want the variance to be passed. Once she got that clarification that Mr. Morgan would be allowed to build a four-foot fence, she stated that there are no six-foot fences on the block. She also stated that the driveway between the two properties is not shared. They are right next to each other, but there is no easement between the two properties for a shared driveway. She then stated that she saw no letters of support and that no one that she has spoken with is in favor of the six-foot aluminum fence. They believe that it will create a blind spot and become a safety hazard for the children. She does not know if the hardship is for the property owner or the neighborhood, but states that a six-foot aluminum fence will also decrease their property values. She stated that, as a long term resident of the village, she believes that aesthetics is particularly important to the charm of the Village of River Forest and that the rules for the aesthetics of fences should not be changed. She believes that allowing the fence will ruin the aesthetic and is asking for the application to be denied.

Dallas Hutsler, a resident of 1530 Park Avenue, the property on the south side of the home then spoke. He stated that at first, he was upset about the application, but he believes that a five-foot fence with 80% see-through will be less of a hazard than the four-foot fence with 50% see through that Mr. Morgan is allowed to build as of right. Also, he stated that he knows that Mr. Morgan just wants to build the fence for him and his tenants to be able to use the yard more. He would like the board to approve the application, so Mr. Morgan will not build the four-foot fence with 50% see through.

Mr. Morgan then stated that while he does have the ability to build a four-foot fence without the board approval, he thinks that the five-foot fence with 80% see through will create more of a barrier and create less of a blind spot for the neighbors.

Chairman Martin then closed the public portion of the meeting.

A MOTION was made by Member Smetana to approve the variation as requested. This motion failed for lack of a Second.

A MOTION was made by Chairman Martin seconded by Member Smetana, that the approval of the requested Fence variation to section 4-8-5 be recommended to the Village Board of Trustees, conditioned upon the fence be limited to a height of 5 feet, and that it be maintained at 80% open to view.

Ayes: Members Smetana, Shoemaker, Dombrowski, Davis, and Chairman Martin

Nays: Member Lucchesi

## **VIII. TEXT AMENDMENT REQUEST- PUBLIC HEARING REGARDING ACCESSORY DWELLING UNITS**

Chairman Martin commented that in June of 2021, the Zoning Board of Appeals gave the village standards that they wanted addressed prior to considering accessory dwelling units. They first heard back in August of 2022 and found out that the first consultant was no longer working for the Village. Mr. Houseal has taken over, and he wants to make it clear that this memorandum has never before made it before the Board since the consultant did not follow up with the board previously regarding the standards.

John Houseal, a village planning consultant for 25-26 years, spoke. ADU's are currently not allowed within the village. River Forest is looking into them since the affordable housing plan adopted by the village stated that the village should look into allowing ADU's into the R1 and R2 zoning as an additional consideration under a special use permit.

The initial assumptions are as follows:

1. Single family detached character should be preserved protected and enhanced – maintain integrity
2. ADU should be allowed as a special use in the R1 and R2 zoning districts, and they should not be allowed as of right
3. To minimize the detriment on neighbors, an ADU should be made within the primary structure (keeps the character of a single-family neighborhood)
4. The attached ADU should be integrated into the primary structure so as to appear as a single-family home
5. The ADU should be required to be rented at affordable rates. (ADU's are being considered as an element of the affordable housing plan. If the ADU's are expensive, then they do not serve the purpose of being affordable housing.)

6. A mechanism like a deed restriction should be utilized to ensure that all ADU's are affordable
7. The primary dwelling should be owner occupied
8. The max size should be limited to ensure that it is permanent to the primary dwelling (less than the size of the house)
9. The ADU should have a separate entrance, located at the rear or the side of the house
10. A minimum of one-off street parking space should be allowed but it should not be interfering with the parking spaces for the primary dwelling. You need a designated space for the ADU that cannot be the driveway

Mr. Houseal stated that at this time, there are few communities looking into drafting a plan. He is not sure whether any of the communities adopted a plan.

The board then had a discussion of which communities they think might have adopted a plan, including Oak Park and Evanston. Mr. Houseal stated that he is not aware of any, but stated that many of their clients did not adopt an ADU plan. He believes that the Village is short about thirty-nine affordable housing units. Mr. Houseal stated that the State of Illinois requires 10% affordable housing. If a village has less than 10%, then the state requires them to adopt an affordable housing plan. The village is not required to have 10%, but they are required to have a plan in place to try to achieve 10%. Mr. Houseal believes that they could change chapter 7 of general applicable and chapter 21 of the land use chart to add accessory dwellings as a special use permit. The ADU would be to accommodate seniors, multiple generations, adults that have disabilities that would allow for a slightly more retainable standard for them to live in rather than getting an apartment. Mr. Houseal stated that when they put these plans in place, it would come before the zoning board and the board would be allowed to reject the proposal if the plan did not meet the standards of review of the Village Code. The standards together with other special standards of review would be the standards for the board. Mr. Houseal stated that the state requirement only counts units, so there is nothing additional that the village would get for adopting this plan.

Chairman Martin stated that he is not comfortable making this decision without the whole board present. He suggested that they continue this to the November Meeting since Member Plywood should be able to attend.

A MOTION was made by Chairman Martin, seconded by Member Dombrowski, to continue the matter to November 10, 2022 at 7:30 p.m.

Ayes: Members Dombrowski, Lucchesi, Shoemaker, Smetana, Davis, and Chairman Martin.

Nays: None.

## **IX. NEXT MEETING**

Next meeting is scheduled for November 10, 2022.

**X. ADJOURNMENT**

A Motion was made by Member Smetana, seconded by Member Shoemaker to Adjourn.

Ayes: Chairman Martin, Members Dombrowski, Shoemaker, Smetana, Lucchesi, and Davis.

Nays: None.

Motion Passed.

Meeting Adjourned at 9:44 p.m.

Respectfully Submitted:



Clifford E. Radatz, Secretary



Date: 11/10/2022

Frank Martin, Chairman  
Zoning Board of Appeals



## MEMORANDUM

**DATE:** October 13, 2022  
**TO:** Zoning Board of Appeals  
**FROM:** Clifford E. Radatz *CR*  
Building Official  
**SUBJECT:** Fence Variation Request – 1534 Park Avenue

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1534 Park Apartments LLC, owner of the property at 1534 Park Avenue, has submitted an application for a variation to the Fence Regulations (Section 4-8-5) of the Village Code.

The applicant proposes to construct a new fence in the Front Yard, complying with Type 2 standard of the Fence regulations.

The Fence regulations require the fence in a Front Yard in the C-1 Commercial District to be a Type 1 fence (metal materials, maximum 4 feet high and a minimum of 50% open to view). The Type 2 standard requires the fence to be constructed of metal materials (same as the Type 1 standard), allows a maximum height of 6 feet, and requires a minimum of 80% open to view.

If the Zoning Board wishes to recommend the approval of this variation to the Village Board of Trustees, the following motion should be made:

*Motion to recommend to the Village Board of Trustees the approval of the variation to Section 4-8-5 of the Village Code at 1534 Park Avenue.*

If you have any questions regarding this application, please do not hesitate to call me.



**LEGAL NOTICE  
ZONING BOARD OF APPEALS  
RIVER FOREST, ILLINOIS**

Public Notice is hereby given that a public hearing will be held by the Zoning Board of Appeals (ZBA) of the Village of River Forest, County of Cook, State of Illinois, on Thursday, October 20, 2022 at 7:30 p.m. in the First Floor Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois on the following matter:

The ZBA will consider an application for a fence variation submitted by 1534 Park Apartments LLC, owner of the property at 1534 Park Avenue, who is proposing to install a fence in the Front yard.

Section 4-8-5 of the Village Code provides the Zoning Board of Appeals jurisdiction to hold public hearings and offer recommendations to the Village Board concerning variations to the Fence regulations.

The applicant is requesting a variation to Section 4-8-4-A-1 of the fence regulations to allow a Type 2 fence (metal materials, maximum 6 feet high and a minimum of 80% open to view) to be installed in the Front Yard. The regulation requires the fence in a Front Yard in the C-1 Commercial District to be a Type 1 fence (metal materials, maximum 4 feet high and a minimum of 50% open to view).

The legal description of the property at 1534 Park Avenue is as follows:

THE SOUTH 50 FEET OF THE EAST HALF OF LOT 1 IN BLOCK 1 IN THE SUBDIVISION OF THAT PART OF LOTS 1 AND 2 LYING EAST OF THATCHER ROAD IN OWNER'S SUBDIVISION IN THE NORTH WEST QUARTER OF THE NORTH WEST QUARTER OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

A copy of the application will be available to the public at Village Hall and on the Village's website at [www.vrf.us/zoningvariation](http://www.vrf.us/zoningvariation) no less than 15 days prior to the public hearing. The Zoning Board of Appeals meeting packet will also be available at [www.vrf.us/meetings](http://www.vrf.us/meetings) no less than 48 hours prior to the public hearing.

All interested persons will be given the opportunity to be heard at the public hearing. **For public comments to be considered by the Zoning Board of Appeals and Village Board of Trustees in their decision, they must be included as part of the public hearing record.** Interested persons can learn more about how to participate in the hearing by visiting [www.vrf.us/zoningvariation](http://www.vrf.us/zoningvariation).

Sincerely,  
Clifford Radatz  
Secretary, Zoning Board of Appeals

## CHECKLIST OF STANDARDS FOR MAJOR VARIATIONS

Name of Commissioner: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Application: \_\_\_\_\_

Address \_\_\_\_\_

**Standards:**

Met? <sup>1</sup>	Standard
<p>Yes</p> <p>No</p>	<p>1. The physical surroundings, shape, or topographical conditions of the specific property involved will bring a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>2. The aforesaid unique physical condition did not result from any action of any person having an interest in the property, but was created by natural forces or was the result of governmental action, other than the adoption of this Zoning Title, for which no compensation was paid;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>3. The conditions upon which the petition for variation is based may not be applicable generally to other property within the same zoning classification;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>4. The purpose of the variation is not based predominantly upon a desire for economic gain;</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p>Yes</p> <p>No</p>	<p>5. The granting of the variation shall not be detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the property is located; or</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>

<sup>1</sup> If a standard has not been met, indicate the reasons why in the notes section for that standard.



## CHECKLIST OF STANDARDS FOR MAJOR VARIATIONS

Yes  No	<p>6. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood;</p> <p>Notes: _____ _____ _____</p>
Yes  No	<p>7. That the granting of the variation would not unduly tax public utilities and facilities in the area;</p> <p>Notes: _____ _____ _____</p>
Yes  No	<p>8. That there is no means other than the requested variation by which the alleged hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the subject property;</p> <p>Notes: _____ _____ _____</p>

If any of the standards have not been met, what changes could be made to the application so it meets all the standards?

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APPLICATION FOR ZONING VARIATION
Village of River Forest Zoning Board of Appeals

Address of Subject Property: 1534 Park Ave. Date of Application: 9/15/2022

Table with 2 columns: Applicant and Architect / Contractor. Rows include Name, Address, City/State/Zip, Phone, Fax, and Email for both parties.

Relationship of Applicant to Property (owner, contract purchaser, legal counsel, etc.): Owner

Zoning District of Property: OR1 OR2 OR3 OR4 OC1 OC2 OC3 OPRI OORIC

Please check the type(s) of variation(s) being requested:

- Checked boxes for Zoning Code and Building Code (fence variations only)

Application requirements: Attached you will find an outline of the other application requirements. Please read the attached carefully, the applicant will be responsible for submitting all of the required information.

Also attached for your information are the Zoning Board of Appeals "Rules of Procedure" for their public hearings.

Application Deadline: A complete variation application must be submitted no later than the 15th day of the month in order to be heard by the Zoning Board of Appeals in the following month. The Zoning Board of Appeals meets on the second Thursday of each month.

SIGNATURES: The undersigned hereby represent for the purpose of inducing the Village of River Forest to take the action herein requested... Includes handwritten signatures and dates for Owner (1534 Park Apartments LLC) and Applicant (Kevin Morgan).

Application Fee: A non-refundable fee of \$750.00 must accompany every application for variation, which includes the cost of recording the variation with the County. Checks should be made out to the Village of River Forest.

APPLICATION FOR ZONING VARIATION

Address of Subject Property: 1534 Park Ave. Date of Application: 9/15/2022

Summary of Requested Variation(s):

<p><b>Applicable Code Section (Title, Chapter, Section)</b> <i>Example:</i> 10-8-5, lot coverage</p>	<p><b>Code Requirement(s)</b> <i>Example:</i> no more than 30% of a lot</p>	<p><b>Proposed Variation(s)</b> <i>Example:</i> 33.8% of the lot (detailed calculations on a separate sheet are required)</p>
<p>4-8-3: FENCE CONSTRUCTION TYPES 4-8-4: FENCE REGULATIONS</p>	<p>4-8-4: 1. A type 1 fence, as provided in section 4-8-2 of this chapter, shall be permitted to be constructed in any front yard or secondary front yard. 4-8-3: A. Type 1 Fence: A type 1 fence shall be of construction meeting the definition of a "fabricated metal fence", as defined in section 4-8-2 of this chapter, being not less than fifty percent open to view, and not exceeding a height of four feet above the established grade.</p>	<p>Owner is requesting a variance to put a Type 2 fence rather than a Type 1 Fence in the front yard of the property. Owner wishes to construct a type 2 fence meeting the definition of a "fabricated metal fence", as defined in section 4-8-2 of this chapter. The primary reason for the variance is owner prefers a height of the 6 feet for this fence as is typical of the fences in the area.</p>

THE APPLICANT IS REQUIRED TO SUBMIT DETAILED LONG HAND CALCULATIONS AND MEASUREMENTS FOR ALL APPLICABLE ZONING PROVISIONS. APPLICATIONS WILL NOT BE CONSIDERED COMPLETE WITHOUT THESE CALCULATIONS AND MEASUREMENTS.

RE: Fence Height Variance: 1534 Park Ave.  
Village of River Forest  
Zoning Board of Appeals  
October 2022  
Applicant: 1534 Park Apartments LLC (owner: Kevin Morgan)

- 1. The Application form looks good.**
- 2. Short Description: On a separate sheet of paper, provide a short description of the variation you are requesting. Three or four sentences will do. If it is more than 1 page, it is too much.**

*DESCRIPTION: Subject property is a six-unit multi-family apartment building located at 1534 Park Ave. I'd like to enclose the perimeter of the front yard of the property with an aluminum or iron fence (material TBD based on cost and availability). The current zoning (C1) allows 4' height. I'd like the fence to be higher than 4' (probably 5' or 5.5') which is allowed in the adjacent R2 District. Once the fence is complete, I will install new landscaping along the interior of the fenced front yard of the property.*

- 3. Plat of Survey: A copy of the plat of survey is required for the Variation process. In part, we need the Legal Description from the Plat for the Legal Notice. I need to send the legal description to the newspaper on Friday, 9-30-22.**

*PLAT: I have previously provided the Plat of Survey. Is this adequate?*

- 4. Drawings for the project: This project doesn't have any real drawings. Perhaps, mark a copy of the plat with a highlighter showing the proposed location of the fence. And maybe provide a photo of the type of fence you want to install.**

*DRAWING: The fence will go from the building to the sidewalk on the north and south property line and along the sidewalk on the east property line. This will completely "enclose" the front yard. The front yard will be accessed by one or two gates to allow residents and their pets access to the enclosed front yard.*

*I can provide a drawing if necessary. I would probably mark-up the Plat of Survey. Is this adequate?*

- 5. Zoning Information: Basically, you can cover this in the Short Description. The property is located in the C1 district, but you wish to comply with the fence requirement for the adjacent R2 District.**

*ZONING: The property is zoned as C1. Most of the property on the block is zoned R2 including the adjacent property to the south. R2 allows fence height of up to 6'. There are many properties on the block and in the neighborhood with front fences between 5' and 6' in height.*

RE: Fence Height Variance: 1534 Park Ave.

Village of River Forest

Zoning Board of Appeals

October 2022

Applicant: 1534 Park Apartments LLC (owner: Kevin Morgan)

**6. Responses to the 8 standards: I did not find Responses to the 8 standards with your application. Section 10-5-4 requires the Zoning Board to base their judgement upon the evidence that the Applicant presents that there will be a hardship if the requirements of the Zoning Ordinance are strictly enforced, based on 8 standards. Page 5 of the packet lists the 8 standards and specifies that the Applicant shall provide written responses to each of the standards. Attached is a Word document with the 8 standards, which is in a table format so that you can place your response right after each of the standards.**

**You should try to avoid yes or no answers. For instance, Standard 7 asks if the variation will unduly tax public utilities or facilities. Of course the answer is "No". The response needs to also say why the answer is "No". The proposed type of the fence will not increase the amount of water used, won't increase demand on the Fire or Police Departments. And so forth.**

*STANDARDS: See attached.*

**7. Photographs: A few photos of your front yard will give the Zoning Board some context for this property.**

*Photographs: I will submit photographs via email.*

**8. Letters from Neighbors: If available. Letters of support from the neighbors will not hurt your case.**

*Letters: Not available.*

RE: Fence Height Variance: 1534 Park Ave.  
 Village of River Forest  
 Zoning Board of Appeals  
 October 2022  
 Applicant: 1534 Park Apartments LLC (owner: Kevin Morgan)

**Section 10-5-4 Variations**

F. Standards for Major Variations: A major variation shall be recommended by the Zoning Board of Appeals only if it makes findings, based upon the evidence presented to it, that each of the following standards has been met:

1.	<b>The physical surroundings, shape, or topographical conditions of the specific property involved will bring a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out;</b>
	<i>The current zoning (C1) allows a fence height of 4'. We would like a variance for the height of our fence. We would like our fence to have the height allowed in the adjacent R2 properties. Most of the properties on the block (and in the Village) are zoned R2. Our intent is to have a fence that is most likely between 5' and 5.5'. We feel the height is more consistent with the height typically seen in the neighborhood and Village. Additionally, it provides a more significant barrier for safety purposes.</i>
2.	<b>The aforesaid unique physical condition did not result from any action of any person having an interest in the property, but was created by natural forces or was the result of governmental action, other than the adoption of this Zoning Title, for which no compensation was paid;</b>
	<i>The current zoning ordinance allows 4' height for properties designated as C1. The purpose of this application is to seek a variance allowing the fence on our property to exceed 4' up to the height allowed by the adjacent R2 properties.</i>
3.	<b>The conditions upon which the petition for variation is based may not be applicable generally to other property within the same zoning classification;</b>
	<i>The neighborhood and the Village have many properties that have a fence height in excess of 4' as is allowed in properties with a R2 zoning designation</i>
4.	<b>The purpose of the variation is not based predominantly upon a desire for economic gain;</b>
	<i>The purpose of the variation (allowing the height to increase from 4' to 5' or 5.5') is for safety and is consistent with the fence height of many other fences in the neighborhood and Village.</i>

RE: Fence Height Variance: 1534 Park Ave.  
 Village of River Forest  
 Zoning Board of Appeals  
 October 2022  
 Applicant: 1534 Park Apartments LLC (owner: Kevin Morgan)

5.	<b>The granting of the variation shall not be detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the property is located; or,</b>
	<i>The proposed variation (allowing the height to increase from 4' to 5' or 5.5') will not be in any way detrimental to the public welfare or injurious to any other property or the neighborhood and is consistent with many other fences in the neighborhood and Village.</i>
6.	<b>The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood;</b>
	<i>The proposed variation (allowing the height to increase from 4' to 5' or 5.5') will not impair the light and air to the adjacent properties. The proposed variance will not increase the danger of fire or endanger the public safety or diminish or impair property values in the neighborhood and is consistent with many other fences in the neighborhood and Village.</i>
7.	<b>That the granting of the variation would not unduly tax public utilities and facilities in the area;</b>
	<i>The proposed variation in fence height (allowing the height to increase from 4' to 5' or 5.5') will not unduly tax public utilities and facilities in the area and is consistent with many other fences in the neighborhood and Village.</i>
8.	<b>That there is no means other than the requested variation by which the alleged hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the subject property.</b>
	<i>To achieve safety and provide consistency with the fence height of other properties in the neighborhood, a variance is required to increase the height above the 4' allowed by the Village's Zoning Ordinance (C1 Zoning). Receiving a variance from the Village is the only means by which we can be permitted to build a fence with a height in excess of 4'.</i>

1534 PARK AVE

# PLAT OF SURVEY

OF

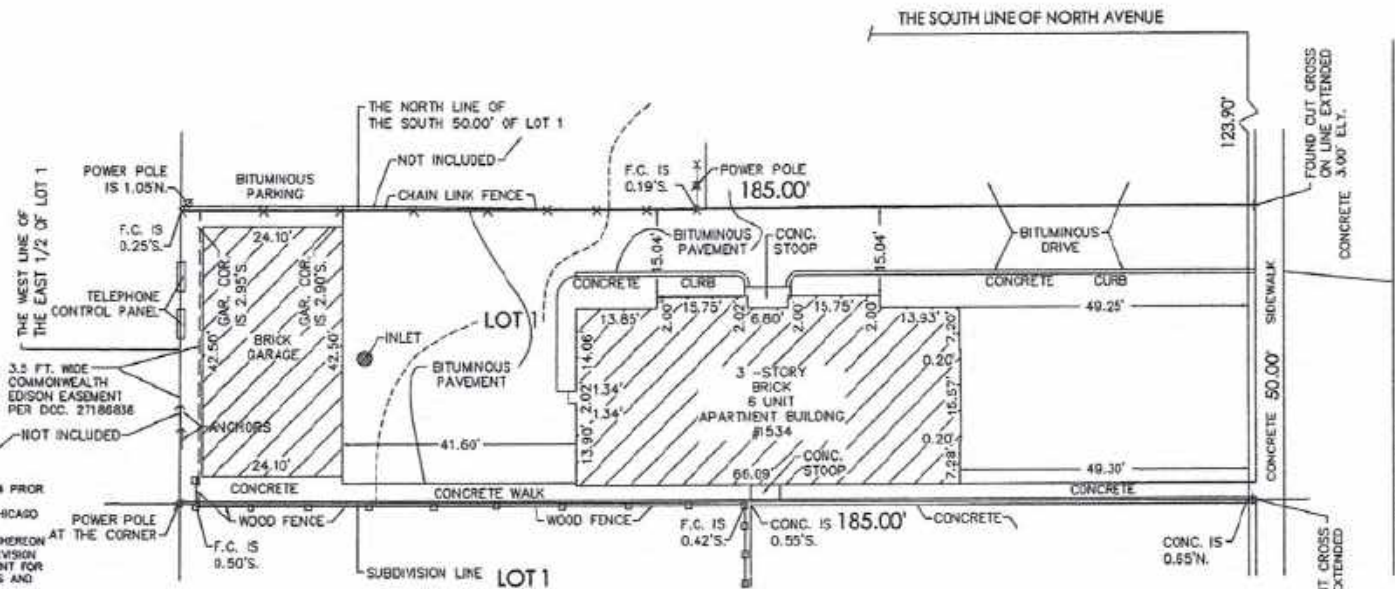
THE SOUTH 50 FEET OF THE EAST HALF OF LOT 1 IN BLOCK 1 IN THE SUBDIVISION OF THAT PART OF LOTS 1 AND 2 LYING EAST OF THATCHER ROAD IN OWNER'S SUBDIVISION IN THE NORTH WEST QUARTER OF THE NORTH WEST QUARTER OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.



SCALE: 1" = 20'

### LEGEND

- FIS = FOUND IRON SPIKE
- FI = FOUND IRON PIPE
- FR = FOUND IRON ROD
- FB = FOUND IRON BAR
- FW = FOUND W. IAL
- FO = FOUND CUT CROSS
- FN = FOUND CUT NOTCH
- SP = SET IRON PIPE
- SO = SET CUT CROSS
- SPK = SET PK NAIL
- R = RECORD INFORMATION
- MEAS = MEASURED INFORMATION
- CALC = CALCULATED INFORMATION
- T = TOP OF FOUNDATION
- FF = FINISHED FLOOR
- FFL = FINISHED FLOOR GARAGE
- TC = TOP OF CURB
- PL = FLOW LINE
- INV = INVERT
- CONC = CONCRETE
- BT = BITUMINOUS
- UC = UTILITY EASEMENT
- PUE = PUBLIC UTILITY EASEMENT
- PUNE = PUBLIC UTILITY & DRAINAGE EASEMENT
- FC = FENCE CORNER
- N = NORTH
- S = SOUTH
- E = EAST
- W = WEST
- = IRON PIPE
- + = CUT CROSS
- X---X--- = CHAIN-LINK FENCE
- |---|--- = WOOD FENCE
- o---o--- = IRON FENCE



- GENERAL NOTES:**
- 1.) CALL "A.U.L.I.E." @ #1-800-802-1234 PRIOR TO ANY DIGGING OR CONSTRUCTION. (CALL "D.I.G.G.E.R." FOR THE CITY OF CHICAGO ONLY @ #312-714-7000)
  - 2.) NO UNDERGROUND UTILITIES SHOWN HEREON
  - 3.) REFER TO LOCAL ZONING AND SUBDIVISION ORDINANCES AND YOUR TITLE COMMITMENT FOR ANY PROPERTY RESTRICTIONS, SETBACKS AND EASEMENTS NOT SHOWN HEREON
  - 4.) THIS SURVEY IS NOT VALID WITHOUT THE SURVEYOR'S RAISED SEAL AFFIXED
  - 5.) COMPARE ALL POINTS AND REPORT ANY DIFFERENCES TO SURVEYOR PRIOR TO CONSTRUCTION AT ONCE
  - 6.) A CURRENT TITLE POLICY WAS MADE AVAILABLE AT TIME OF SURVEY
  - 7.) LEGAL DESCRIPTION SHOWN HEREIN SHOULD BE COMPARED TO RECORDED DEED OR TITLE COMMITMENT
  - 8.) DO NOT SCALE DIMENSIONS FROM THIS PLAT

COMMON ADDRESS: # 1534 PARK AVENUE	
RIVER FOREST, IL	
ORDER NO: R12-467.15	SCALE: 1" = 20'
FIELD DATE: 12/20/12	BOOK: 24 PAGE: 00
PREPARED FOR: LAW OFFICES CHADWICK & LAKERDAS 5300 SOUTH SHORE DRIVE SUITE 100 CHICAGO, IL 60615 PHONE: (773)-955-1088	

(COMMON ADDRESS: # 1534 PARK AVENUE, RIVER FOREST, ILLINOIS)

REVISED: 05/29/2013 - ADD EASEMENT REAR OF LOT.

**PROFESSIONAL LAND SERVICES, L.L.C.**  
 LAND SURVEYING AND MAPPING  
 7518 W. MADISON AVE., STE. A - FOREST PARK, IL 60130  
 PHONE: 708.488.1733 FAX: 708.488.1765 E-MAIL: prolandsur@ebcglobal.net  
 RESIDENTIAL \* COMMERCIAL \* TOPOGRAPHIC \* CONSTRUCTION \* CONDOS \* ALTA \* MUNICIPAL \* ENVIRONMENTAL



STATE OF ILLINOIS )  
 COUNTY OF COOK ) S.S.

THIS IS TO CERTIFY THAT I, JOHN COLIN TOLNE, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY AND THAT ALL DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF CORRECTED TO A TEMPERATURE OF 68 DEGREES FAHRENHEIT.

\*THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY, AS APPLICABLE TO PLATS OF SUBDIVISION\* (ILCS 1270.56,B.6.P.)  
 JOHN COLIN TOLNE, P.L.S. # 35-3078 DATE: DECEMBER 20, 2012  
 MY COMMISSION EXPIRES NOVEMBER 30, 2014  
 PROFESSIONAL LAND SERVICES, L.L.C.  
 ILLINOIS PROFESSIONAL DESIGN FIRM REGISTRATION # 184-004848



1534 PARK AVE.

PROPOSED FENCE

# PLAT OF SURVEY

OF

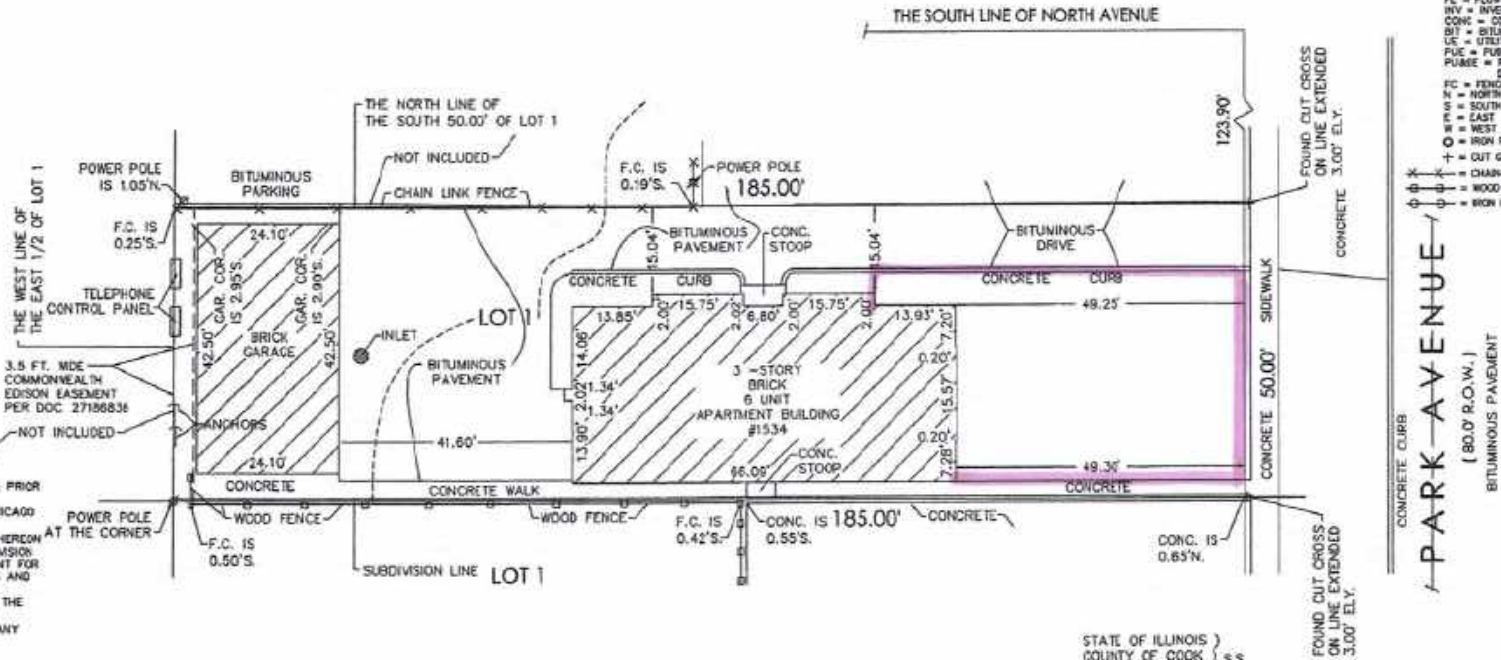
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SCALE: 1" = 20'

### LEGEND

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- FRP = FOUND IRON PIPE
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- FN = FOUND OUT NOTCH
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- PUE = PUBLIC UTILITY EASEMENT
- DRABASE EASEMENT
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- IRON PIPE
- CUT CROSS
- CHAIN-LINK FENCE
- WOOD FENCE
- IRON FENCE



- GENERAL NOTES:**
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  - NO UNDERGROUND UTILITIES SHOWN HEREON
  - REFER TO LOCAL ZONING AND SUBDIVISION ORDINANCES AND YOUR TITLE COMMITMENT FOR ANY PROPERTY RESTRICTIONS, SETBACKS AND EASEMENTS NOT SHOWN HEREON.
  - THIS SURVEY IS NOT VALID WITHOUT THE SURVEYOR'S RAISED SEAL APPLIED
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REVISED: 05/29/2013 - ADD EASEMENT REAR OF LOT.

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 LAND SURVEYING AND MAPPING  
 7518 W. MADISON AVE., STE. A - FOREST PARK, IL. 60130  
 PHONE: 708.488.1733 FAX: 708.488.1765 E-MAIL: prolansurv@sbcglobal.net  
 RESIDENTIAL • COMMERCIAL • TOPOGRAPHIC • CONSTRUCTION • CONDOS • ALTA • MUNICIPAL • ENVIRONMENTAL



STATE OF ILLINOIS )  
 COUNTY OF COOK ) S.S.

THIS IS TO CERTIFY THAT I, JOHN COLIN TOLONE, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY AND THAT ALL DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF CORRECTED TO A TEMPERATURE OF 68 DEGREES FAHRENHEIT.

"THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY, AS APPLICABLE TO PLATS OF SUBDIVISION" (ILCS 1270.56.9.6.P.)

*John Colin Tolone* DATE: DECEMBER 20, 2012  
 JOHN COLIN TOLONE, P.L.S. # 35-3078  
 MY COMMISSION EXPIRES NOVEMBER 30, 2014  
 PROFESSIONAL LAND SERVICES, L.L.C.  
 ILLINOIS PROFESSIONAL DESIGN FIRM REGISTRATION # 184-00468













## MEMORANDUM

**DATE:** December 12, 2022

**TO:** Brian Murphy, Village Administrator

**FROM:** Jeff Loster, Director of Public Works and Development Services

**SUBJECT:** Traffic and Safety Commission Recommendations – November 16, 2022 Meeting

---

**Item 1:** A request has been made by Genevieve Bensinger to install bollards in the west parking lane at the north leg of the Thatcher/Oak intersection.

**Analysis:** Anecdotal evidence suggests that drivers occasionally utilize the full width of pavement as a second lane, endangering pedestrians at the nearby crossing. As southbound drivers in the travelling lane slow to allow pedestrians to cross, it is believed that some trailing vehicles assume that the lead vehicle has stopped to make a left turn (eastbound) and use the parking lane to drive around the stopped vehicle. This typically occurs when a pedestrian has activated the push-button crosswalk sign and has entered the pavement to cross Thatcher Avenue.

Though the Commission discussed pavement striping in this area to clearly delineate the parking lane, it was acknowledged that pavement markings already exist at Washington/Keystone and Chicago/William where other bollards were recently needed and installed. As such, it was determined that pavement markings would not be effective and bollards should be installed instead.

### **Traffic and Safety Commission Recommendation**

The Traffic and Safety Commission recommends that the bollards be installed as requested with the exception of winter months to aid in snow removal operations.

If the Village Board agrees with the recommendations from the Traffic and Safety Commission, no motion is required and Staff will implement the changes at the appropriate time.

---

### **Attachments:**

Traffic and Safety Agenda Packet – 11/16/22



# VILLAGE OF RIVER FOREST TRAFFIC AND SAFETY COMMISSION MEETING

Wednesday, November 16, 2022 – 7:30 PM

## AGENDA

Physical attendance at this public meeting is limited to 50 individuals, with Committee members, staff and consultants having priority over members of the public. Public comments will be shared with the Committee. You may submit written public comments via email in advance of the meeting to: [jloster@vrf.us](mailto:jloster@vrf.us). You may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 832 4314 8321 and passcode 740235 or by clicking here:

<https://us02web.zoom.us/j/83243148321?pwd=TGIVVWZmMC9TT1FrM3VkbE9Dekx0UT09>. If you would like to speak during public comment or if you wish to participate in-person at Village Hall, please email [jloster@vrf.us](mailto:jloster@vrf.us) by 4:00 PM on Wednesday, November 16, 2022.

1. Call to Order/Roll Call
2. Public Comment
3. Request by Genevieve Bensinger to install bollards in the west parking lane at the north leg of the Thatcher/Oak intersection
4. Staff Update of Northeast Traffic Study (Improvement Exhibits included in packet)
5. Adjournment



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** New Bollards on Thatcher  
**Date:** Tuesday, October 18, 2022 8:42:17 AM

---

Good Morning,

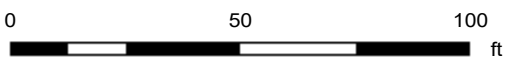
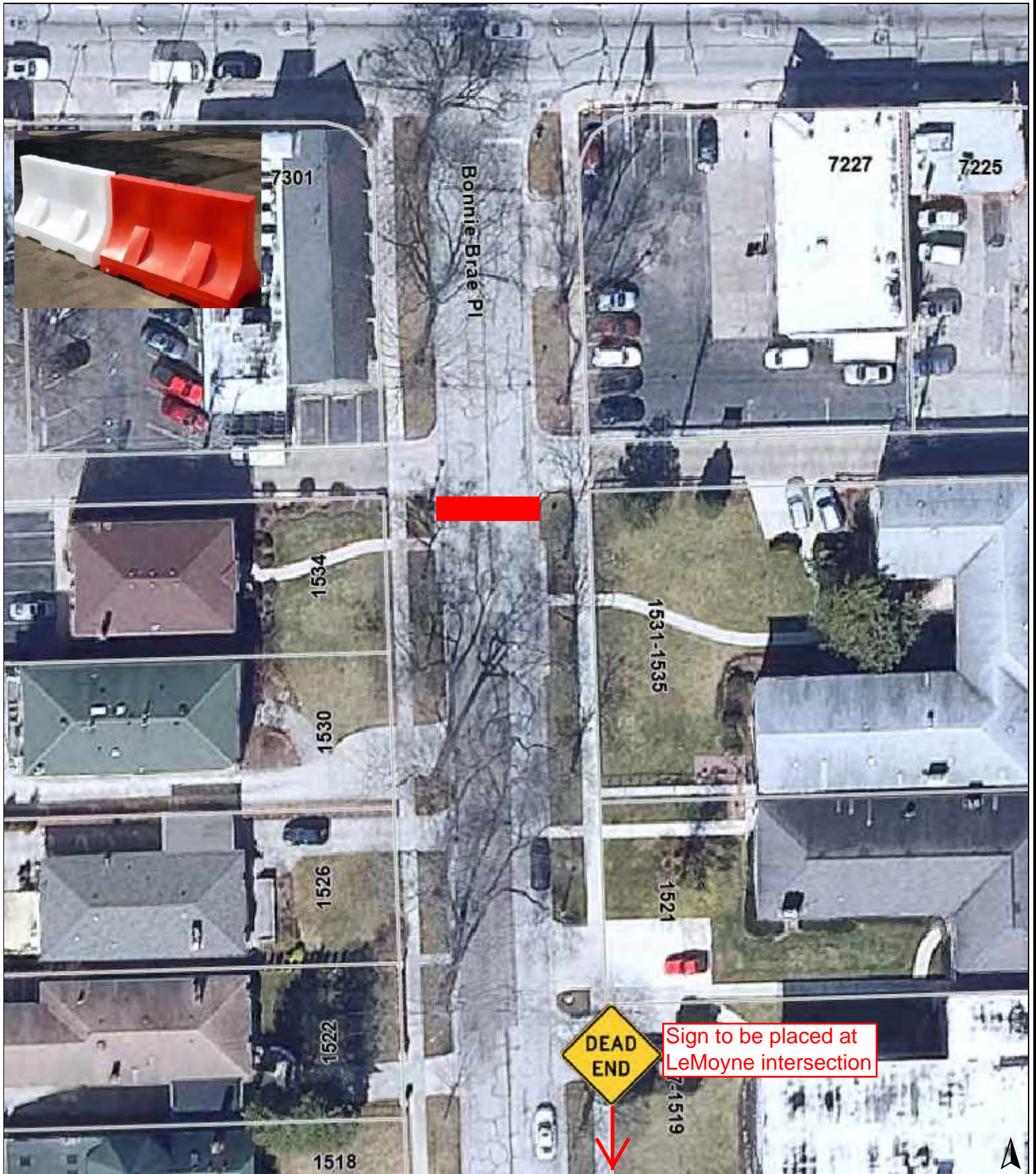
As per our conversation yesterday, I am emailing to request that bollards be placed on southbound Thatcher, in the parking lane on the north side of the intersection with Oak. There is a crosswalk on the south side and when a southbound-headed car stops to allow people to cross, the cars behind move to the right into the parking lane because they think the stopped car is waiting to take a left onto Oak. This is obviously quite dangerous for the pedestrians in the crosswalk.

Thank you for your attention to this matter.

Genevieve

Thatcher Ave - looking southbound at Oak Ave

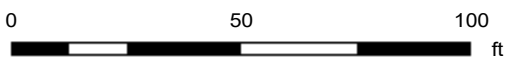
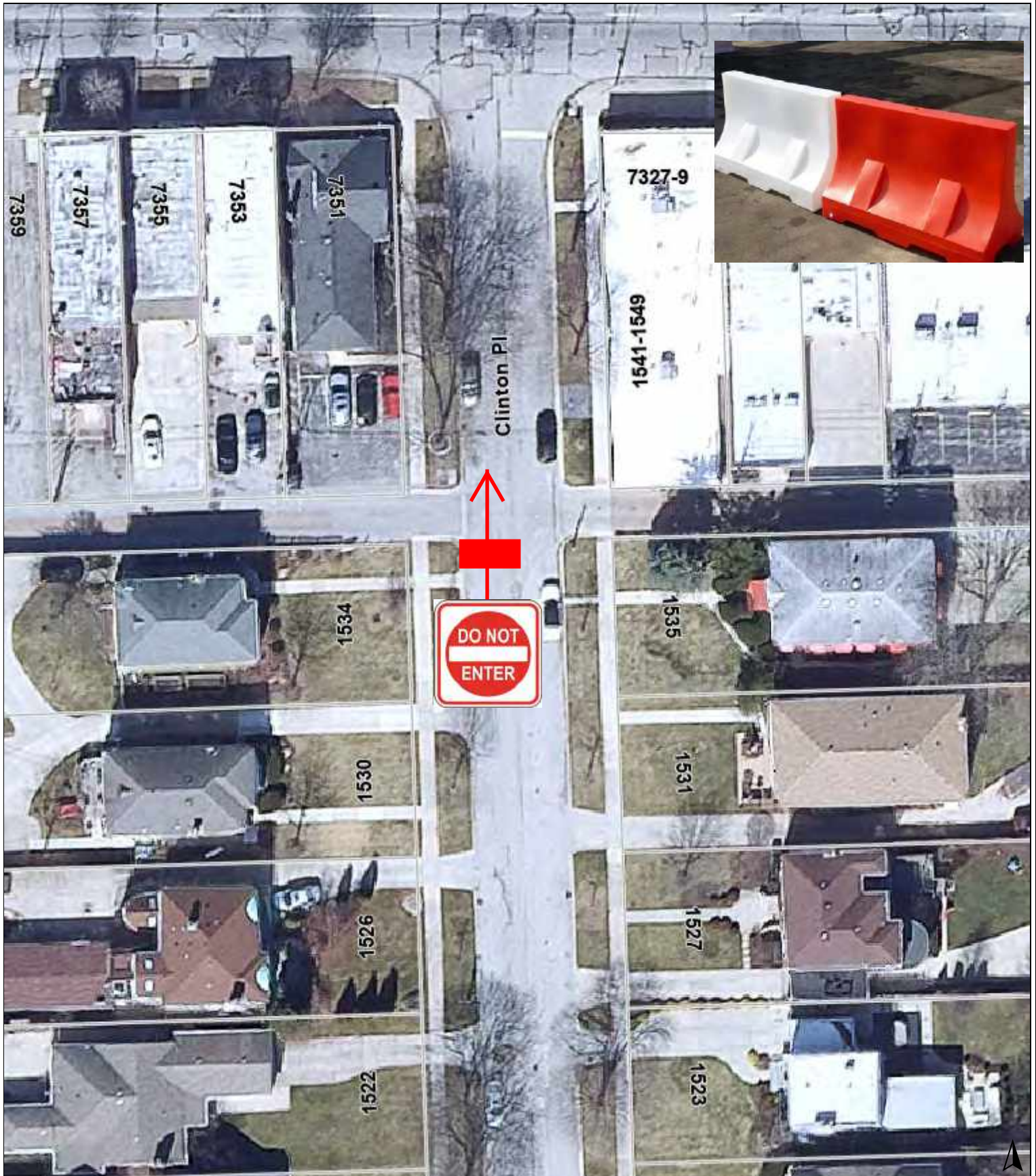




Print Date: 9/22/2022

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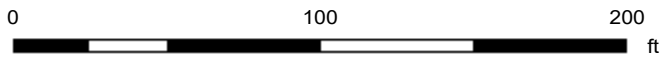
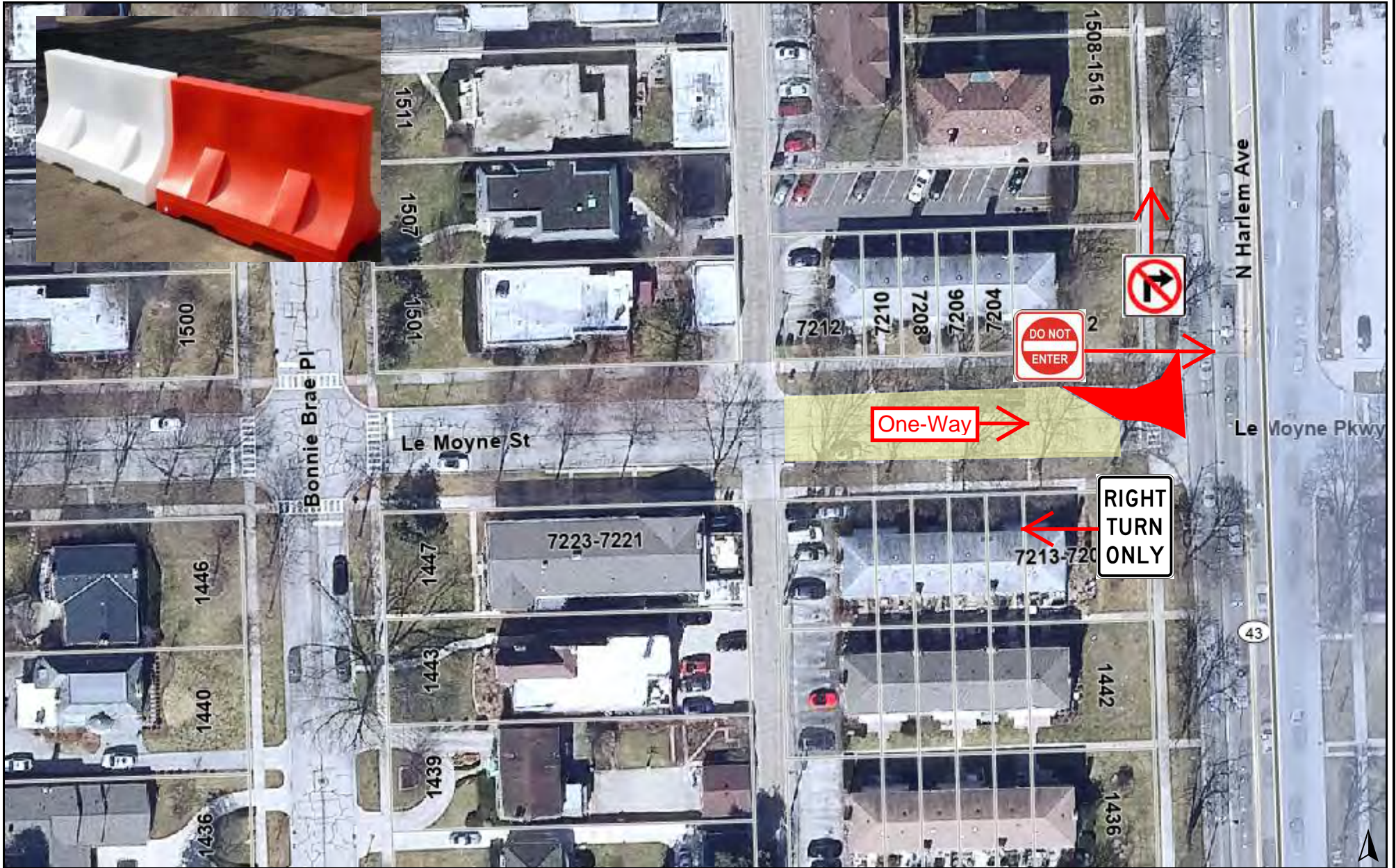
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Print Date: 9/22/2022

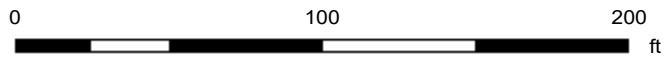
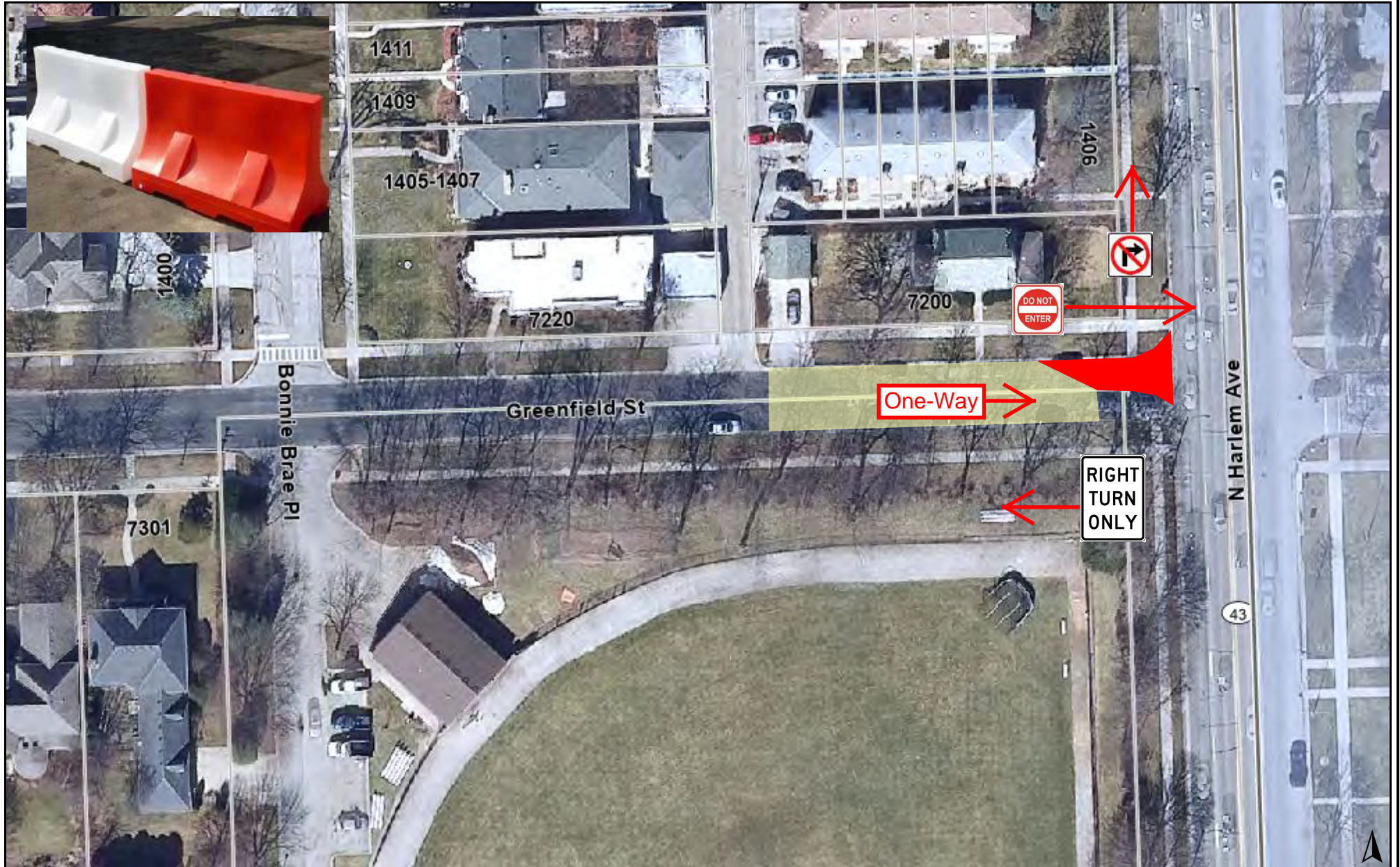
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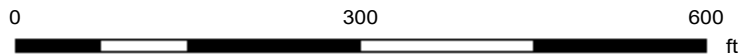
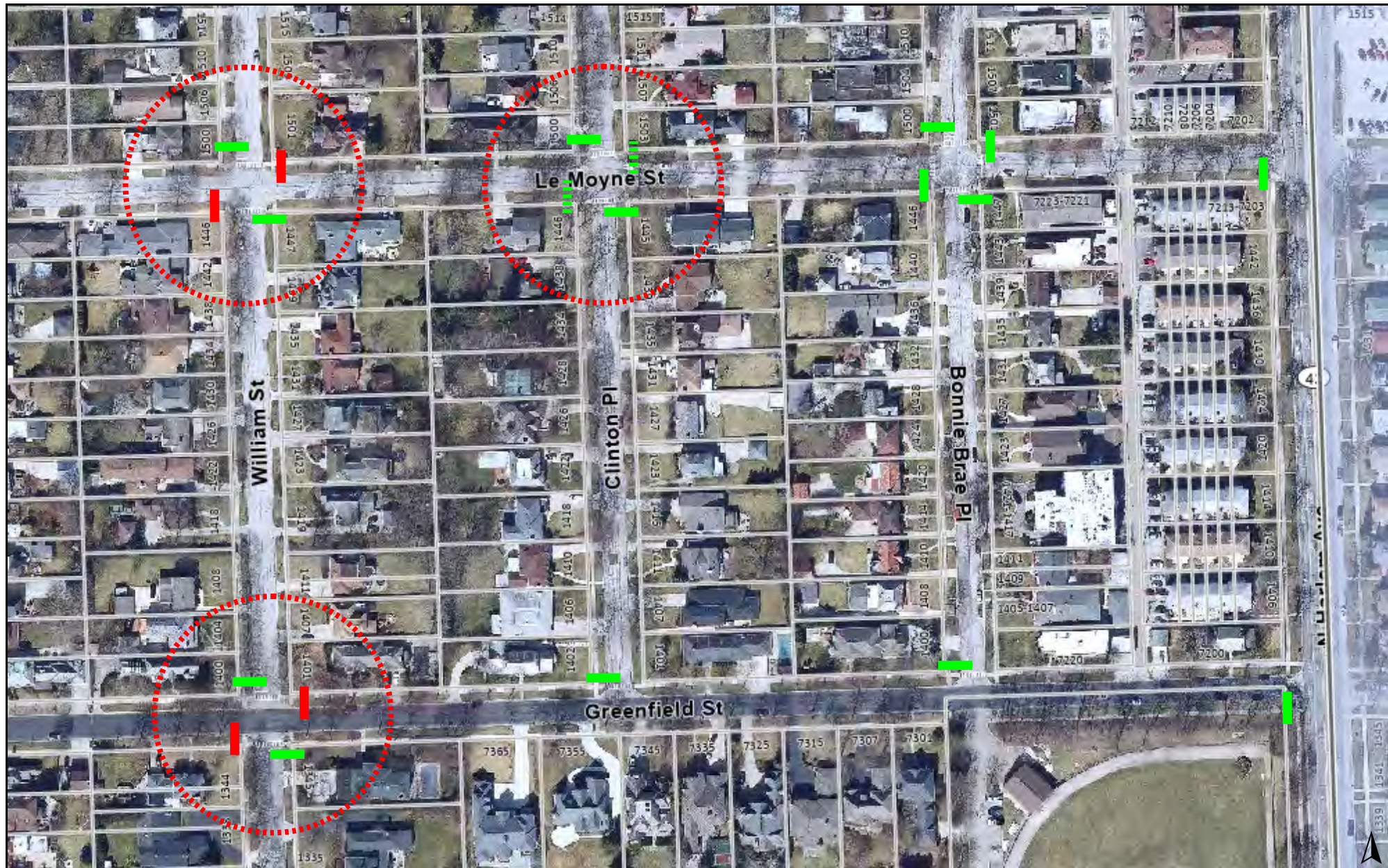
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Print Date: 10/11/2022

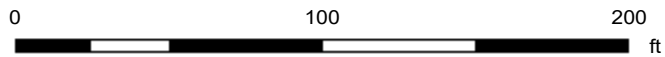
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Print Date: 9/22/2022

- Existing Stop Sign
- Proposed Stop Sign
- Existing Stop Sign To Be Removed

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Print Date: 9/23/2022

Notes





## MEMORANDUM

Date: December 12, 2022

To: Brian Murphy, Village Administrator

From: Rosey McAdams, Director of Finance

Subject: Annual Comprehensive Financial Report  
For the Fiscal Year Ended April 30, 2022

The Village's Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended April 30, 2022 has been provided for your review and acceptance. The ACFR has been audited by an independent auditor, Sikich, LLP and complies with generally accepted accounting principles and legal requirements.

### Fund Highlights

#### General Fund

	General Fund Revenues Fiscal Year Ended April 30, 2022					
	2021	2022		\$ Actual	% Actual	
	Actual	Final	Budget	Actual	over (under) Budget	over (under) Budget
Property Taxes	\$ 6,440,123	\$ 6,556,697	\$ 7,307,185	\$ 750,488		11.45%
Non-Home Rule Sales Tax	728,784	643,341	1,064,666	421,325		65.49%
Utility Taxes	620,180	642,990	762,055	119,065		18.52%
Transfer Taxes	168,473	128,614	168,572	39,958		31.07%
Communications Tax	206,494	184,990	185,672	682		0.37%
Sales Tax	1,866,890	1,832,850	2,295,850	463,000		25.26%
State Income Tax	1,280,728	1,238,975	1,641,590	402,615		32.50%
Replacement Tax	192,475	146,818	316,074	169,256		115.28%
Use Tax	498,945	497,154	445,293	(51,861)		-10.43%
Other Taxes/Intergovernmental	501,342	1,025,184	700,928	(324,256)		-31.63%
Total Taxes/Intergovernmental	12,504,434	12,897,613	14,887,885	1,990,272		15.43%
Licenses and Permits	1,165,069	1,295,257	1,528,419	233,162		18.00%
Charges for Services	1,790,265	1,768,903	2,111,617	342,714		19.37%
Fines and Forfeits	225,211	269,469	227,140	(42,329)		-15.71%
Investment Income	72,549	75,227	(38,013)	(113,240)		-150.53%
Other	245,655	230,606	270,731	40,125		17.40%
Total Revenues	<b>\$ 16,003,183</b>	<b>\$ 16,537,075</b>	<b>\$ 18,987,779</b>	<b>\$ 2,450,704</b>		<b>14.82%</b>

General Fund actual revenues were more than budgeted revenues by \$2,450,704 or 14.82%. Property tax revenues were higher than budgeted due to the timing of property tax collections. Property tax revenues include a portion of the first installment of the 2020 Levy, the second installment of the 2020 Levy and the first installment of the 2021 levy. Income tax revenues were higher due to the State's

## ACFR for the Fiscal Year Ended April 30, 2022

reductions in distributions being eliminated and higher than expected receipts. Use tax revenues were slightly lower than the budgeted amount. This is due to new laws put in place in 2021. Contributions and grants were higher than expected due to the receipt of ARPA funds and the recognition of some of these revenues to offset lost revenues. There was a significant increase in building permits. This is mainly due to the planned development at Lake and Lathrop. Building permit revenues were recorded in FY 2022. Most revenues saw increases due to inflation and the increase in the Consumer Price Index (CPI).

Utility taxes were greater than budgeted due to weather conditions. Consumption is impacted by temperatures throughout the year. Charges for Services includes refuse and ambulance fees. Revenues from Ambulance billings has increased due to the Ground Emergency Medical Transportation (GEMT) reimbursement program that the Village now participates in. Refuse fees reflect an increase in rates in the current contract of 2.00% effective May 1, 2021 that was passed on to customers. Investment income decreased due to market fluctuations and lower interest rates. The decrease in the Deposit with Intergovernmental Risk Management Association (IRMA), a public entity risk pool was the primary reason for the decrease in the nonspendable fund balance. This is due to a recommended change in accounting for reserves held at IRMA. A prior period adjustment was made to decrease the amount recorded as held in reserve on behalf of the Village.

### General Fund Expenditures by Department Fiscal Year ended April 30, 2022

Department	2021		2022	
	Actual	Final Budget	Actual	Percent Expended
Administration	\$ 845,896	\$ 1,396,857	\$ 1,451,410	103.91%
E911	147,382	200,749	194,807	97.04%
Boards & Commissions	71,614	60,837	95,166	156.43%
Legal Services	310,070	162,000	294,554	181.82%
Building	494,964	538,123	547,220	101.69%
Police Department	5,725,992	6,507,454	6,394,080	98.26%
Fire Department	4,539,173	4,886,937	5,220,366	106.82%
Public Works	1,558,986	1,486,427	1,458,131	98.10%
Sanitation	1,216,789	1,215,098	1,231,220	101.33%
<b>Total Expenditures</b>	<b>\$14,910,866</b>	<b>\$16,454,482</b>	<b>\$16,886,954</b>	<b>102.63%</b>

General Fund expenditures are slightly above the budgeted amount for the fiscal year. This is primarily due to the timing of property tax receipts which are expensed in the General fund as contributions to both the Police and Fire Pension funds. The budget reflects what was levied and the actual amounts recorded reflect when the taxes were received. Other expenditures are lower than budgeted. Staff limited non-essential expenditures and there were changes in staffing due to retirements and the replacement hires at entry level. Administration expenditures are just slightly higher. Boards & Commissions and Legal Services expenditures were higher than budgeted. This was primarily due to fees for legal counsel related to zoning and labor relations.

**ACFR for the Fiscal Year Ended April 30, 2022**

Police Department expenditures are lower than budgeted due to retirements and resignations that resulted in position vacancies being filled with new hires that are paid at a lower rate. Salaries include estimated increases for Fire. The Village reached agreements with both Fire unions after the fiscal year-end to adopt new collective bargaining agreements. The Fire contract expired on April 30, 2019. Public Safety pension contributions were increased per the Pension Funding Policies for the funds approved by the Village Board and the respective pension boards. This fiscal year the funding was based on the recommended contributions provided in the actuarial valuations prepared by actuarial consultants. Public Works expenditures were slightly lower. This is primarily due to decreases in contractual services and commodities. Salary increases for union employees were based on the approved collective bargaining agreement.

<b>General Fund</b>		
<b>Comparison of the Results of Operations and Fund Balance</b>		
<b>Fiscal Years 2022 and 2021</b>		
	<b>2022</b>	<b>2021</b>
Revenues	\$ 18,987,779	\$ 16,003,183
Expenditures	(16,886,954)	(14,910,866)
Other Financing Sources (Uses)	-	43,165
Results of Operations	2,100,825	1,135,482
Fund Balance - Beginning	10,436,844	10,204,305
Fund Balance - Ending	<u>\$ 12,537,669</u>	<u>\$ 11,339,787</u>
Nonspendable	\$ 4,913,823	\$ 5,700,232
Restricted - Working Cash	535,032	535,032
- General Government	-	-
- Public Safety	122,166	116,482
Assigned for		
- Subsequent Year's Budget	338,777	
Unassigned	6,627,871	4,988,041
Total Fund Balance	12,537,669	11,339,787
Prior Period Adjustment	-	(902,943)
Total Fund Balance	<u>\$ 12,537,669</u>	<u>\$ 10,436,844</u>
Amount Restricted for Working Cash as a % of Subsequent Year's Budgeted Expenditures	<u><b>38.7%</b></u>	<u><b>31.1%</b></u>

Governmental Accounting Standards Board (GASB) Statement No. 54 provides for the classifications of the various components of fund balance and definitions for each. Fund balance is designated as Nonspendable when it is not in cash form and cannot be spent (prepaid items, inventory, IRMA Deposit), Restricted (working cash and police purposes) when spending is restricted by outside parties and Committed when the Village has placed spending restrictions on the monies. The remaining portion of fund balance is either assigned for future year's budget when there is a deficit or Unassigned.

The Village's financial policy requires that the General Fund's unassigned fund balance, plus the amount restricted for working cash be at least 25% of the General Fund total budgeted annual expenditures in the most recently approved annual budget. This reserve is intended to provide financial

**ACFR for the Fiscal Year Ended April 30, 2022**

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. The amount available increased to \$7,162,903 in FY 2022 from \$5,523,073 in FY 2021 and continues to exceed the 25.0% required by the policy. This increase is primarily due to reduced spending offset by the non-spendable balances which include the advances made to the Madison Street TIF for property purchases. These advances will be paid back to the Village from Incremental Tax dollars. The decrease in Other Financing Sources (Uses) is due to the forgoing of the transfers out of the General Fund to the Capital Equipment Replacement Fund for future vehicle and equipment replacements.

**Waterworks and Sewerage Fund**

**Revenues, Expenses and Changes in Net Position  
Fiscal Year Ended April 30, 2022 and 2021**

	2022		
	Actual	Final Budget	Actual
Operating Revenues	\$ 5,409,620	\$ 5,390,597	\$ 5,437,939
Operating Expenses Excluding Depreciation	(3,795,934)	(6,430,944)	(5,099,648)
Nonoperating Revenues (Expenses)	(256,582)	1,156,541	(272,039)
Income (Loss) before Depreciation	1,357,104	116,194	66,252
Depreciation	(379,608)	(355,000)	(390,638)
Change in Net Position	\$ 977,496	\$ (238,806)	\$ (324,386)

The Waterworks and Sewerage fund experienced a \$324,386 decrease in Net Position for the Fiscal Year ended April 30, 2022. Revenues were slightly higher than budgeted. Water and Sewer Sales were slightly above expectations due to an increase in billed water consumption and weather conditions. Revenues include a .45% increase in rates in June 2021 to fund the rate increase from the City of Chicago for water and no increase for operating and capital improvements costs.

Expenses include higher salaries per the collective bargaining agreement. The amount paid to the City of Chicago for water is up due to the 1.10% increase in the rate and water consumption. The increase was offset by decreases in water and sewer infrastructure maintenance costs. Expenses also include interest on the IEPA loan for the Northside Stormwater Management Project (NSMP) that was completed in a prior fiscal year.

**Annual Comprehensive Financial Report**

The Village’s ACFR provides a wide view of the Village’s financial activities and includes all funds of the Village. The Management’s Discussion and Analysis section of the report provides an overview of the Village’s financial activities and status. Additional information is also provided in the Letter of

**ACFR for the Fiscal Year Ended April 30, 2022**

Transmittal located in the ACFR's introductory section. A representative from Sikich, LLP, will present the ACFR and the SAS 114 Letter (Management Letter) at the meeting and be available to answer any questions. Bound copies of the Annual Comprehensive Financial Report will be distributed following the acceptance of the report. We are requesting a recommendation to accept the report.

**Requested Action**

Motion to Acceptance of the Village's Annual Comprehensive Financial Report for the Fiscal Year Ended April 30, 2022.

# Village of River Forest, Illinois



## Annual Comprehensive Financial Report

For the Fiscal Year Ended April 30, 2022



Issued by:

**Rosemary McAdams**  
Finance Director

**Keke Boyer**  
Assistant Finance Director

**VILLAGE OF RIVER FOREST, ILLINOIS**

**ANNUAL COMPREHENSIVE  
FINANCIAL REPORT**

For the Year Ended  
April 30, 2022

Brian Murphy  
Village Administrator

Prepared by the Finance Division

Rosemary McAdams  
Finance Director

Keke Boyer  
Assistant Finance Director

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**TABLE OF CONTENTS**

---

	<u>Page(s)</u>
<b>INTRODUCTORY SECTION</b>	
Principal Officials .....	i
Organization Chart.....	ii
Certificate of Achievement for Excellence in Financial Reporting.....	iii
Letter of Transmittal .....	iv-xi
<b>FINANCIAL SECTION</b>	
INDEPENDENT AUDITOR’S REPORT .....	1-4
<b>GENERAL PURPOSE EXTERNAL FINANCIAL STATEMENTS</b>	
Management’s Discussion and Analysis.....	MD&A 1-17
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Position.....	5-6
Statement of Activities .....	7-8
Fund Financial Statements	
Governmental Funds	
Balance Sheet.....	9-10
Reconciliation of Fund Balances of Governmental Funds to the Governmental Activities in the Statement of Net Position.....	11
Statement of Revenues, Expenditures and Changes in Fund Balances ...	12
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances to the Governmental Activities in the Statement of Activities .....	13



**VILLAGE OF RIVER FOREST, ILLINOIS**  
**TABLE OF CONTENTS (Continued)**

---

Page(s)

**FINANCIAL SECTION (Continued)**

**GENERAL PURPOSE EXTERNAL FINANCIAL STATEMENTS (Continued)**

Basic Financial Statements (Continued)

Fund Financial Statements (Continued)

Proprietary Funds

Statement of Net Position .....	14-15
Statement of Revenues, Expenses and Changes in Fund Net Position....	16
Statement of Cash Flows .....	17-18

Fiduciary Funds

Statement of Fiduciary Net Position.....	19
Statement of Changes in Fiduciary Net Position.....	20

Notes to Financial Statements .....	21-74
-------------------------------------	-------

Required Supplementary Information

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	
General Fund .....	75
Schedule of Employer Contributions	
Illinois Municipal Retirement Fund .....	76
Sheriff's Law Enforcement Personnel Fund .....	77
Police Pension Fund .....	78
Firefighters' Pension Fund .....	79
Schedule of Changes in the Employer's Total OPEB Liability and Related Ratios	
Other Postemployment Benefit Plan .....	80
Schedule of the Village's Proportionate Share of the Net Pension Liability	
Illinois Municipal Retirement Fund .....	81
Schedule of Changes in the Employer's Net Pension Liability and Related Ratios	
Sheriff's Law Enforcement Personnel Fund .....	82-83
Police Pension Fund .....	84-85
Firefighters' Pension Fund .....	86-87

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**TABLE OF CONTENTS (Continued)**

---

Page(s)

**FINANCIAL SECTION (Continued)**

**GENERAL PURPOSE EXTERNAL FINANCIAL STATEMENTS (Continued)**

Required Supplementary Information (Continued)

Schedule of Investment Returns	
Police Pension Fund .....	88
Firefighters' Pension Fund .....	89
Notes to Required Supplementary Information .....	90-91

**COMBINING AND INDIVIDUAL FUND  
FINANCIAL STATEMENTS AND SCHEDULES**

**MAJOR GOVERNMENTAL FUNDS**

Schedule of Revenues - Budget and Actual - General Fund .....	92-93
Schedule of Expenditures - Budget and Actual - General Fund .....	94-99
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	
Capital Equipment Replacement Fund .....	100
Capital Improvement Fund .....	101
Madison Street TIF Fund .....	102

**NONMAJOR GOVERNMENTAL FUNDS**

Combining Balance Sheet .....	103
Combining Statement of Revenues, Expenditures and Changes in Fund Balances .....	104
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	
Motor Fuel Tax Fund .....	105
Debt Service Fund .....	106
Infrastructure Improvement Bond Fund .....	107
North Avenue TIF Fund .....	108

**ENTERPRISE FUNDS**

Statement of Revenues, Expenses and Changes in Net Position	
Waterworks and Sewerage Fund .....	109-111

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**TABLE OF CONTENTS (Continued)**

---

Page(s)

**FINANCIAL SECTION (Continued)**

**COMBINING AND INDIVIDUAL FUND**  
**FINANCIAL STATEMENTS AND SCHEDULES (Continued)**

**FIDUCIARY FUNDS**

**PENSION TRUST FUNDS**

Combining Statement of Fiduciary Net Position.....	112
Combining Statement of Changes in Fiduciary Net Position.....	113
Schedule of Changes in Fiduciary Net Position - Budget and Actual	
Police Pension Fund .....	114
Firefighters' Pension Fund .....	115

**SUPPLEMENTARY INFORMATION**

Schedule of Long-Term Debt Service Requirements	
IEPA Loan.....	116
2022 General Obligation Limited Tax Bonds .....	117
2022A General Obligation Limited Debt Certificates .....	118

**STATISTICAL SECTION**

<b>Financial Trends</b>	
Net Position by Component .....	119-120
Changes in Net Position .....	121-124
Fund Balances of Governmental Funds .....	125-126
Changes in Fund Balances of Governmental Funds .....	127-128
<b>Revenue Capacity</b>	
Equalized Assessed Value of Taxable Property.....	129
Direct and Overlapping Property Tax Rates .....	130
Property Tax Levies and Collections .....	131
Taxable Sales by Category.....	132
Municipal Retailers' Occupation and Use Tax .....	133
Top Ten Principal Property Taxpayers .....	134
<b>Debt Capacity</b>	
Ratios of Outstanding Debt by Type.....	135
Ratios of Net General Bonded Debt Outstanding .....	136
Direct and Overlapping Governmental Activities Debt.....	137
Legal Debt Margin Information.....	138

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**TABLE OF CONTENTS (Continued)**

---

Page(s)

**STATISTICAL SECTION (Continued)**

Demographic and Economic Information

Demographic and Economic Information .....	139
Median Family Income .....	140
Housing .....	141
Principal Village Employers .....	142
Construction Value of Building Permits and Property Value .....	143

Operating Information

Full-Time Equivalent Employees .....	144
Operating Indicators .....	145
Capital Asset Statistics .....	146
Water Fund Statistics .....	147

## **INTRODUCTORY SECTION**

**Village of River Forest, Illinois  
Principal Officials  
April 30, 2022**

**VILLAGE OFFICIALS**



**VILLAGE PRESIDENT**  
Catherine M. Adduci



**VILLAGE CLERK**  
Jonathan Keller

**VILLAGE TRUSTEES**



Erika Bachner



Kathleen Brennan



Lisa Gillis



Ken Johnson



Robert O'Connell



Respicio Vazquez

**VILLAGE ADMINISTRATOR**

Brian Murphy

**FINANCE DIRECTOR**

Rosemary McAdams

**POLICE CHIEF**

James O'Shea

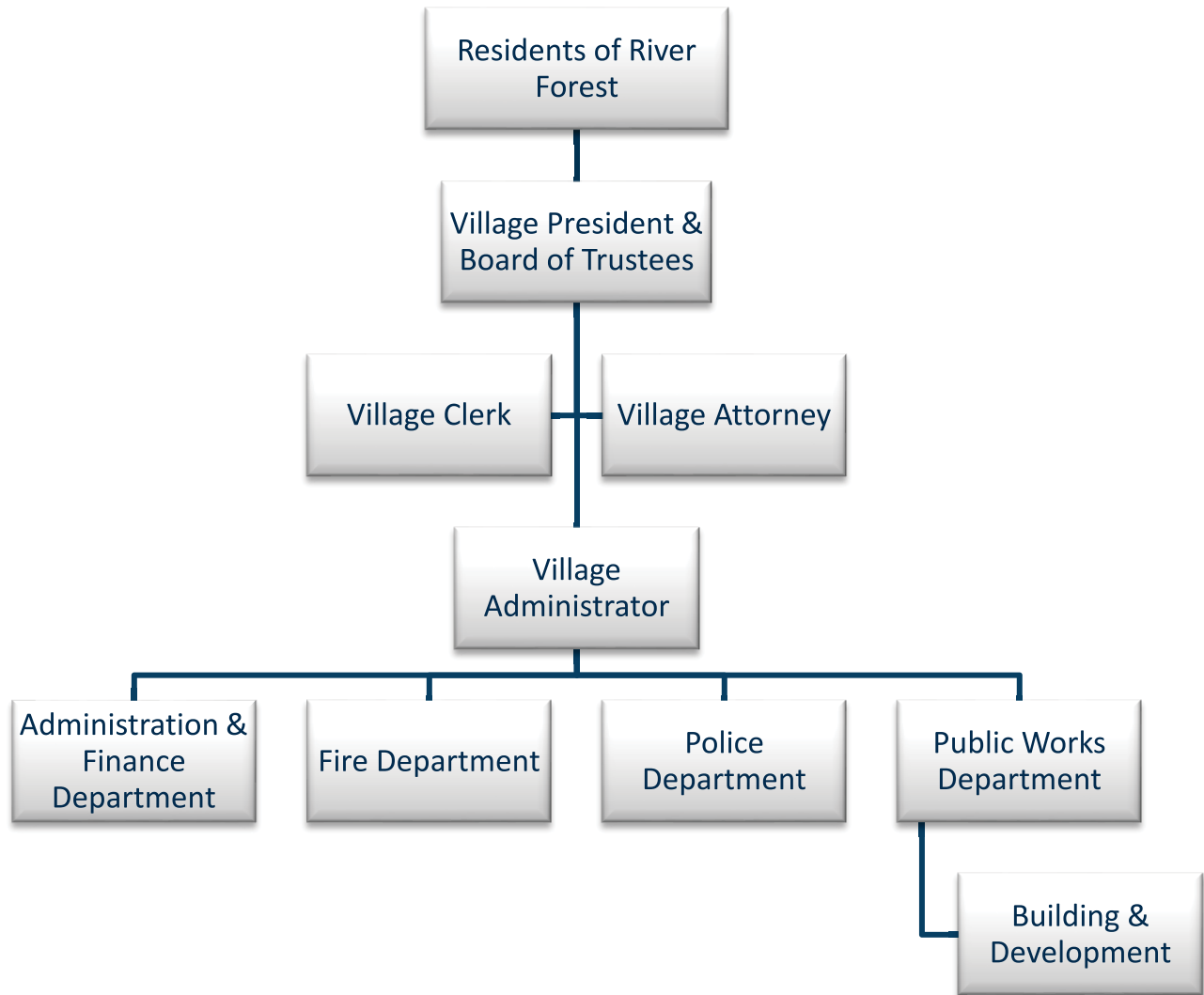
**PUBLIC WORKS &  
DEVELOPMENT SERVICES  
DIRECTOR**

Jeffrey Loster

**FIRE CHIEF**

Thomas Gaertner

# Village of River Forest Organizational Chart





Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Village of River Forest  
Illinois**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

April 30, 2021

*Christopher P. Morill*

Executive Director/CEO





November 28, 2022

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



Honorable Catherine Adduci  
Members of the Board of Trustees, and  
Citizens of the Village of River Forest, Illinois

The Annual Comprehensive Financial Report (ACFR) of the Village of River Forest, Illinois, for the fiscal year ended April 30, 2022, is hereby presented. State law requires an annual audit for local governments. The audit must be conducted in accordance with generally accepted auditing standards, include all of the accounts and funds of the Village, and be completed within six months after the close of the fiscal year. The Village is required to issue a report on its financial position and activity presented in conformance with generally accepted accounting principles (GAAP). The ACFR strives to exceed the basic legal requirements of state law and provides additional information to assist readers in understanding the Village's fiscal condition. As the auditor's report explains, the additional information provided in the ACFR was not audited, although it was reviewed by the auditors for information that might conflict with the audited information.

The financial report consists of management's representations concerning the finances of the Village of River Forest. Responsibility for the accuracy of the data, and the completeness and fairness of the presentation, including all disclosures, rests with the Village. To the best of my knowledge and belief, this report is accurate in all material respects; it fairly represents the Village's financial position and results of operations; and, it provides all the disclosures needed to understand the Village's financial activities in Fiscal Year 2022. All disclosures necessary to enable the reader to gain an understanding of the Village's financial activities have been included. To provide a reasonable basis for making these representations, management has established a comprehensive internal control framework that is designed both to protect the Village's assets from loss, theft, or misuse, and to compile sufficient reliable information for the preparation of the financial statements in accordance with GAAP. Because the cost of internal controls should not exceed anticipated benefits, the Village's internal controls have been designed to provide reasonable, rather than absolute assurance that the financial statements will be free from material misstatement.

The Village's financial statements have been audited by **Sikich, LLP**, a firm of licensed independent auditors that were selected by the Village Board of Trustees as the independent auditors for the Village. The goal of the independent audit is to provide reasonable assurance that the financial statements of the Village of River Forest are free from material misstatement. The independent auditor issued an unmodified ("clean") opinion on the Village's financial statements for the year ended April 30, 2022. The independent auditor's report is located in the beginning of the financial section of this report. The Management's Discussion and Analysis (MD&A) immediately follows the independent auditor's report and provides a narrative introduction, overview, and analysis of the basic financial statements. The letter of transmittal should be read in conjunction with the MD&A.

## Profile of the Government

The Village of River Forest was incorporated on October 30, 1880, and is a non home-rule community, as defined by the Illinois Constitution. The Village operates under the Board/Administrator form of government. This form of government combines the leadership and policy-making skills of elected officials with the expertise of a professional administrator. The elected representatives set the policies that establish the Village's purpose, values, mission, and goals. The Village Administrator's role is to implement those policies in an efficient and effective manner.

Located approximately 10 miles west of downtown Chicago, residents have the benefit of the employment and entertainment opportunities offered by the City of Chicago combined with the advantages of a quiet residential community. The Village of River Forest has a land area of 2.5



square miles with approximately 31.6 miles of streets. The Des Plaines River borders the western edge of the Village and a commuter train station provides convenient access to the City of Chicago. The population of the Village, per the 2020 census, is 11,717. River Forest has diverse residential architecture that is quite unique and

distinctive for communities within the Chicago metropolitan region. It has a variety of businesses including medical care facilities, dining and retail establishments. In addition, two universities are located in River Forest: Dominican and Concordia. The Village provides a full range of services to its citizens, businesses, and visitors. These services include police and fire protection, ambulance service, water and sewer utilities, building planning and zoning, construction and maintenance of streets and other infrastructure, and general administrative services.

The annual budget serves as the foundation for the Village's financial planning and control. A strategic planning session with the Village Board begins the budget process, at which time the Board sets the long- and short-term goals for the Village. Departments prepare their budgets based on these goals and submit their budget requests for the upcoming fiscal year to the Budget Team that consists of the Village Administrator, Assistant to the Village Administrator and Finance Director. The Budget Team reviews these budget requests with departmental staff and develops a proposed budget to achieve the established goals within anticipated revenues. The Village Administrator's proposed budget is then presented to the Village Board. The Village Board is required to hold a public hearing on the proposed budget, and a final budget must be adopted by the Village Board by April 30th of each fiscal year.

The legal level of budgetary control is at the fund level. The Village Administrator is authorized to make budget transfers within any fund. Additions and transfers between funds require Village Board approval. Original and final amended budget-to-actual comparisons are provided for each individual governmental fund for which an annual budget has been adopted. The General Fund comparison is included in the required supplementary information section. Other governmental fund comparisons are presented in the Combining and Individual Fund Financial Statements and Schedules subsection of this report.

There were 78.50 full-time equivalent positions in the Fiscal Year 2022 annual budget. There are four different labor contracts that represent sworn police officers, firefighters, fire lieutenants, and public works employees.

## Local Economy

Over 200 businesses are licensed in the Village of River Forest. The commercial core is the River Forest Town Center that was developed using Tax Increment Financing District (TIF) revenues. This development includes restaurants, a grocery store and other retail stores. Lake Street is a major thoroughfare that runs through the center of the Village. At Lake and Lathrop, all required permits were approved to begin construction of the mixed-use project that will include up to 22 residential condominium units, approximately 14,000 square feet of commercial space and 86 off-street (on-site) parking spaces.

The Village has additional retail development along the North Avenue, Madison Street and Harlem Avenue corridors. The Village established a TIF district on Madison Street during Fiscal Year 2017. The Madison Street TIF began receiving incremental property tax revenues in Fiscal Year 2019. Since the TIF was established, The Village has purchased three pieces of property in this TIF District that will be used for future economic development projects. The Village and its Economic Development Commission have been working on redevelopment possibilities for the Madison Street TIF District. The North Avenue TIF was established in August of 2018 and began receiving incremental property tax revenues during Fiscal Year 2022.

Economic development is a priority for the Village. The Village has an Economic Development Commission that consists of seven members who (1) advise the Village Board on the economic and community impact of potential developments, (2) identify and assess underutilized properties to develop strategies for their highest and best use, (3) encourage and support development within the Village in conjunction with existing corridor plans, land uses and the Village's development goals, (4) investigate and recommend incentives to facilitate economic growth, (5) maintain relationships with existing businesses and make recommendations to retain, enhance and market, (6) receive direction from the Board of Trustees and provide feedback and recommendations and (7) coordinate economic development outreach to surrounding units of local government. The Village also utilizes an economic development consultant to assist with economic development efforts. The Village has a strong commercial presence at River Forest Town Center as well as strong grocery shopping options from stores such as Whole Foods, Jewel and Fresh Thyme Farmers Market. The Village continues to look at efforts at Lake and Park for an infill development to complement the Lake Street corridor. In Fiscal Year 2020, the Village purchased the parking lot at 418 Franklin Avenue for use in future development in this corridor. All of these efforts have positive effects on our ability to help strengthen the overall property value in River Forest and add new value to stabilize the property tax base.

Real estate activity in the Village has flourished in recent years. Building permit applications for property improvements and new construction of homes also continue to be submitted for approval from the Village. In fiscal year 2022 we continued to see more sales of property and increases in property values.

The Village’s equalized assessed valuation (EAV) for 2021 levy year is not yet available. The EAV increased \$83.3 million, or about 14.95%, from \$557.1 million with the 2019 levy year to \$640.4 million in the 2020 levy year. Cook County is divided into three regions for assessment purposes and each of these regions is reassessed every three years (“triennials”). The Village is part of the southern and western suburbs which were reassessed for tax year 2020. Property values increased with the reassessment in 2020. The River Forest Township Assessor reported that between the 2017 and 2020 reassessments, the median change in assessed value was 11.6%. Increased property values, however, do not necessarily result in an increase in property tax revenues. Only new property or an increase in the Consumer Price Index results in higher revenues. New property includes taxable commercial and residential improvements during the year and property value associated with home improvement exemptions that expired during the three years prior to the reassessment year. The Village collected \$168,572 from its .1% residential real estate transfer tax from property sales during the year.

Property values remained stable in 2021. In non-reassessment years generally the only changes to the Equalized Assessed Value are due to new property, assessment appeals by residential and commercial property taxpayers, and changes to the equalization factor calculate by the State. The state-wide equalization factor is available for 2021. This has gone down from the previous year and should affect the EAV of the Village. Due to the delay in the completion of data by county agencies the Village is still waiting for final 2021 EAV and levy amounts. The table below shows only the information through 2020.

**Equalized Assessed Value**

Year	Equalized Assessed Value	Increase (Decrease)	% Increase (Decrease)
2020	\$640,383,684	\$83,286,368	14.95%
2019	\$557,097,316	(\$7,895,363)	-1.40%
2018	\$564,992,679	(\$21,310,194)	-3.63%
2017	\$586,302,873	\$100,718,363	20.74%
2016	\$485,584,510	\$15,236,112	3.24%

Commercial, institutional and residential building activity during the fiscal year saw increases from the prior year due to the permit fees associated with the Lake and Lathrop mixed use project received this year. In Fiscal Year 2022, 402 building permits were issued with a value totaling \$34,775,431 for residential, institutional and commercial property improvements and new residential and industrial development.

The median family income within the Village is \$191,293, which is significantly higher than the State as a whole. The median family income for the State based on the U.S. Census Bureau 2020 survey was \$83,279.

## **Long-Term Financial Planning**

As part of the budget process, the Village Board meets to develop long-term goals for the Village. Three-year financial plans are prepared for the General, Capital Improvement and Waterworks and Sewerage Funds based on these goals, financial policies, the Capital Improvement Program, and future revenues and expenditures assumptions.

The Village prepares a five-year Capital Improvement Program (CIP) each year at the beginning of the budget process. The CIP is a multi-year planning instrument used to identify needed capital projects for improvements to Village buildings, equipment and infrastructure and capital equipment purchases, and to coordinate the financing and timing of these improvements. The program includes vehicles and equipment, building and other improvements, street, curb, sidewalk and alley construction and rehabilitation and the replacement of water and sewer infrastructure. Each year buildings have been evaluated and any recommended building improvements were included in the FY 2022 Capital Improvement Program. Each year the CIP is updated to incorporate new capital projects, changing goals and priorities, and additional funding sources.

The Village has a Capital Equipment Replacement Fund (CERF) to accumulate resources for vehicle and equipment replacement and some building improvements. Monies are set aside annually via transfers from the General and Waterworks and Sewerage Funds to finance the replacements. The amount of the annual transfer is determined based on the expected replacement cost divided by expected life of the vehicle or equipment. The CERF Fund is fully funded assuming future annual contributions from the General and Waterworks and Sewerage Funds.

The automated traffic signal enforcement fines are deposited into the Capital Improvement Fund, which is used for building and infrastructure improvements including alley, parking lot, building, information technology and other miscellaneous improvements. These traffic devices were out of service in the prior fiscal year. The Village is awaiting final approval from Illinois Department of Transportation to reinstall these cameras within the Village. Approval is expected in the summer of 2022 and revenues will begin being collected. The Motor Fuel Tax Fund is used for street improvements and is primarily funded with State Motor Fuel Tax Allotments. Street improvements are also periodically funded with General Obligation Debt.

## **Relevant Financial Policies**

The Village's financial policies are intended to solidify the Village's long-term financial strategies and to provide guidance to management in preparing the budget and handling the Village's fiscal affairs. The financial policies address financial planning, revenues, expenditures, fund balance, reserves, capital improvements and accounting and financial reporting. The Village expanded their existing financial policies a couple of years ago to include an updated fund balance policy. The Village also has separately issued Investment, Purchasing, Travel, Capital Assets, Pension Funding and Grant Administration Policies.

The Village has Pension Funding Policies in place for the Police and Firefighters' Pension Funds. These comprehensive funding policies stipulate the actuarial assumptions to be used in determining the Village's contribution to the funds each year. These funding policies have periodically been reviewed for both funds to evaluate the pension funding progress and to determine if adjustments are needed. The Pension Funding Policies for both funds remain the same and include a 7% interest rate assumption. In the previous policy the Police Pension Fund used a 6.75% interest rate assumption. Both boards now use the same investment consultant and have the same authority to invest so the same rate for both is being used. The Fire Pension Board also approved the Policy. The Police Board intends to continue to use a 6.75% interest rate assumption in its Property Tax Levy recommendation to the Village Board. These current policies were used in the May 1, 2022 actuarial reports that determine the pension contribution included in the 2022 Property Tax Levy that will be presented for approval in December of 2022.

According to the Village's Fund Balance Reserve Policy, 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. At April 30, 2022, this portion of fund balance is \$7,162,903 or 38.7% of Fiscal Year 2023 budgeted expenditures. This minimum fund balance policy is intended to provide financing for unanticipated expenditures and to prevent cash flow shortages.

General Fund		
Fiscal Year	Unassigned Fund Balance plus Restricted for Working Cash	Percentage of Subsequent Year's Budgeted Expenditures
2022	\$7,162,903	38.7%
2021	\$5,523,073	33.3%
2020	\$5,219,038	31.1%
2019	\$5,562,611	33.6%
2018	\$5,900,900	37.2%
2017	\$7,466,557	47.2%
2016	\$6,933,290	44.8%
2015	\$6,628,343	44.5%

The increase in the Village's Unassigned Fund Balance was due to actual revenues exceeded expenditures during the year. Also contributing to this increase was the receipt of the first tranche payment from the American Rescue Plan Act of 2021 (ARPA). Expenditures being lower also resulted in an overall increase.

**Major Initiatives**

It has now been two full years since the onset of the COVID-19 pandemic. In addition to the residual impacts of the pandemic, high inflation, supply chain issues and geopolitical conflicts continue to inject uncertainty into the economy. Under the leadership of the Village Board of Trustees and the

Village's management team, the staff has worked hard to seek ways to enhance revenues, reduce costs, and improve efficiencies in order to reduce the financial burden on the community.

Economic development continued to be an important focus for the organization in an effort to continue to improve property values as well as stabilize our property taxes. There were several instances to highlight. At Lake and Lathrop, all required permits were approved to begin construction of the mixed-use project that will include up to 22 residential condominium units, approximately 14,000 square feet of commercial space and 86 off-street (on-site) parking spaces.

The Village and its Economic Development Commission have been working on redevelopment possibilities for the Madison Street TIF District. The Village continues to have a strong commercial presence at River Forest Town Center as well as strong grocery shopping options from stores such as Whole Foods, Jewel and Fresh Thyme Farmers Market. All of these efforts have positive effects on the Village's ability to help strengthen the overall property value in River Forest and add new value to stabilize the property tax base. Finally, the Village continues to look at efforts at Lake and Park for an infill development to complement the Lake Street corridor.

A Tax Increment Financing (TIF) District, which was located along Lake Street, was closed effective December 31, 2010. Prior to that date, several contracts were approved committing TIF Funds for future development within the district. The funds were recorded in the Economic Development Fund to be used for development within the area. During Fiscal Year 2014, the Village entered into an agreement to utilize a portion of these funds to incent two businesses to locate within the Village Town Center. The businesses contribute to the Village's municipal and non-home rule sales tax revenue. There were no payments made this fiscal year either due to agreements being fulfilled or retail vacancies.

Liability risk is managed by maintaining sufficient insurance and also through routine monitoring of potential loss situations. A safety committee, comprised of employee representatives from each Village department, meets regularly to review accident and injury reports involving employees. The safety committee makes recommendations and suggestions to improve and promote workplace safety. The Village also participates in a risk management program that is administered by the Intergovernmental Risk Management Agency (IRMA). IRMA is a consortium of 70 local municipalities and special service districts in northeastern Illinois that work together to manage risk and fund their property, casualty, and workers' compensation claims.

The Village issued \$550,000 in General Obligation Limited Tax Bonds, Series 2022 in Fiscal Year 2022. The bonds are payable from a property tax levy using the Village's available debt service extension base as defined in the Property Tax Extension Limitation Law. The proceeds have been deposited in the Infrastructure Improvement Bond Fund and have been used to fund street improvements. The Village also issued \$3,881,481 in General Obligation Debt Certificates, Series 2022 which are going to be used for various capital projects. The Village intends to use alternative revenue sources to pay the debt service on the 2022 General Obligation Debt Certificates. The Village maintained an Aa2 rating from Moody's Investors Service due to the Village's very strong financial performance, good financial management and policies, budgetary flexibility, strong reserves, and low debt burden. The rating also reflects the Village's accessibility to and participation in the deep and diverse Chicago metropolitan area and its very strong local economy.

## Awards and Acknowledgments

The Government Finance Officers Association of the United States and Canada (GFOA) has established a Certificate of Achievement for Excellence in Financial Reporting Program for state and local governments. The GFOA's Certificate of Achievement is the highest form of recognition for excellence in government financial reporting.

In order to be awarded a Certificate of Achievement, the Village of River Forest must go beyond the minimum requirements of generally accepted accounting principles and prepare an annual comprehensive financial report (ACFR) that evidences the spirit of transparency and full disclosure.

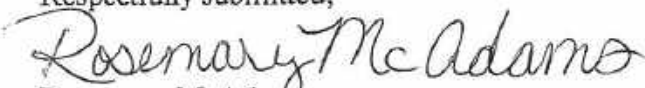
The Village earned the GFOA's Certificate for the ACFR provided for the fiscal year ended April 30, 2021, for the fourteenth consecutive year. It was determined that the ACFR for that year sufficiently applied the appropriate generally accepted accounting principles, met applicable legal requirements, and also satisfied the reporting requirements of the GFOA's certificate program. A copy of the Certificate of Achievement for the fiscal year ended April 30, 2021, is provided on page iii. A Certificate of Achievement is valid for only one year. I believe this ACFR, for the fiscal year ended April 30, 2022, meets the GFOA's Certificate of Achievement program requirements, and it will be submitted to the GFOA to determine its eligibility for the Certificate of Achievement.

The Village also received the GFOA's Distinguished Budget Presentation Award for its annual budget document for the Year ended April 30, 2022. To qualify for the award, the Village's budget document had to be judged proficient as a policy document, a financial plan, an operations guide, and a communications device.

This ACFR is the result of a well-functioning team that admirably weathered fiscal challenges and staffing changes. All Village management and department staff were responsible for successfully maintaining good accounting records, which are essential to the preparation of the Annual Comprehensive Financial Report (ACFR). The Village President and Board of Trustees were diligent in reviewing the periodic financial reports, evaluating the Village's fiscal condition, and making leadership decisions to ensure that the Village maintains its sound fiscal bearing.

The preparation of this ACFR on a timely basis was made possible by the efficient and dedicated service of the entire Administration Department. I express my sincere appreciation to each member of the Department for their contributions. I would especially like to thank Brian Murphy, the Village Administrator, for his leadership and guidance, Keke Boyer, Assistant Finance Director, for her dedication, cooperation, and hard work during the audit, Matt Walsh, Assistant to the Village Administrator, for his assistance with the Statistical Section of the report, and finance clerks Kathy Kasprzyk, Kathleen Gaertner, and Adriana Holguin for their dependability, accuracy and thoroughness in processing transactions. It is the careful and conscientious attention on all levels of Village management and operational staff that has made the commendable preparation of this ACFR possible.

Respectfully submitted,



Rosemary McAdams  
Finance Director



## **FINANCIAL SECTION**

1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

**SIKICH.COM**

## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Village President  
Members of the Board of Trustees  
Village of River Forest, Illinois

### **Report on the Audit of the Financial Statements**

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of River Forest, Illinois (the Village) as of and for the year ended April 30, 2022, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of River Forest, Illinois as of April 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under these standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Village and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually, or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

## **Emphasis of Matter**

As part of our audit of the 2022 financial statements we also audited adjustments described in Note 11 that were applied to restate the 2021 financial statements. In our opinion, such adjustments are appropriate and have been properly applied. We were not engaged to audit, review or apply any procedures on the 2021 financial statements of the Village other than with respect to the adjustments and, accordingly, we do not express an opinion or any other form of assurance on the 2021 financial statements as a whole.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village's basic financial statements. The combining and individual fund financial statements and schedules and supplementary information as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual fund financial statements and schedules and supplementary information are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements.

The combining and individual fund financial statements and schedules and supplementary information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

The supplementary information for the year ended April 30, 2021 presented on pages 100-102, 105-111 and 114-115, was subjected to the auditing procedures applied in the audit of the basic financial statements by other auditors, whose report on such information stated that it was fairly stated in all material respects in relation to the basic financial statements as a whole.

#### *Other Information*

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Governmental Auditing Standards*, we have also issued our report dated November 28, 2022 on our consideration of the Village's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering the Village's internal control over financial reporting and compliance.

*Sikich LLP*

Naperville, Illinois  
November 28, 2022

**GENERAL PURPOSE EXTERNAL  
FINANCIAL STATEMENTS**

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)**  
**APRIL 30, 2022**

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The Village of River Forest (the Village) Management's Discussion and Analysis (MD&A) is designed to (1) assist the reader in focusing on significant financial issues, (2) provide an overview of the Village's financial activity, (3) identify changes in the Village's financial position (its ability to address challenges in the subsequent years), (4) identify any material deviations from the financial plan (the approved budget), and (5) identify individual fund issues or concerns.

The MD&A focuses on the current year's activities, resulting changes, and currently known facts and should be read in conjunction with additional information that we have furnished in the Letter of Transmittal, which can be found on pages iv-xi of this report.

**FINANCIAL HIGHLIGHTS**

- ➔ The assets and deferred outflows of the Village exceeded its liabilities and deferred inflows at April 30, 2022 by \$8,069,042.
- ➔ The Village's total net position increased by \$4,382,549 during the fiscal year to \$8,069,042 from the prior year's restated net position of \$3,686,493. Governmental activities net position increased by \$4,706,935 and business-type activities net position decreased by \$324,386.
- ➔ Deferred outflows of resources increased \$24,722 to \$5,031,184 and deferred inflows of resources decreased \$1,786,532 to \$11,060,190.
- ➔ The Village's combined governmental funds ending fund balance increased by \$6,536,265 to \$22,609,950 from the prior year's restated fund balance of \$16,073,685.
- ➔ At the end of the current fiscal year, the unassigned fund balance of the General Fund was \$6,627,871, an increase of \$1,639,830. The nonspendable fund balance in the fund decreased by \$786,409 to \$4,913,823.
- ➔ Net capital assets of governmental activities increased by \$662,243 and business-type activities decreased by \$387,536 in the current fiscal year due to the acquisition of vehicles, equipment and buildings and infrastructure improvements reduced by depreciation expense and the disposal of capital assets.
- ➔ The Village's long-term liabilities increased by \$6,384,936 to \$60,427,067. Long-term liabilities include \$37,060,525 in Net Pension Liabilities, which increased \$2,014,484 from the prior fiscal year. The total OPEB liability of \$5,697,634 is also included in long term liabilities. Other long-term liabilities were reduced due to bond and loan principal payments during the fiscal year.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the Village of River Forest's basic financial statements. The Village's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial

statements. The Governmental Accounting Standards Board (GASB) reporting model stipulates that the government financial activities are presented in two ways: as government-wide accrual-based statements, and as modified-accrual fund statements. This overview provides an explanation of the differences between these statements. Basically, the government-wide statements provide information on the financial condition of the Village as a whole, while the fund statements provide information on the availability and use of resources that are segregated for specific purposes. The Annual Comprehensive Financial Report (ACFR) also includes other elements that are essential to understanding the statements. These include the Required Supplementary Information, and the Combining and Individual Fund Financial Statements and Schedules and Other Supplementary Information.

### **Government-wide Financial Statements**

The Government-wide Financial Statements are designed to provide readers with a broad overview of the Village's finances, in a manner similar to a private-sector business.

The Statement of Net Position presents information on all of the Village's assets and liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. The focus of the Statement of Net Position (the "Unrestricted Net Position") is designed to be similar to bottom line results for the Village and its governmental and business-type activities. This statement combines and consolidates governmental funds' current financial resources (short-term spendable resources) with capital assets and long-term obligations using the accrual basis of accounting. Over time, increases or decreases in net position may serve as a useful indicator of whether or not the financial position of the Village is improving or deteriorating.

The Statement of Activities presents information showing how the Village's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.

Both of the government-wide financial statements distinguish functions of the Village that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities reflect the Village's basic services, including general government, development, public safety (police and fire), public works, highways and streets, and sanitation. Property taxes, non-home rule sales taxes, shared state sales taxes, local utility taxes, shared state income taxes, and intergovernmental taxes finance the majority of these activities. The business-type activities reflect private sector-type operations (Waterworks and Sewerage Fund), where the fee for service typically covers all or most of the cost of operation, including depreciation.

The government-wide financial statements can be found on pages 5-8 of the report.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Fund financial statements provide more complete and detailed information about the Village's major functions and activities. All of the funds of the Village can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.



### **Governmental Funds**

Governmental funds are used to account for essentially the same functions as reported as governmental activities in the government-wide financial statements. Unlike the government-wide financial statements, however, governmental fund statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Depreciation is not included in the governmental fund statements because depreciation does not represent the use of current financial resources. Similarly, long-term debt is not shown on the balance sheet because it does not relate to the use of current financial resources. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Village's near-term financing decisions. Both the Governmental Funds Balance Sheet and the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Village maintains eight individual governmental funds. Information is presented separately in the Governmental Fund Balance Sheet and in the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances for the General, Capital Equipment Replacement, Capital Improvement and Madison Street TIF Funds, which are considered major funds. There are four nonmajor governmental funds: the Motor Fuel Tax (MFT), Debt Service, North Avenue TIF and the Infrastructure Improvement Bond Funds. Data from the nonmajor governmental funds are combined into a single, aggregated presentation. More detailed information on each individual fund is presented in the section entitled: Combining and Individual Fund Financial Statements and Schedules, starting on page 92. The Village adopts an annual budget for each governmental fund. A budgetary comparison statement has been provided for each fund to demonstrate compliance with this budget. The governmental fund financial statements can be found on pages 9-13, in the Basic Financial Statements section of this report.

### **Proprietary Funds**

Proprietary funds are presented in the same manner in both the fund statements and government-wide statements, with depreciation as an expense and long-term debt included in the calculation of net position. The fund statements provided in this report provide additional detail. The Village maintains one proprietary fund, an enterprise fund called the Waterworks and Sewerage Fund. The statements for this fund can be found on pages 14-18 of this report.

### **Fiduciary Funds**

Fiduciary funds are used to account for resources held for the benefit of parties outside of the government. Activities from fiduciary funds are not included in the Village's government-wide financial statements because the resources of these funds are not available to support the Village's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The Village has two fiduciary funds: the Police Pension Fund and the Firefighters' Pension Fund, each of which are managed by separate boards. The combining fund statements, the Statement of Fiduciary Net Position – Pension Trust Funds and the Statement of Changes in Fiduciary Net Position – Pension Trust Funds can be found on pages 19 and 20 of this report.

## Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The Notes to the Financial Statements can be found on pages 21-74 of this report.

### Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information including the major General Fund budgetary schedule and data concerning the Village's progress in funding its obligation to provide pension and other postemployment benefits to its employees. Required supplementary information can be found on pages 75-91 of this report.

Combining and Individual Fund Financial Statements and Schedules can be found on 92-115 of this report. The Supplementary Information Schedules, on 116-118, include detailed long-term debt payment information. The Statistical Section, on pages 119-147, includes information on government-wide revenues and expenditures, property taxes, and additional information.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following analysis provides an overview of the Village's financial activity, discusses the Village's current financial position and its ability to address future challenges, identifies specific concerns to individual funds, and explains material deviations from the Village's original budget.

### Statement of Net Position

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The Village's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$8,069,042 as of April 30, 2022. The largest portion of the Village's net position reflects its net investment in capital assets of \$29,157,026, including land, buildings, infrastructure, vehicles and equipment, less any related outstanding debt used to acquire or construct those assets. The Village uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Village's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The restricted net position of \$3,406,881 represents resources that are subject to external restrictions on how they may be used. The Village has an overall unrestricted net deficit of (\$24,494,865) due to the implementation of GASB 68 in fiscal year 2016 which required the Net Pension Liability and associated Deferred Inflows and Outflows for Police, Firefighter and Illinois Municipal Retirement Fund (IMRF) Regular and Sheriff's Law Enforcement Personnel (SLEP) pension plans to be recorded on the Statement. The deficit increased further with the implementation of GASB 75 in fiscal year 2019 which required the Total OPEB Liability and associated Deferred Inflows and Outflows also be recorded on the Statement. Prior to the implementation in fiscal year 2016, the liability for the pension plans was only disclosed in the Notes to the Financial Statements and Required Supplementary Information. The Village's combined net position increased by \$4,382,549 during the fiscal year to \$8,069,042 from the prior year's restated net position of \$3,686,493. Governmental activities net position increased by \$4,706,935 and business-type activities net position decreased by \$324,386. The following table reflects the condensed Statement of Net Position:

Village of River Forest, Illinois  
Statement of Net Position  
April 30, 2022 and April 30, 2021

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
<b>Assets</b>						
Current and Other Assets	\$ 29,753,973	\$ 22,268,353	\$ 4,378,637	\$ 3,143,571	\$ 34,132,610	\$ 25,411,924
Capital Assets	20,854,445	20,192,202	21,806,261	22,193,797	42,660,706	42,385,999
<b>Total Assets</b>	<b>50,608,418</b>	<b>42,460,555</b>	<b>26,184,898</b>	<b>25,337,368</b>	<b>76,793,316</b>	<b>67,797,923</b>
<b>Total Deferred Outflows of Resources</b>	<b>4,970,172</b>	<b>4,887,666</b>	<b>61,012</b>	<b>118,796</b>	<b>5,031,184</b>	<b>5,006,462</b>
<b>Liabilities</b>						
Current	1,709,462	961,318	558,739	364,778	2,268,201	1,326,096
Long-Term Liabilities	47,800,228	42,150,245	12,626,839	11,891,886	60,427,067	54,042,131
<b>Total Liabilities</b>	<b>49,509,690</b>	<b>43,111,563</b>	<b>13,185,578</b>	<b>12,256,664</b>	<b>62,695,268</b>	<b>55,368,227</b>
<b>Total Deferred Inflows of Resources</b>	<b>10,576,616</b>	<b>12,548,366</b>	<b>483,574</b>	<b>298,356</b>	<b>11,060,190</b>	<b>12,846,722</b>
<b>Net Position</b>						
Net Investment in Capital Assets	19,642,706	20,180,011	9,514,320	10,538,679	29,157,026	30,718,690
Restricted	3,406,881	1,967,571	-	25,269	3,406,881	1,992,840
Unrestricted (Deficit)	(27,557,303)	(30,459,290)	3,062,438	2,337,196	(24,494,865)	(28,122,094)
<b>Total Net Position</b>	<b>\$ (4,507,716)</b>	<b>\$ (8,311,708)</b>	<b>\$ 12,576,758</b>	<b>\$ 12,901,144</b>	<b>\$ 8,069,042</b>	<b>\$ 4,589,436</b>

\*2021 columns have not been restated to reflect the prior period adjustment.

The net position of the Village's governmental activities was (\$4,507,716). The Village's unrestricted net position from governmental activities was (\$27,557,303), an increase of \$2,901,987. The net increase is due to a decrease in the net pension liability and associated deferred inflows offset by the deferred outflows which are recorded in accordance with GASB 68 and the recognition of the total OPEB liability recorded in accordance with GASB 75. With both GASB 68 and GASB 75, the Net Pension Liability and the Total OPEB liability and associated Deferred Inflows and Outflows are recorded in the Statement of Net Position. The Net Pension Liability is the actuarially determined Total Pension Liability less the Plan Fiduciary Net Position of each plan. The total OPEB liability was measured as of April 30, 2022, as determined by an actuarial valuation. The net increase in unrestricted net position associated with pensions totaled \$2,033,255 for the fiscal year. The total Net Pension Liability increased but the impact on the unrestricted net position was also affected by the change in the Deferred Inflows and Deferred Outflows associated with the Pensions. The Net Pension Liability and Deferred Inflows and Outflows are affected by demographic changes including new hires, retirements, and promotions, variances from expected salary increases, asset returns, and contributions and assumption changes.

The Net Pension Liability is the unfunded pension liability that is calculated by an actuary and includes the Village's Net Pension Liability for Police, Firefighters and IMRF and SLEP plans, less each plan's Fiduciary Net Position or the amount available to fund the liability. Deferred inflows and outflows of resources are also recorded because some of the changes to the Total Pension Liability are recognized over time rather than in the current year. Deferred inflows are increases to net position that will be recognized in future years. Deferred outflows will decrease net position in future years. The Deferred Outflows, Deferred Inflows and Net Pension Liabilities associated with the Village's pension plans included in the Village's Statement of Net Position in Fiscal Year 2022 and 2021 are as follows:

**Impact of the Pension Liabilities on Net Position  
April 30, 2022 and April 30, 2021**

	Governmental Activities			Business-Type Activities		
	2022	2021	Inc (Dec)	2022	2021	Inc (Dec)
<b>Deferred Outflows of Resources</b>						
Illinois Municipal Retirement Fund	\$ 70,982	\$ 208,442	\$ (137,460)	\$ 28,182	\$ 72,264	\$ (44,082)
Police Pension Fund	2,542,258	2,390,936	151,322	-	-	-
Firefighters' Pension Fund	1,244,405	1,018,538	225,867	-	-	-
<b>Total Deferred Outflows of Resources</b>	<b>\$ 3,857,645</b>	<b>\$ 3,617,916</b>	<b>\$ 239,729</b>	<b>\$ 28,182</b>	<b>\$ 72,264</b>	<b>\$ (44,082)</b>
<b>Net Pension Liability (asset)</b>						
Illinois Municipal Retirement Fund	\$ (1,648,952)	\$ (441,631)	\$ (1,207,321)	\$ (482,081)	\$ (130,525)	\$ (351,556)
Police Pension Fund	20,494,774	18,979,490	1,515,284	-	-	-
Firefighters' Pension Fund	16,565,751	16,066,551	499,200	-	-	-
<b>Total Net Pension Liability</b>	<b>\$ 35,411,573</b>	<b>\$ 34,604,410</b>	<b>\$ 807,163</b>	<b>\$ (482,081)</b>	<b>\$ (130,525)</b>	<b>\$ (351,556)</b>
<b>Deferred Inflows of Resources</b>						
Illinois Municipal Retirement Fund	\$ 1,595,383	\$ 1,008,345	\$ 587,038	\$ 466,261	\$ 298,356	\$ 167,905
Police Pension Fund	2,519,352	4,999,499	(2,480,147)	-	-	-
Firefighters' Pension Fund	1,582,495	2,290,075	(707,580)	-	-	-
<b>Total Deferred Inflows of Resources</b>	<b>\$ 5,697,230</b>	<b>\$ 8,297,919</b>	<b>\$ (2,600,689)</b>	<b>\$ 466,261</b>	<b>\$ 298,356</b>	<b>\$ 167,905</b>
<b>Impact on Unrestricted Net Position (Deficit)</b>	<b>\$ (37,251,158)</b>	<b>\$ (39,284,413)</b>	<b>\$ 2,033,255</b>	<b>\$ 44,002</b>	<b>\$ (95,567)</b>	<b>\$ 139,569</b>

Contributions to the Police and Firefighters Pension Plans were based on the actuarial valuations provided by actuarial consultants. In fiscal Year 2022, per the policy, contribution amounts recommended by the actuarial valuations were levied.

The increase in the Unrestricted Net Position of governmental activities is due to the change in the net pension liabilities and related deferred inflows and outflows of \$2,033,255 and the total OPEB liability net decrease of \$828,503 for fiscal year 2022. The Restricted Net Position in the governmental activities increased \$1,439,310 due to the timing of road construction projects and economic development. There was a decrease in the Net Investment in Capital Assets of \$537,305 due to the vehicle, equipment and land purchases and capital improvements during the fiscal year, less depreciation, disposals and capital related debt payments.

The Net Position of business-type activities was \$12,576,758, a decrease of \$324,386 from FY 2021. Operating expenses including depreciation exceeded operating revenues by \$52,347. Water and sewer revenues were slightly higher due to an increase in billed water consumption as a result of varying weather conditions. Rates were increased .45 % in June 2021 to fund the rate increase from the City of Chicago for water. There was no increase in rates to cover operating and capital improvements costs. The overall net position decreased due to capital outlay expenditures associated with the Automated Metering Infrastructure project.

The Net Investment in Capital Assets decreased \$1,024,359 due to current year debt payments and capital purchases funded with reserves, less current year disposals and depreciation. The unrestricted net position increased by \$725,242. This is due to reduced spending that had a positive change in net position resulting from operations. The unrestricted net position may be used to fund infrastructure improvements and operating costs in the future. The net asset associated with the IMRF pension asset recorded increased by \$351,556 from Fiscal Year 2021 and the liabilities associated with the total OPEB liability decreased by \$21,822.

VILLAGE OF RIVER FOREST ILLINOIS  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

Village of River Forest, Illinois  
Changes in Net Position  
For the Fiscal Years Ended April 30, 2022 and April 30, 2021

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
<b>Revenues</b>						
Program Revenues						
Charges for Services	\$ 3,927,234	\$ 3,399,900	\$ 5,437,939	\$ 5,409,620	\$ 9,365,173	\$ 8,809,520
Operating Grants	486,047	1,053,664	-	-	486,047	1,053,664
Capital Grants	245,426	56,192	-	-	245,426	56,192
General Revenues						
Property Taxes	8,949,695	7,089,739	-	-	8,949,695	7,089,739
Other Taxes	2,903,129	1,939,751	-	-	2,903,129	1,939,751
Intergovernmental	4,636,893	3,839,038	-	-	4,636,893	3,839,038
Other Revenue	140,756	1,146,783	(3,421)	5,939	137,335	1,152,722
<b>Total Revenues</b>	<b>21,289,180</b>	<b>18,525,067</b>	<b>5,434,518</b>	<b>5,415,559</b>	<b>26,723,698</b>	<b>23,940,626</b>
<b>Expenses</b>						
General Government	1,723,001	2,421,253	-	-	1,723,001	2,421,253
Development	598,911	545,331	-	-	598,911	545,331
Public Safety	10,271,152	10,429,145	-	-	10,271,152	10,429,145
Public Works	1,997,313	1,737,475	-	-	1,997,313	1,737,475
Highways and Streets	648,010	1,302,823	-	-	648,010	1,302,823
Sanitation	1,231,220	1,216,789	-	-	1,231,220	1,216,789
Interest	112,638	59,487	-	-	112,638	59,487
Water and Sewer	-	-	5,758,904	4,438,063	5,758,904	4,438,063
<b>Total Expenses</b>	<b>16,582,245</b>	<b>17,712,303</b>	<b>5,758,904</b>	<b>4,438,063</b>	<b>22,341,149</b>	<b>22,150,366</b>
Increase (Decrease) in Net Position	4,706,935	812,764	(324,386)	977,496	4,382,549	1,790,260
Net Position (Deficit), May 1	(8,311,708)	(9,124,472)	12,901,144	11,923,648	4,589,436	2,799,176
Restatement	(902,943)	-	-	-	(902,943)	-
<b>Net Position (Deficit) , April 30</b>	<b>\$ (4,507,716)</b>	<b>\$ (8,311,708)</b>	<b>\$ 12,576,758</b>	<b>\$ 12,901,144</b>	<b>\$ 8,069,042</b>	<b>\$ 4,589,436</b>

### Governmental Activities

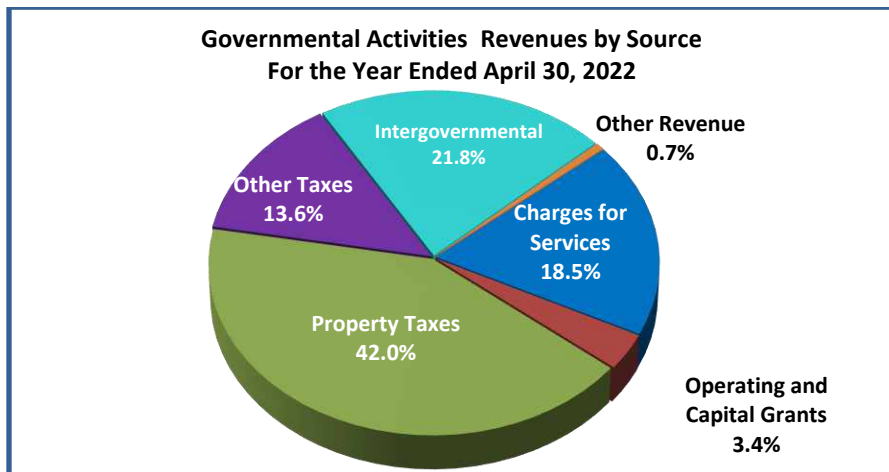
Governmental activities increased the Village's net position by \$4,706,935. Beginning net position was restated (902,943) due to a change in accounting of fund reserves. Key elements contributing to the increase in net position due to current year activities are as follows:

#### Revenues

For the fiscal year ended April 30, 2022, revenues from governmental activities totaled \$21,289,180, an increase of \$2,764,113. Property taxes continue to be the Village's largest revenue source totaling \$8,949,695 and representing 42% of total governmental activities revenue. Other Taxes including, utility, non-home rule sales and transfer taxes totaled \$2,903,129 or 13.6%. Intergovernmental revenues including State sales tax, income tax and other intergovernmental revenues, totaled \$4,636,893 or 21.8% of the total governmental activities revenues. Charges for Services include revenues from licenses and permits, fines, sanitation services, ambulance charges and other fees.

Property tax revenues were up \$1,859,956 or 26.2% in Fiscal Year 2022. Revenues include collections from the 2020 and 2021 Property Tax Levies. The extended 2021 Property Tax Levy is expected to be 2.18% higher than the 2020 levy. The increase in revenues that were recorded in FY 2022 is partially due to the timing of receipts of payments for the first installment of the 2020 tax levy. Normally, half of the 2020 and 2021 Property Tax Levies, plus collections from prior years, are received during the

fiscal year. The increase in revenues was higher because of the timing of actual payments from the two levies and because the 1<sup>st</sup> installment of the 2021 levy is an estimate based on the 2020 levy.



Non-Home Rule Sales Tax revenues had an increase from the prior year. This is due in part to the high inflation rates seen over the past year. Most revenues saw increases due to inflation and the increase in the Consumer Price Index (CPI). Utility taxes are slightly higher due to weather conditions that affect consumption. Real Estate Transfer Taxes remain stable due to continued residential homes sales activity and higher prices.

Intergovernmental Revenues include wireless, sales, state income, use and replacement taxes. State Use Tax continues to rise due to increased collections from online sales. Amazon began assessing the tax on purchases in the State beginning in February of 2015. State Income Tax revenue increased due collections being greater than expected. Telecommunication Tax revenues continue to decline year after year as consumers switch to mobile devices.

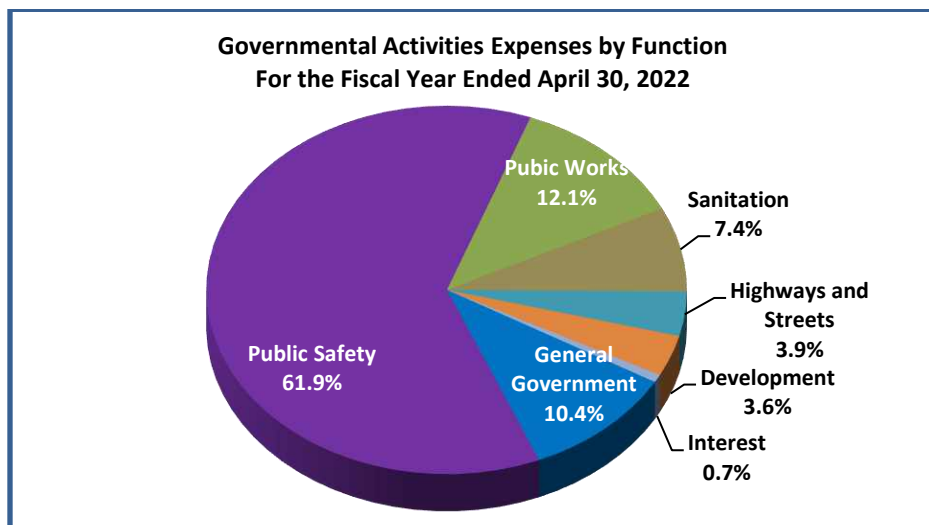
**Changes in Select Governmental Activities Revenues  
 For the Fiscal Years Ended April 30, 2022 and April 30, 2021**

	Fiscal Year		Increase (Decrease)	% Increase (Decrease)
	2022	2021		
State Sales Tax	\$ 2,295,850	\$ 1,866,890	\$ 428,960	23.0%
Non-Home Rule Sales Tax	1,064,666	728,784	335,882	46.1%
Utility Taxes	762,055	620,180	141,875	22.9%
Transfer Tax	168,572	168,473	99	0.1%
Income Tax	1,641,590	1,280,728	360,862	28.2%
Building Permits	898,907	546,868	352,039	64.4%
Garbage Collection Charges	1,175,800	1,149,298	26,502	2.3%

Building permit revenue had an increase. This is mainly due to the planned development at Lake and Lathrop. Building permit revenues were recorded in FY 2022. This permit revenue is recognized when the final plans are received by the Village. Garbage collection charges are higher due to a 2.00% increase in the cost of sanitation services that is passed on to the customers and an increased demand for the new composting service.

**Expenses**

For the fiscal year ended April 30, 2022, expenses from governmental activities totaled \$16,582,245, a decrease of \$1,130,058 or 6.4% from Fiscal Year 2021. General Government includes Administration and Finance, Police and Fire Commission, Emergency 911 and Legal. Development includes the Building Division and Economic Development expenses. Salaries have been adjusted per increases in the collective bargaining agreements and for non-union employees. FY 2022 was impacted by the ongoing COVID 19 pandemic. All governmental activities saw decreases in expenditures except for Highways and Streets and Sanitation. This is due to the reduction in non-essential purchases and the suspension of the internal transfer for capital equipment purchases. These measures were taken to make sure that the Village's strong financial position would remain healthy throughout the pandemic. Also, the contractual increases in Public Safety salaries were partially offset by lower employee salaries due to retirements and resignations and the resulting position vacancies being filled with new hires that are paid at a lower rate.



The chart below shows the GASB 68 pension expense reflected in the Statement of Activities by plan:

Fiscal Year	IMRF	IMRF/ SLEP	Firefighters		Total
			Police Pension	Pension	
2022	\$ (251,935)	\$ (10,179)	\$ 980,294	\$ 1,497,157	\$ 2,215,337
2021	\$ 16,048	\$ 25,268	\$ 1,187,487	\$ 1,732,487	\$ 2,961,290
2020	\$ 281,931	\$ (14,115)	\$ 2,256,056	\$ 2,861,384	\$ 5,385,256

Pension expense is the difference between the Net Pension Liability, and Deferred Inflows and Outflows from the prior to the current year and includes the current year service cost, interest on the Total Pension Liability, administrative expenses, less projected investment earnings, current employee contributions and the impact of any changes in plan benefits. Pension expense is adjusted by current year recognition of any deferred inflows or outflows due to differences between projected and actual investment earnings and changes to the Total Pension Liability due to revised actuarial assumptions or unexpected actuarial experience. This fiscal year pension expense decreased in all funds due to the actuarial assumptions used and the market values at year end. Both pension funds now use the same investment consultant and have the same statutory ability to invest. At year end the Total Pension Liability is a snapshot at April 30, 2022. The pandemic, inflation and the uncertainty of the economy has caused investments to sharply decline and then rebound which also is factored into the decrease in the liability.

### **Business-Type Activities**

Business-type activities decreased the Village's net position by \$324,386 to \$12,576,758.

### **Revenues**

Water and sewer sales saw a slight increase of \$28,319 or less than 1% in Fiscal Year 2022 due to billed consumption and a .45% overall rate increase effective June 1, 2021 to cover a water rate increase by the City of Chicago. The City ordinance provides for a rate increase of 5% or the increase in the Consumer Price Index, whichever is lower. The June 1, 2021 increase was 1.10%. The overall sales revenue was what was projected based on billed water consumption due to more individuals working from home during the pandemic and weather conditions.

### **Expenses**

Expenses from business-type activities increased \$1,320,841 or 29.8% to \$5,758,904. Salaries and benefits saw a slight decrease. The cost of water from the City of Chicago increased due to water consumption and we saw decreases in water and sewer infrastructure maintenance costs. Capital outlay expenditures increased due to the Village wide conversion to Automated Metering Infrastructure. Expenses also include the interest on the IEPA loan for the Northside Stormwater Management Project (NSMP) that was completed in fiscal year 2017. The pension expense for the business type activities was \$(55,248). The Employees in the Waterworks and Sewerage Fund are all covered by the IMRF Plan. The OPEB expense for business type activities was \$9,193.

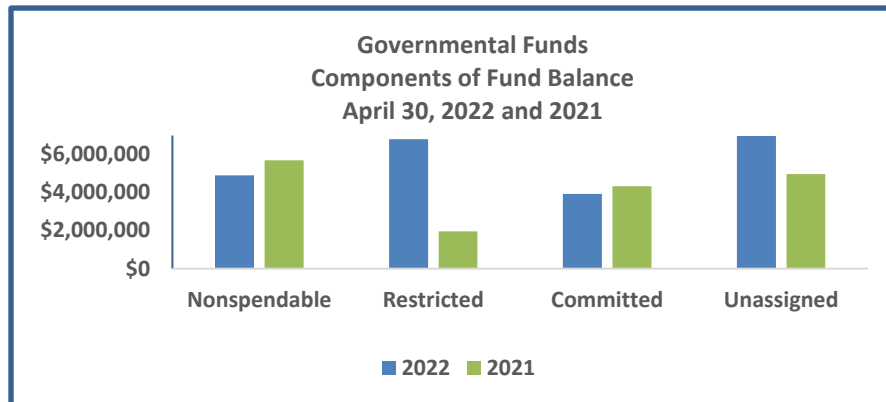
## **FINANCIAL ANALYSIS OF THE VILLAGE'S FUNDS**

As noted earlier, the Village of River Forest uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the Village's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Village's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year as they represent the portion of fund balance which has not been limited to use for a particular purpose by either an external party, or by the Village itself.

As of the end of the current fiscal year, the governmental funds reflect a combined fund balance of \$22,609,950 (as presented on pages 9-13), an increase of \$6,536,265 from the prior year's restated fund balance of \$16,073,685. Of the total fund balance, \$6,627,871 is unassigned fund balance, which is available for spending at the Village's discretion. The remainder of fund balance is either nonspendable, restricted committed, or assigned to indicate that it is not in spendable form (\$4,913,823), legally required to remain intact (\$6,805,536), committed by the Village for a particular purpose (\$3,923,943), or assigned for the portion of fund balance budgeted to be spent in the subsequent year (\$338,777). The increase in unassigned fund balance was due to the limiting of non-essential expenditures and increases in some revenues which helped minimize the use of reserves to fund non-reoccurring one time budgeted expenditures and still remain above minimum fund balance policy limits.



**Governmental Funds**



**General Fund**

The General Fund is the Village’s primary operating fund and the largest source of day-to-day service delivery. The 2022 unassigned fund balance for Village’s General Fund increased by \$1,639,830 to \$6,627,871 and the nonspendable fund balance decreased by \$786,409 to \$4,913,823. The decrease in the Deposit with Intergovernmental Risk Management Association (IRMA), a public entity risk pool was the primary reason for the decrease in the nonspendable fund balance. This is due to a recommended change in accounting for reserves held at IRMA. A prior period adjustment of (\$902,943) was made to decrease the amount recorded as held in reserve on behalf of the Village. The total fund balance increased by \$2,100,825 to \$12,537,669 from the prior year’s restated fund balance of \$10,436,844. This net increase is because actual revenues exceeded expenditures during the year. Property taxes increased from the prior year. Sales tax, non-home rule sales taxes and income tax had increases from the prior year. Revenues overall were up also because the Village received the first tranche payment from the American Rescue Plan Act of 2021 (ARPA). Property Tax revenues include a portion of the first installment of the 2020 levy which was not collected until May of 2021, the second installment collected in the fall of 2021, and the first installment of the 2021 levy collected in the spring of 2022. Expenditures were also lower which resulted in an overall increase in fund balance.

General Government expenditures are lower than the prior year due partly to a decrease in personal services due to vacancies in the Administration Department. The Building Department salaries were slightly higher due to the filling of vacancies during the year. The West Suburban Consolidated Dispatch Center contribution was increased when two communities left the center and the costs of operations had to be reallocated to the remaining communities. Overall Public Safety expenditures have increased. Salaries include increases for employees and promotions that are expected. The Police collective bargaining agreement was settled and step increases were included. Expected increases are included for the Fire based on the proposed collective bargaining agreement. Public Safety pension contributions were increased per the actuarial valuations prepared by an outside actuary as part of the Pension Funding Policies for the funds approved by the Village Board and the respective pension boards. The actual expenses are based on property tax collections for second installment of the 2020 tax levy and the first installment of the 2021 levy. Overall Public Works expenditures decreases for the fiscal year. Salary increases per the approved collective bargaining agreement were part of these expenses. Sanitation represents the fee paid to the Village’s refuse contractor and includes a contractual 2.00% increase.

According to the Village's financial policy, 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 subsequent year expenditures to adequately cover unanticipated expenditures, revenue shortfalls or cover negative cash flows due to the timing of property tax receipts. At April 30, 2022, this amount is \$7,162,903 or 38.7% of Fiscal Year 2023 budgeted General Fund expenditures.

### Other Major Governmental Funds

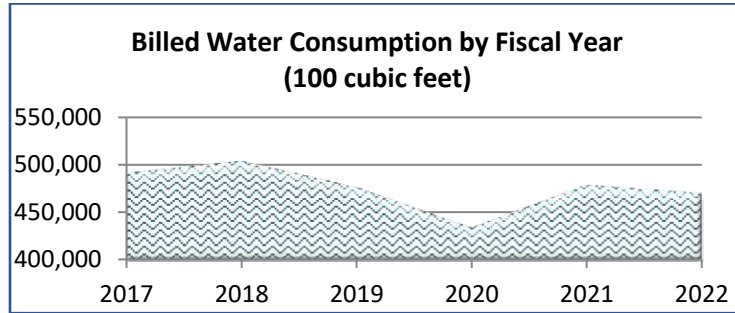
The Capital Equipment Replacement Fund (CERF) is used to accumulate resources for the purchase of Village vehicles, equipment, and improvements. The fund balance in CERF decreased \$326,073 during the fiscal year to \$3,466,920 because revenues and other financing sources were less than capital expenditures. Many purchases were able to be deferred to later years without reducing the quality of services to the Village. Purchases included Village Hall security cameras and the Public Works fuel system replacement. The Capital Improvement Fund (CIF) is used to account for various infrastructure improvements including alleys, commuter parking lots and streets. The CIF fund balance increased \$2,997,464 during the fiscal year to \$3,541,556. Expenditures were for information technology initiatives, roof replacement and alley improvements. The Madison Street TIF Fund balance increased \$727,300 to \$852,931. Incremental property tax revenue collections totaled \$840,110 for Fiscal Year 2022.

### Proprietary Fund

At April 30, 2022 the Waterworks and Sewerage Fund (as presented on pages 14-18) total net position decreased by \$324,386 to \$12,576,758. Operating expenses including depreciation exceeded operating revenues. Water and Sewer Sales are slightly higher the water rate increase of .45% on June 1, 2021 to cover the City of Chicago rate increase. There were no additional rate increases for operating costs, including water and capital improvements. Changes in consumption are due to weather conditions and more people working from home during the pandemic. Expenses include the interest on the IEPA Loan that was used to finance the NSMP.

### Waterworks and Sewerage Fund Schedule of Changes in Net Position

	Fiscal Year		Increase (Decrease)	% Increase (Decrease)
	2022	2021		
Operating Revenues	\$ 5,437,939	\$ 5,409,620	\$ 28,319	0.5%
Operating Expenses	5,490,286	4,175,542	1,314,744	31.5%
Operating Income	(52,347)	1,234,078	(1,286,425)	-104.2%
Nonoperating Revenue (Expenses)	(272,039)	(256,582)	(15,457)	6.0%
Change in Net Position	(324,386)	977,496	(1,301,882)	-133.2%
Net Position				
Beginning	12,901,144	11,923,648	977,496	8.2%
Ending	\$ 12,576,758	\$ 12,901,144	\$ (324,386)	-2.5%



**GENERAL FUND BUDGETARY HIGHLIGHTS**

General Fund actual revenues were \$2,450,704 more than the final budgeted amount. Income tax revenues were higher due to the State’s reductions in distributions being eliminated and higher than expected receipts. Use tax revenues were slightly lower than the budgeted amount. This is due to new laws put in place in 2021. Contributions and grants were higher than expected due to the receipt of ARPA funds and the recognition of some of these revenues to offset lost revenues. There was a significant increase in building permits. This is mainly due to the planned development at Lake and Lathrop. Building permit revenues were recorded in FY 2022. This permit revenue is recognized when the final plans are received by the Village.

**General Fund Budgetary Highlights**

Expenditures	16,391,620	16,454,482	16,886,954	432,472
Excess of Revenues over Expenditures	(599,732)	82,593	2,100,825	2,018,232
Other Financing Uses	-	-	-	-
Net Change in Fund Balance	\$ (599,732)	\$ 82,593	\$ 2,100,825	\$ 2,018,232

Actual expenditures were \$432,472 above the budgeted expenditure amounts. Salaries reflect increases per the collective bargaining agreements. Sanitation costs were higher due to a 2.00% increase in the contract with the service provider. These cost increases are passed along to customers. Administration expenditures in total were up slightly. Increases were seen in information technology expenditures and in the liability deductible. The liability deductible expense was offset by the IRMA excess surplus. The excess surplus was reported as a revenue in past years. With the restatement, it will now be reported as an offset to the expense. Police and Fire pension contributions are greater than what was budgeted due to the timing of property tax receipts. Tax payment deadlines were extended in the prior fiscal year which in turn increased receipts this fiscal year. These receipts include a portion of the first installment of the 2020 tax levy, the second installment of the 2020 tax levy and the first installment of the 2021 tax levy. Budgeted Employer contributions reflect the 2021 Property Tax Levy that is collected in the spring of 2022 and the summer which falls into the following fiscal year. Police Department salaries are slightly lower due to vacancies during the year.

The FY 2022 budget was amended once during the fiscal year. It included revenue adjustments in the General Fund to account for grant funds received from the American Rescue Plan and the Powering Safe Communities program. Budgeted expenditures in the General Fund increased for contributions to the Village's Police Pension Fund and decreased the amount for the Fire Pension Fund contributions with a net increase of \$9,539, \$24,828 in Equipment for the electric charging station, \$13,500 in consulting for the traffic study for the northeast corner of River Forest and \$14,995 in operating supplies for an item budgeted in FY2021 but delivery was delayed due to availability. The amendment increased expenditures in the Water & Sewer Fund for \$10,000 for the Water System Risk and Resilience Study and increased revenues in the North Avenue TIF Fund to account for incremental tax receipts that the Village began receiving in the Fall of 2021.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

The Village's investment in capital assets net of depreciation for its governmental and business-type activities as of April 30, 2022 amounts to \$42,660,706. The investment in capital assets includes land, buildings, improvements other than buildings, vehicles and equipment, and infrastructure. This amount represents a net increase (including additions and deductions) of \$274,707.

Major capital asset events during the current fiscal year included the following:

- ➔ Village Hall Security Cameras.
- ➔ Camera Expansion Equipment.
- ➔ Electric Vehicle Charging Station.
- ➔ Pay Loader Bucket.
- ➔ Fuel System Replacement.
- ➔ Village Hall Dispatch Center Roof Replacement.
- ➔ Green Alley Improvement Project.

### Capital Assets (Net of Depreciation)

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
Land and Right of Way	\$ 5,327,566	\$ 5,327,566	\$ 500	\$ 500	\$ 5,328,066	\$ 5,328,066
Buildings and Improvements	4,089,360	4,194,706	243,358	251,709	4,332,718	4,446,415
Water Distribution and Sewer Systems	-	-	19,842,167	20,090,153	19,842,167	20,090,153
Vehicles and Equipment	2,450,524	2,455,240	404,148	495,531	2,854,672	2,950,771
Infrastructure	8,840,445	8,171,536	1,300,010	1,342,928	10,140,455	9,514,464
Construction in Progress	146,550	43,154	16,078	12,976	162,628	56,130
	<u>\$ 20,854,445</u>	<u>\$ 20,192,202</u>	<u>\$ 21,806,261</u>	<u>\$ 22,193,797</u>	<u>\$ 42,660,706</u>	<u>\$ 42,385,999</u>

The governmental activities net capital assets increased \$662,243 from last year, due to an increase in assets as a result of alley and building improvements and the purchase of equipment, less a decrease due to the sale of vehicles and depreciation.

The net decrease in the business-type activities of \$387,536 is primarily due to fewer building improvements and the purchase of vehicles and equipment less the depreciation of capital assets. Detailed information on the current fiscal year changes in the Village's capital assets is provided in the *Notes to the Financial Statements*, Note 3 starting on page 34.

### Long-Term Debt

The table below provides a comparison of governmental and business-type long-term debt for Fiscal Years 2022 and 2021. The Village increased its general obligation debt by \$4,431,481 in Fiscal Year 2022. The Village issued \$550,000 in General Obligation Bonds, Series 2022 which are going to be used for street improvements. The Village also issued \$3,881,481 in General Obligation Debt Certificates, Series 2022 which are going to be used for various capital projects. This was reduced by principal payments on existing debt during the year. Business-Type Activities Long-Term Debt increased by \$672,335 due to the issuance of General Obligation Debt Certificates, Series 2022 for various capital projects offset by the principal payments of the IEPA Loan. The IEPA Loan proceeds were used to finance the Northside Stormwater Management Project which separated the storm and sanitary sewer on the north side of the Village. The final amount of the loan is \$14,711,293.

The Village levies property taxes to pay for the debt service on the 2022 General Obligation Bonds. The Village intends to use alternative revenue sources to pay the debt service on the 2022 General Obligation Debt Certificates. The IEPA loan is to be funded via the sewer rate. As an Illinois non-home rule community, the Village is subject to debt limitation. The Village maintained an Aa2 rating from Moody's Investors Service.

### Long-Term Debt

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
General Obligation Bonds	\$ 550,000	\$ 262,500	\$ -	\$ -	\$ 550,000	\$ 262,500
Debt Certificates	4,060,394	-	1,421,138	-	5,481,532	-
IEPA Loan	-	-	10,991,906	11,655,118	10,991,906	11,655,118
Compensated Absences	600,063	483,955	45,407	46,558	645,470	530,513
Net Pension Liability	37,060,525	35,046,041	-	-	37,060,525	35,046,041
Other Post-Employment Benefits	5,529,246	6,357,749	168,388	190,210	5,697,634	6,547,959
	<u>\$ 47,800,228</u>	<u>\$ 42,150,245</u>	<u>\$ 12,626,839</u>	<u>\$ 11,891,886</u>	<u>\$ 60,427,067</u>	<u>\$ 54,042,131</u>

Compensated Absences Payable is the amount of accrued vacation and sick leave time that is payable to employees at the end of the fiscal year. The Village Policies limit the amount of leave that can be carried over from year to year and employees are encouraged to use all of their vacation leave. Compensated absences increased due to higher vacation accruals and fewer funds paid out due to retirements during the fiscal year. The Net Pension Liability reflects the amount of the Total Liability for the Police, Firefighter, IMRF and SLEP pensions less each plan's fiduciary net position at the end of the fiscal year. The increase is due to actuarial assumptions used at a certain point in time.

Other Postemployment Benefit Obligation reflects the total liability of actuarially calculated contributions that the Village did not make to fund the retiree health insurance benefits that the Village currently provides. This is a single employer defined-benefit plan (Plan) and it is funded on a pay-as-you-go basis. Funding is reported in the Village's General Fund and Waterworks and Sewerage Funds. This reflects a change in accounting principles and the implementation of GASB 75 in fiscal year 2019.

Note 4 of the Notes to the Financial Statements, on page 35, provide more detailed information on the Village's long-term debt.

### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

In addition to the residual impacts of the pandemic, high inflation, supply chain issues and geopolitical conflicts continue to inject uncertainty into the economy. The Village's financial policies and sound fiscal decisions over the past several years have positioned the Village to "weather the storm" without reducing core services. Management continually monitors revenues sources and cash balances in order to ensure sufficient resources are available to support all Village services. The neighborhoods have remained attractive and vibrant and residential construction and improvements have continued.

To keep the fiscal year 2021/22 budget balanced, the Village of River Forest continues to utilize spending control measures that include taking advantage of cooperative purchasing opportunities through joint purchasing agreements, seeking competitive bids and whenever possible, grant funding is sought to offset program and project costs. The Fiscal Year 2022 budget included increases in state sales and income taxes. Use tax shows a slight decrease. From the latest Illinois Municipal League (IML) projections, sales tax and income tax are expected to increase in the next fiscal year. Also, the second tranche payment of \$735,945 from the American Rescue Plan Act of 2021 (ARPA) is budgeted in FY 2023. In total, The Village of River Forest was awarded \$1,470,373.

Economic development continued to be an important focus for the Village in an effort to continue to improve property values as well as stabilize our property taxes. There were several instances to highlight. At Lake and Lathrop, all required permits were approved to begin construction of the mixed-use project that will include up to 22 residential condominium units, approximately 14,000 square feet of commercial space and 86 off-street (on-site) parking spaces. The Village and its Economic Development Commission have been working on redevelopment possibilities for the Madison Street TIF District. The Village continues to have a strong commercial presence at River Forest Town Center as well as strong grocery shopping options from stores such as Whole Foods, Jewel and Fresh Thyme Farmers Market. All of these efforts have positive effects on our ability to help strengthen the overall property value in River Forest and add new value to stabilize the property tax base. Finally, the Village continues to look at efforts at Lake and Park for an infill development to complement the Lake Street corridor.

The Village is an affluent community whose composition is primarily residential with a smaller commercial component. The property tax revenue derived from the residential and commercial properties is exceedingly stable. The 2020 census found that \$191,293 was the median income of families living in the Village. In addition, the median value of residential property was \$604,900. The Fiscal Year 2023 budget proposes an increase in General Fund property tax revenues which includes the second installment of the 2021 Property Tax levy and the first installment of the 2022 property tax levy. The 2021 levy includes a 2.18% increase based on the December 2019 to December 2020 increase in the CPI and the value of new property. The projected 2022 property tax levy will include up to a 5.0%

increase permitted per the Property Tax Extension Limitation Law or the increase in the CPI, whichever is less. The CPI for December 2020 to December 2021 was 7.0%. The first installment of the 2022 levy will be collected in the spring of Fiscal Year 2023.

The Village increased water and sewer rates 6.0% effective June 1, 2022. The Village purchases water directly from the City of Chicago. The City raised rates 5.0% effective June 1, 2022. Going forward, the City ordinance provides for an increase each June 1 based on the increase in the Consumer Price Index or 5%, whichever is lower.

The Police Union Collective Bargaining Agreement is effective May 1, 2019 through April 30, 2023. The two Fire Union Collective Bargaining Agreements are effective May 1, 2019 through April 30, 2024. The Public Works Union, Local 150, collective Bargaining Agreement is effective from May 1, 2019 through April 30, 2022. Negotiations are underway with the Public Works Union. Budgeted expenditures for Police and Fire include increases due to salary and step adjustments based on the agreed upon contracts. Budgeted expenditures for Public Works include estimated increases due to salary and step adjustments based on current market trends. These are only estimates. Employee health insurance is also expected to moderately increase. The Fiscal Year 2023 General Fund budget includes higher contributions to the Village's Police and Firefighters' Pension Funds. An increase of 1.29% for police and 1.18% for fire is included. The Village Board has approved Pension Funding Policies for both funds that include a 7% interest rate assumption. In the previous policy the Police Pension Fund used a 6.75% interest rate assumption. Both boards now use the same investment consultant and have the same authority to invest so the same rate for both is being used. The Fire Pension Board also approved the Policy. The Police Board intends to continue to use a 6.75% interest rate assumption in its Property Tax Levy recommendation to the Village Board. The amount levied annually will be based on an actuarial analysis prepared by the Village's actuary using the assumptions included in the pension funding policies approved by the Village.

### **CONTACTING THE VILLAGE'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, customers, investors, and creditors with a general overview of the Village's finances and to demonstrate the Village's accountability for the money it receives. Questions concerning this report or requests for additional financial information should be directed to Rosemary McAdams, Finance Director, Village of River Forest, 400 Park Avenue, River Forest, IL 60305 or at [rmcadams@vrf.us](mailto:rmcadams@vrf.us).

## **BASIC FINANCIAL STATEMENTS**



**VILLAGE OF RIVER FOREST, ILLINOIS**

STATEMENT OF NET POSITION

April 30, 2022

	<b>Primary Government</b>		
	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 10,996,900	\$ 1,964,286	\$ 12,961,186
Restricted Cash	567,357	-	567,357
Investments	6,698,567	487,902	7,186,469
Receivables (Net, Where Applicable, of Allowances for Uncollectibles)			
Property Taxes	3,786,624	-	3,786,624
Accounts	529,502	890,779	1,420,281
Accrued Interest	10,862	495	11,357
Prepaid Expenses	286,222	62,560	348,782
Deposits	2,754,601	51,944	2,806,545
Due from Other Governments	1,143,318	-	1,143,318
Interfund Activity	(438,590)	438,590	-
Net Pension Asset	1,648,952	482,081	2,131,033
Land Held for Resale	1,769,658	-	1,769,658
Capital Assets			
Nondepreciable	5,474,116	16,578	5,490,694
Depreciable (Net of Accumulated Depreciation)	15,380,329	21,789,683	37,170,012
<b>Total Assets</b>	<b>50,608,418</b>	<b>26,184,898</b>	<b>76,793,316</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension Items	3,857,645	28,182	3,885,827
OPEB Items	1,112,527	32,830	1,145,357
<b>Total Deferred Outflows of Resources</b>	<b>4,970,172</b>	<b>61,012</b>	<b>5,031,184</b>
<b>Total Assets and Deferred Outflows of Resources</b>	<b>55,578,590</b>	<b>26,245,910</b>	<b>81,824,500</b>

(This statement is continued on the following page.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

STATEMENT OF NET POSITION (Continued)

April 30, 2022

	<b>Primary Government</b>		
	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 614,163	\$ 296,385	\$ 910,548
Accrued Payroll	356,696	14,448	371,144
Deposits Payable	77,456	115,705	193,161
Accrued Interest Payable	96,532	132,201	228,733
Due to Other Governments	41,054	-	41,054
Unearned Revenue	523,561	-	523,561
Noncurrent Liabilities			
Due Within One Year	685,263	691,111	1,376,374
Due in More than One Year	47,114,965	11,935,728	59,050,693
<b>Total Liabilities</b>	<b>49,509,690</b>	<b>13,185,578</b>	<b>62,695,268</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pension Items	5,697,230	466,261	6,163,491
OPEB Items	1,092,762	17,313	1,110,075
Deferred Property Taxes	3,786,624	-	3,786,624
<b>Total Deferred Inflows of Resources</b>	<b>10,576,616</b>	<b>483,574</b>	<b>11,060,190</b>
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>60,086,306</b>	<b>13,669,152</b>	<b>73,755,458</b>
<b>NET POSITION</b>			
Net Investment in Capital Assets	19,642,706	9,514,320	29,157,026
Restricted for			
Working Cash	535,032	-	535,032
Public Safety	122,166	-	122,166
Economic Development	1,366,615	-	1,366,615
Road Construction	886,448	-	886,448
Debt Service	243,385	-	243,385
Capital Improvements	253,235	-	253,235
Unrestricted (Deficit)	(27,557,303)	3,062,438	(24,494,865)
<b>TOTAL NET POSITION (DEFICIT)</b>	<b>\$ (4,507,716)</b>	<b>\$ 12,576,758</b>	<b>\$ 8,069,042</b>

See accompanying notes to financial statements.

VILLAGE OF RIVER FOREST, ILLINOIS

STATEMENT OF ACTIVITIES

For the Year Ended April 30, 2022

FUNCTIONS/PROGRAMS	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
<b>PRIMARY GOVERNMENT</b>				
Governmental Activities				
General Government	\$ 1,723,001	\$ 1,728,706	\$ 9,125	\$ -
Development	598,911	-	-	-
Public Safety	10,271,152	1,022,728	31,553	-
Public Works	1,997,313	-	-	-
Highways and Streets	648,010	-	445,369	245,426
Sanitation	1,231,220	1,175,800	-	-
Interest	112,638	-	-	-
<b>Total Governmental Activities</b>	<b>16,582,245</b>	<b>3,927,234</b>	<b>486,047</b>	<b>245,426</b>
Business-Type Activities				
Waterworks and Sewerage	5,758,904	5,437,939	-	-
<b>Total Business-Type Activities</b>	<b>5,758,904</b>	<b>5,437,939</b>	<b>-</b>	<b>-</b>
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>\$ 22,341,149</b>	<b>\$ 9,365,173</b>	<b>\$ 486,047</b>	<b>\$ 245,426</b>

	<b>Net (Expense) Revenue and Change in Net Position</b>		
	<b>Primary Government</b>		
	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
	\$ 14,830	\$ -	\$ 14,830
	(598,911)	-	(598,911)
	(9,216,871)	-	(9,216,871)
	(1,997,313)	-	(1,997,313)
	42,785	-	42,785
	(55,420)	-	(55,420)
	(112,638)	-	(112,638)
	(11,923,538)	-	(11,923,538)
	-	(320,965)	(320,965)
	-	(320,965)	(320,965)
	(11,923,538)	(320,965)	(12,244,503)
General Revenues			
Taxes			
Property	8,949,695	-	8,949,695
Non-Home Rule Sales	1,064,666	-	1,064,666
Utility	762,055	-	762,055
Local Use	445,293	-	445,293
Local Motor Fuel Tax	111,546	-	111,546
Other Taxes	519,569	-	519,569
Intergovernmental			
State Sales	2,295,850	-	2,295,850
State Shared Income Taxes	1,641,590	-	1,641,590
Personal Property Replacement Taxes	316,074	-	316,074
State Cannabis Tax	18,234	-	18,234
ARPA	365,145	-	365,145
Investment Income	(130,087)	(6,990)	(137,077)
Miscellaneous	270,843	3,569	274,412
Total	16,630,473	(3,421)	16,627,052
CHANGE IN NET POSITION	4,706,935	(324,386)	4,382,549
NET POSITION (DEFICIT), MAY 1	(8,311,708)	12,901,144	4,589,436
Prior Period Adjustment	(902,943)	-	(902,943)
NET POSITION (DEFICIT), MAY 1, RESTATED	(9,214,651)	12,901,144	3,686,493
<b>NET POSITION (DEFICIT), APRIL 30</b>	<b>\$ (4,507,716)</b>	<b>\$ 12,576,758</b>	<b>\$ 8,069,042</b>

See accompanying notes to financial statements.

VILLAGE OF RIVER FOREST, ILLINOIS

BALANCE SHEET

GOVERNMENTAL FUNDS

April 30, 2022

	General	Capital Equipment Replacement	Capital Improvement	Madison Street TIF	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash and Cash Equivalents	\$ 4,403,730	\$ 622,406	\$ 3,347,422	\$ 1,106,798	\$ 1,516,544	\$ 10,996,900
Restricted Cash	-	-	-	-	567,357	567,357
Investments	2,929,546	3,281,693	244,721	-	242,607	6,698,567
Receivables (Net, Where Applicable, of Allowances for Uncollectibles)						
Property Taxes	3,641,177	-	-	-	145,447	3,786,624
Accounts	525,333	-	4,169	-	-	529,502
Accrued Interest	4,748	5,591	57	-	466	10,862
Deposits	2,754,601	-	-	-	-	2,754,601
Prepaid Items	286,222	-	-	-	-	286,222
Due from Other Governments	1,105,829	-	-	-	37,489	1,143,318
Due from Other Funds	200,000	-	-	-	-	200,000
Advance to Other Funds	1,873,000	-	-	-	-	1,873,000
Land Held for Resale	-	-	-	1,769,658	-	1,769,658
<b>TOTAL ASSETS</b>	<b>\$ 17,724,186</b>	<b>\$ 3,909,690</b>	<b>\$ 3,596,369</b>	<b>\$ 2,876,456</b>	<b>\$ 2,509,910</b>	<b>\$ 30,616,611</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Accounts Payable	\$ 546,573	\$ 4,180	\$ 54,813	\$ 525	\$ 8,072	\$ 614,163
Accrued Payroll	356,696	-	-	-	-	356,696
Deposits Payable	77,456	-	-	-	-	77,456
Interest Payable	-	-	-	-	95,517	95,517
Due to Other Funds	-	-	-	150,000	50,000	200,000
Due to Other Governments	41,054	-	-	-	-	41,054
Advance from Other Funds	-	438,590	-	1,873,000	-	2,311,590
Unearned Revenue	523,561	-	-	-	-	523,561
Total Liabilities	1,545,340	442,770	54,813	2,023,525	153,589	4,220,037
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unavailable Property Taxes	3,641,177	-	-	-	145,447	3,786,624
Total Deferred Inflows of Resources	3,641,177	-	-	-	145,447	3,786,624
Total Liabilities and Deferred Inflows of Resources	5,186,517	442,770	54,813	2,023,525	299,036	8,006,661

(This statement is continued on the following page.)

VILLAGE OF RIVER FOREST, ILLINOIS

BALANCE SHEET (Continued)

GOVERNMENTAL FUNDS

April 30, 2022

	General	Capital Equipment Replacement	Capital Improvement	Madison Street TIF	Nonmajor Governmental Funds	Total Governmental Funds
<b>FUND BALANCES</b>						
Nonspendable						
Deposits	\$ 2,754,601	\$ -	\$ -	\$ -	\$ -	\$ 2,754,601
Prepaid Items	286,222	-	-	-	-	286,222
Advances	1,873,000	-	-	-	-	1,873,000
Restricted for						
Working Cash	535,032	-	-	-	-	535,032
Public Safety	122,166	-	-	-	-	122,166
Economic Development	-	-	-	852,931	513,684	1,366,615
Road Construction	-	-	-	-	886,448	886,448
Debt Service	-	-	-	-	243,385	243,385
Capital Improvements	-	-	3,084,533	-	567,357	3,651,890
Committed for						
Parking	-	-	447,825	-	-	447,825
Capital Improvements	-	3,466,920	9,198	-	-	3,476,118
Assigned for						
Subsequent Year's Budget	338,777	-	-	-	-	338,777
Unassigned	6,627,871	-	-	-	-	6,627,871
Total Fund Balances	12,537,669	3,466,920	3,541,556	852,931	2,210,874	22,609,950
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 17,724,186</b>	<b>\$ 3,909,690</b>	<b>\$ 3,596,369</b>	<b>\$ 2,876,456</b>	<b>\$ 2,509,910</b>	<b>\$ 30,616,611</b>

See accompanying notes to financial statements.

**VILLAGE OF RIVER FOREST, ILLINOIS**

**RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO THE  
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION**

April 30, 2022

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<b>FUND BALANCES OF GOVERNMENTAL FUNDS</b>	\$ 22,609,950
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	20,854,445
Premiums/discounts on bonds are expensed in governmental funds but capitalized and amortized in the statement of net position	
Unamortized premium on bonds	(178,913)
Net pension asset for the Illinois Municipal Retirement Fund is shown as an asset on the statement of net position	1,648,952
Differences between expected and actual experiences, assumption changes, net differences between projected and actual earnings and contributions subsequent to the measurement date for the Illinois Municipal Retirement Fund are recognized as deferred outflows and inflows of resources on the statement of net position	(1,524,401)
Net pension liability for the Police Pension Fund and Firefighters' Pension Fund are shown as a liability on the statement of net position	
Police Pension Fund	(20,494,774)
Firefighters' Pension Fund	(16,565,751)
Differences between expected and actual experiences, assumption changes, net differences between projected and actual earnings for the Police Pension Fund and Firefighters' Pension Fund are recognized as deferred outflows and inflows of resources on the statement of net position	(315,184)
Differences between expected and actual experiences, assumption changes, net differences between projected and actual earnings for the Postemployment Benefit Plan are recognized as deferred outflows and inflows of resources on the statement of net position	19,765
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds payable	(4,431,481)
Interest payable	(1,015)
Compensated absences	(600,063)
Total OPEB liability	<u>(5,529,246)</u>
<b>NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<u><u>\$ (4,507,716)</u></u>

See accompanying notes to financial statements.

VILLAGE OF RIVER FOREST, ILLINOIS

STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES

GOVERNMENTAL FUNDS

For the Year Ended April 30, 2022

	General	Capital Equipment Replacement	Capital Improvement	Madison Street TIF	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>						
Taxes	\$ 9,765,021	\$ -	\$ -	\$ 840,110	\$ 802,400	\$ 11,407,531
Licenses and Permits	1,528,419	-	-	-	-	1,528,419
Intergovernmental	5,122,864	-	-	-	690,795	5,813,659
Charges for Services	2,111,617	-	35,612	-	-	2,147,229
Fines and Forfeits	227,140	-	24,446	-	-	251,586
Investment Income	(38,013)	(91,877)	273	1,091	(1,561)	(130,087)
Other	270,731	112	-	-	-	270,843
<b>Total Revenues</b>	<b>18,987,779</b>	<b>(91,765)</b>	<b>60,331</b>	<b>841,201</b>	<b>1,491,634</b>	<b>21,289,180</b>
<b>EXPENDITURES</b>						
Current						
General Government	1,841,130	-	12,000	11,264	1,358	1,865,752
Development	547,220	-	-	-	-	547,220
Public Safety	11,809,253	-	-	-	-	11,809,253
Public Works	1,458,131	-	-	-	501,999	1,960,130
Highways and Streets	-	-	-	-	-	-
Sanitation	1,231,220	-	-	-	-	1,231,220
Capital Outlay	-	234,308	1,052,280	51,691	235,878	1,574,157
Debt Service						
Principal	-	-	-	-	262,500	262,500
Interest and Fiscal Charges	-	-	58,981	50,946	3,150	113,077
<b>Total Expenditures</b>	<b>16,886,954</b>	<b>234,308</b>	<b>1,123,261</b>	<b>113,901</b>	<b>1,004,885</b>	<b>19,363,309</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>2,100,825</b>	<b>(326,073)</b>	<b>(1,062,930)</b>	<b>727,300</b>	<b>486,749</b>	<b>1,925,871</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Issuance of Bonds	-	-	3,881,481	-	550,000	4,431,481
Premium on Bonds Issued	-	-	178,913	-	-	178,913
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>4,060,394</b>	<b>-</b>	<b>550,000</b>	<b>4,610,394</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>2,100,825</b>	<b>(326,073)</b>	<b>2,997,464</b>	<b>727,300</b>	<b>1,036,749</b>	<b>6,536,265</b>
<b>FUND BALANCES, MAY 1</b>	<b>11,339,787</b>	<b>3,792,993</b>	<b>544,092</b>	<b>125,631</b>	<b>1,174,125</b>	<b>16,976,628</b>
Prior Period Adjustment	(902,943)	-	-	-	-	(902,943)
<b>FUND BALANCES, MAY 1, RESTATED</b>	<b>10,436,844</b>	<b>3,792,993</b>	<b>544,092</b>	<b>125,631</b>	<b>1,174,125</b>	<b>16,073,685</b>
<b>FUND BALANCES, APRIL 30</b>	<b>\$ 12,537,669</b>	<b>\$ 3,466,920</b>	<b>\$ 3,541,556</b>	<b>\$ 852,931</b>	<b>\$ 2,210,874</b>	<b>\$ 22,609,950</b>

See accompanying notes to financial statements.



**VILLAGE OF RIVER FOREST, ILLINOIS**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCES TO THE  
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES**

For the Year Ended April 30, 2022

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<b>NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 6,536,265</b>
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlay as expenditures; however, they are capitalized and depreciated in the statement of activities	
Capital outlay	1,394,887

The repayment and refunding of the principal portion long-term debt is reported as an expenditure when due in governmental funds but as a reduction of principal outstanding in the statement of activities	
Principal retirement	262,500

The issuance of long-term debt are other financing sources on the fund financials but are recorded as long-term liabilities on the government-wide financial statements	
Issuance of general obligation bonds	(4,431,481)
Premium on issuance of general obligation bonds	(178,913)

The change in the net pension asset (liability) for the Illinois Municipal Retirement Fund is reported only in the statement of activities	1,207,321
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The change in deferred inflows and outflows of resources for the Illinois Municipal Retirement Fund is reported only in the statement of activities	(724,498)
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The change in the net pension liability for the Police Pension Fund and the Firefighters' Pension Fund are reported only in the statement of activities	(2,014,484)
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The change in deferred inflows and outflows for the Police Pension Fund and the Firefighters' Pension Fund are reported only in the statement of activities	3,564,916
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The change in deferred inflows and outflows for the Other Postemployment Benefit Plan are reported only in the statement of activities	(889,768)
--	-----------

Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds	
Depreciation	(732,644)
Change in compensated absences	(116,108)
Change in total OPEB liability	828,503
Change in accrued interest payable	439

<b>CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b>\$ 4,706,935</b>
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See accompanying notes to financial statements.

VILLAGE OF RIVER FOREST, ILLINOIS

STATEMENT OF NET POSITION

PROPRIETARY FUNDS

April 30, 2022

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	<b>Business-Type Activities Water and Sewer</b>
<b>CURRENT ASSETS</b>	
Cash and Cash Equivalents	\$ 1,964,286
Investments	487,902
Receivables (Net of Allowances for Uncollectibles)	
Customer Accounts	890,779
Accrued Interest	495
Prepaid Items	62,560
Deposits	51,944
	<hr/>
Total Current Assets	3,457,966
<b>NONCURRENT ASSETS</b>	
Advances	438,590
Net Pension Asset	482,081
Capital Assets	
Nondepreciable	16,578
Depreciable, Net of Accumulated Depreciation	21,789,683
	<hr/>
Net Capital Assets	21,806,261
	<hr/>
Total Noncurrent Assets	22,726,932
	<hr/>
Total Assets	26,184,898
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pension Items - IMRF	28,182
OPEB Items	32,830
	<hr/>
Total Deferred Outflows of Resources	61,012
	<hr/>
Total Assets and Deferred Outflows of Resources	26,245,910
	<hr/>

(This statement is continued on the following page.)

VILLAGE OF RIVER FOREST, ILLINOIS

STATEMENT OF NET POSITION (Continued)

PROPRIETARY FUNDS

April 30, 2022

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	<b>Business-Type Activities Water and Sewer</b>
<b>CURRENT LIABILITIES</b>	
Accounts Payable	\$ 296,385
Accrued Payroll	14,448
Deposits Payable	115,705
Accrued Interest Payable	132,201
Current Portion of Long-Term Compensated Absences	9,081
Total OPEB Liability	4,080
Illinois EPA Loan	677,950
	<hr/>
Total Current Liabilities	1,249,850
	<hr/>
<b>LONG-TERM LIABILITIES</b>	
Compensated Absences	36,326
Total OPEB Liability	164,308
Debt Certificates	1,421,138
Illinois EPA Loan	10,313,956
	<hr/>
Total Long-Term Liabilities	11,935,728
	<hr/>
Total Liabilities	13,185,578
	<hr/>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension Items - IMRF	466,261
OPEB Items	17,313
	<hr/>
Total Deferred Inflows of Resources	483,574
	<hr/>
Total Liabilities and Deferred Inflows of Resources	13,669,152
	<hr/>
<b>NET POSITION</b>	
Net Investment in Capital Assets	9,514,320
Unrestricted	3,062,438
	<hr/>
<b>TOTAL NET POSITION</b>	<b>\$ 12,576,758</b>
	<hr/> <hr/>

See accompanying notes to financial statements.

**VILLAGE OF RIVER FOREST, ILLINOIS**

**STATEMENT OF REVENUES, EXPENSES AND  
CHANGES IN FUND NET POSITION**

**PROPRIETARY FUND**

For the Year Ended April 30, 2022

	<b>Business-Type Activities</b>
	<b>Waterworks and Sewerage</b>
<b>OPERATING REVENUES</b>	
Charges for Services	
Water Sales	\$ 3,335,551
Sewer Charges	2,089,132
Sale of Meters	13,256
	<hr/>
Total Operating Revenues	5,437,939
	<hr/>
<b>OPERATING EXPENSES</b>	
Personal Services	1,045,540
Contractual Services	712,854
Commodities	1,763,616
Capital Outlay	1,577,638
Depreciation	390,638
	<hr/>
Total Operating Expenses	5,490,286
	<hr/>
OPERATING INCOME (LOSS)	(52,347)
	<hr/>
<b>NON-OPERATING REVENUES (EXPENSES)</b>	
Investment Income	(6,990)
Interest Expense	(247,975)
Bond Issue Costs	(20,643)
Miscellaneous	3,569
	<hr/>
Total Non-Operating Revenues (Expenses)	(272,039)
	<hr/>
CHANGE IN NET POSITION	(324,386)
	<hr/>
NET POSITION, MAY 1	12,901,144
	<hr/>
<b>NET POSITION, APRIL 30</b>	<b>\$ 12,576,758</b>
	<hr/> <hr/>

See accompanying notes to financial statements.

VILLAGE OF RIVER FOREST, ILLINOIS

STATEMENT OF CASH FLOWS

PROPRIETARY FUNDS

For the Year Ended April 30, 2022

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	<u>Business-Type Activities</u> <u>Waterworks and Sewerage</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Receipts from Customers and Users	\$ 5,471,254
Payments to Suppliers	(4,006,619)
Payments to Employees	(1,162,619)
	<hr/>
Net Cash from Operating Activities	302,016
	<hr/>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Interfund Loans	(126,235)
	<hr/>
Net Cash from Noncapital Financing Activities	(126,235)
	<hr/>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Purchase of Capital Assets	(3,102)
Payment of Illinois EPA Loan Principal	(663,212)
Proceeds from Debt Certificates	1,421,138
Interest and Fiscal Charges	(136,417)
	<hr/>
Net Cash from Capital and Related Financing Activities	618,407
	<hr/>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest on Investments	3,915
Sale of Investments	600
	<hr/>
Net Cash from Investing Activities	4,515
	<hr/>
NET INCREASE IN CASH AND CASH EQUIVALENTS	798,703
CASH AND CASH EQUIVALENTS, MAY 1	1,165,583
	<hr/>
<b>CASH AND CASH EQUIVALENTS, APRIL 30</b>	<b>\$ 1,964,286</b>
	<hr/> <hr/>

(This statement is continued on the following page.)

VILLAGE OF RIVER FOREST, ILLINOIS

STATEMENT OF CASH FLOWS (Continued)

PROPRIETARY FUNDS

For the Year Ended April 30, 2022

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	<b>Business-Type Activities</b>
	<b><u>Waterworks and Sewerage</u></b>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Operating Income (Loss)	\$ (52,347)
Adjustments to Reconcile Operating Income (Loss) to Net Cash from Operating Activities	
Depreciation	390,638
Miscellaneous Revenue	3,569
Changes in Assets and Liabilities	
Accounts Receivable	43,361
Prepaid items	(11,774)
Deposits	(1,664)
Accounts Payable	60,927
Accrued Payroll	14,448
Compensated Absences	(1,151)
Deposits Payable	(13,615)
Pension Items	(139,569)
OPEB Items	9,193
	<hr/>
<b>NET CASH FROM OPERATING ACTIVITIES</b>	<b>\$ 302,016</b>
	<hr/> <hr/>
<b>NONCASH TRANSACTIONS</b>	
Capital Contributions	\$ -
	<hr/>
<b>TOTAL NONCASH TRANSACTIONS</b>	<b>\$ -</b>
	<hr/> <hr/>

See accompanying notes to financial statements.

**VILLAGE OF RIVER FOREST, ILLINOIS**

**STATEMENT OF FIDUCIARY NET POSITION**

**PENSION TRUST FUNDS**

April 30, 2022

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	<b>Pension Trust Funds</b>
<b>ASSETS</b>	
Cash and Cash Equivalents	\$ 2,466,230
Investments, at Fair Value	
U.S. Government and U.S. Agency Obligations	7,461,071
Corporate Bonds	1,632,096
Mutual Funds	14,395,973
Real Estate Contracts	1,703,806
Investment held in the Illinois Firefighters' Pension Investment Fund	16,168,054
Accrued Interest	49,697
Prepaid Items	6,290
	<hr/>
Total Assets	43,883,217
	<hr/>
<b>LIABILITIES</b>	
Accounts Payable	12,526
	<hr/>
Total Liabilities	12,526
	<hr/>
<b>NET POSITION RESTRICTED FOR PENSIONS</b>	<b>\$ 43,870,691</b>
	<hr/> <hr/>

See accompanying notes to financial statements.

**VILLAGE OF RIVER FOREST, ILLINOIS**

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**

**PENSION TRUST FUNDS**

For the Year Ended April 30, 2022

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**ADDITIONS**

Contributions	
Employer Contributions	\$ 4,027,883
Employee Contributions	<u>540,936</u>
Total Contributions	<u>4,568,819</u>
Investment Income	
Net Depreciation in Fair Value of Investments	(3,104,572)
Interest	<u>684,101</u>
Total Investment Income (Loss)	(2,420,471)
Less Investment Expense	<u>(81,263)</u>
Net Investment Income (Loss)	<u>(2,501,734)</u>
Total Additions	<u>2,067,085</u>

**DEDUCTIONS**

Retirement Benefits	4,829,178
Refunds	402,387
Administrative Expenses	<u>96,664</u>
Total Deductions	<u>5,328,229</u>

NET DECREASE (3,261,144)

**NET POSITION RESTRICTED FOR PENSIONS**

May 1	<u>47,131,835</u>
April 30	<u><u>\$ 43,870,691</u></u>

See accompanying notes to financial statements.



# VILLAGE OF RIVER FOREST, ILLINOIS

## NOTES TO FINANCIAL STATEMENTS

April 30, 2022

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Village of River Forest, Illinois (the Village) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Village's accounting policies are described below.

#### A. Reporting Entity

The Village is a municipal corporation governed by a Board of Trustees, which is elected by the public and has the exclusive responsibility and accountability for the decisions it makes. The Village has the statutory authority to adopt its own budget, to levy taxes and to issue bonded debt without the approval of another government. It has the right to sue and be sued and has the right to buy, sell, lease or mortgage property in its own name.

GAAP requires that the financial reporting entity include (1) the primary government, (2) organizations for which the primary government is financially accountable and (3) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

In evaluating how to define the reporting entity, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was based upon the significance of its operational or financial relationship with the primary government. A blended component unit, although legally separate, is, in substance, part of the Village's operations and so data from this unit is combined with the data of the primary government. A discretely presented component unit, on the other hand, is reported in a separate column on the government-wide financial statements to emphasize it is legally separate from the Village. The Village has no discretely presented component units.

The Village's financial statements include two pension trust funds as fiduciary component units.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

A. Reporting Entity (Continued)

Police Pension Employees Retirement System

The Village's financial statements include the Police Pension Employees Retirement System (PPERS) as a fiduciary component unit reported as a pension trust fund. The Village's sworn police employees participate in the PPERS. PPERS functions for the benefit of these employees and is governed by a five-member pension board. Two members appointed by the Village President, one elected pension beneficiary, and two elected police employees constitute the pension board. The participants are required to contribute a percentage of salary as established by state statute and the Village is obligated to fund all remaining PPERS costs based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of the Village's contribution levels. Accordingly, the PPERS is fiscally dependent on the Village.

Firefighters' Pension Employees Retirement System

The Village's financial statements include the Firefighters' Pension System (the FPERS) as a fiduciary component unit reported as a Pension Trust Fund. The Village's sworn full-time firefighters participate in the FPERS. FPERS functions for the benefit of these employees and is governed by a five-member pension board. Two members appointed by the Village President, one elected pension beneficiary, and two elected from active participants of the Firefighters' Pension Fund constitute the pension board. The participants are required to contribute a percentage of salary as established by state statute and the Village is obligated to fund all remaining FPERS costs based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. Accordingly, the FPERS is fiscally dependent on the Village.

B. Fund Accounting

The Village uses funds to report on its financial position and the changes in financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain village functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into the following categories: governmental, proprietary and fiduciary.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. Fund Accounting (Continued)**

Governmental funds are used to account for all or most of a Village's general activities, including the collection and disbursement of restricted or committed monies (special revenue funds), the funds committed, restricted or assigned for the acquisition or construction of capital assets (capital projects funds), and the funds committed, restricted or assigned for the servicing of long-term debt (debt service funds) The General Fund is used to account for all activities of the general government not accounted for in some other fund.

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the Village (internal service funds).

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments. The Village utilizes pension trust funds which are generally used to account for assets that the Village holds in a fiduciary capacity.

**C. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Village. The effect of material interfund activity has been eliminated from these statements, except for interfund services provided and used. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Government-Wide and Fund Financial Statements (Continued)**

The Village reports the following major governmental funds:

The General Fund is the Village's primary operating fund. It accounts for all financial resources of the general government, except those accounted for in another fund.

The Capital Equipment Replacement Fund is a Capital Projects Fund that accounts for resources restricted, committed or assigned for the purchase and replacement of equipment to be used by governmental activities.

The Capital Improvement Fund is a Capital Projects Fund that accounts for funds committed for various infrastructure improvements including alleys, commuter parking lots and streets.

The Madison Street TIF Fund is a Capital Projects Fund that accounts for the financial activity associated with the Madison Street Tax Increment Financing District.

The Village reports the following major proprietary funds:

The Waterworks and Sewerage Fund accounts for the provision of water and sewer services, including infrastructure maintenance and improvements to the residents of the Village. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, maintenance, financing and related debt service and billing and collection.

**D. Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues and additions are recorded when earned and expenses and deductions are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e., intended to finance). Grants, contributions and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Operating revenues and expenses are directly attributable to the operation of the proprietary funds. Non-operating revenue/expenses are incidental to the operations of these funds.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Village considered property taxes as available if they are collected within 60 days of the end of the current fiscal period. A 90-day period availability period is used for revenue recognition for all other governmental fund revenues. The Village recognizes property taxes when they become both measurable and available in the year intended to finance. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as expenditures when due.

Those revenues susceptible to accrual are property taxes, sales, use, utility, telecommunication, motor fuel taxes, franchise fees, interest revenue and charges for services revenues associated with the current fiscal period. Fines (excluding fines collected by the Cook County Court) and permit revenues are not susceptible to accrual because generally they are not measurable until received in cash. All other revenue items are considered to be measurable and available only when cash is received by the Village.

In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidelines. Monies that are virtually unrestricted as to purpose of expenditure, which are usually revocable only for failure to comply with prescribed compliance requirements, are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

The Village reports unavailable/deferred/unearned revenue on its financial statements. Unavailable/deferred/unearned revenues arise when a potential revenue does not meet both the measurable and available or earned criteria for recognition in the current period. Unavailable/deferred/unearned revenues also arise when resources are received by the Village before it has a legal claim to them as when grant monies are received prior to the incurrence of qualifying expenditures.

In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability/deferred inflow is removed from the financial statements and revenue is recognized.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

E. Cash and Cash Equivalents

For purposes of reporting cash flows, the Village considers all cash on hand, demand deposits and highly liquid investments with a maturity of three months or less when purchased to be cash and cash equivalents.

F. Investments

Investments with a maturity of one year or less and all non-negotiable certificates of deposits are recorded at cost or amortized cost. All other investments and all investments of the pension trust funds are recorded at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

The Village categorizes the fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

G. Property Taxes

The Village annually establishes a legal right to revenue from property tax assessments upon enactment of a tax levy ordinance by the Village Board of Trustees. Property taxes are recognized as a receivable at the time they are levied. Revenue from property taxes is recognized as the taxes are collected in the year intended to finance or when they become available to be used to pay liabilities of the current period, generally considered to be collected before year end. Revenue from those taxes which is not considered available is reported as unavailable revenue.

The property tax calendar for the 2021 tax levy is as follows:

Lien Date	January 1, 2021
Levy Date	December 13, 2021
Tax Bills Mailed (at Least 30 Days Prior to Collection Deadline)	
First Installment Due	March 1, 2022
Second Installment Due	August 1, 2022

Property taxes are billed and collected by the County Treasurer of Cook County, Illinois.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

G. Property Taxes (Continued)

The 2022 tax levy, which attached as an enforceable lien on property as of January 1, 2022, has not been recorded as a receivable as of April 30, 2022, as the tax has not yet been levied by the Village and will not be levied until December 2022 and, therefore, the levy is not measurable at April 30, 2022.

H. Capital Assets

Capital assets, which include property, building, equipment and infrastructure assets (e.g., roads, sidewalks, bridges and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Village as assets with an initial, individual cost of more than \$10,000 for vehicles and equipment, \$50,000 for buildings and improvements and \$100,000 for infrastructure and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Combined Sewers	75-100
Buildings and Improvements	50-75
Vehicles and Equipment	2-25
Water Distribution System	75
Storm Sewers (Relief)	75-100
Sanitary Sewers	100
Curbs and Gutters	60
Streets	60
Other Infrastructure	15-100

**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

I. Compensated Absences

Vested or accumulated vacation leave is accrued when incurred in the government-wide and proprietary fund financial statements, as the Village expects employees to use their vacation within one fiscal year; however, they may carry over ten days. Vested or accumulated vacation leave of proprietary funds and government-wide statements is recorded as an expense and liability of those funds as the benefits accrue to employees. Vacation leave is only recorded in the governmental fund financial statements when an employee leaves before year end and has not been paid out at year end. No liability is recorded for nonvesting, accumulating rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulating sick leave benefits that is estimated will be taken as terminal leave prior to retirement.

J. Prepaid Items/Expenses

Payments made to vendors for services that will benefit periods beyond the date of this report are recorded as prepaid items/expenses on the consumption method. Prepaid items in governmental funds are offset by nonspendable fund balance.

K. Short-Term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as “due from other funds” or “due to other funds” on the financial statements. Short-term interfund loans, if any, are classified as interfund receivables/payables. Long-term interfund loans are classified as advances to/from other funds.

L. Long-Term Obligations

In the government-wide financial statements and proprietary funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities or proprietary fund financial statements. Bond premiums and discounts, as well as gains and losses on refundings, are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Bond issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.



**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

M. Fund Balances/Net Position

In the fund financial statements, governmental funds report nonspendable fund balance for amounts that are either not in spendable form or legally or contractually required to be maintained intact. Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities or from enabling legislation adopted by the Village. Committed fund balance is constrained by formal actions of the Village's Board of Trustees, which is considered the Village's highest level of decision-making authority. Formal actions are documented in ordinances approved by the Village Board of Trustees and can only be modified by subsequent ordinances. Assigned fund balance represents amounts constrained by the Village's intent to use them for a specific purpose. The authority to assign fund balance has been delegated to the Village Board. Any residual fund balance in the General Fund, including fund balance targets and any deficit fund balance of any other governmental fund is reported as unassigned.

The Village's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending, the Village considers committed funds to be expended first followed by assigned funds and then unassigned funds. Net position/fund balance is displayed in the order of the relative strength of the spending constraints placed on the purposes for which resources can be used.

Per the Village's financial policy, the General Fund is to maintain a minimum unassigned fund balance, plus the amount restricted for working cash, of 25% of the total budgeted annual expenditures in the most recently approved annual budget. The Village Board shall determine the disposition of the fund balance in excess of this amount.

In the government-wide financial statements, restricted net position is legally restricted by outside parties for a specific purpose. Net investment in capital assets represents the book value of capital assets less any outstanding long-term debt issued to acquire or construct the capital asset.

None of the restricted net position or restricted fund balance results from enabling legislation adopted by the Village.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

N. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

O. Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows, liabilities, deferred inflows and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

P. Postponement of Implementation of Certain Authoritative Guidance

The Village has elected to implement GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, which was issued to provide temporary relief to governments and other stakeholders due to the COVID-19 pandemic. This provides for the postponement of the implementation of GASB Statement No. 87, *Leases*, to April 30, 2023.

**2. DEPOSITS AND INVESTMENTS**

Deposits and investments are governed by the Village's investment policy as well as Illinois Compiled Status (ILCS). It is the policy of the Village to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objective of the policy is legality, safety (preservation of capital and protection of investment principal), liquidity and yield.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**2. DEPOSITS AND INVESTMENTS (Continued)**

The Village's investment policy permits investments in any credit union or bank, as defined by the *Illinois Banking Act*, and made investments in obligations guaranteed by the full faith and credit of the United States of America, similar obligations of agencies of the United States of America, certain money market mutual funds, The Illinois Funds and Illinois Metropolitan Investment Fund (IMET).

The Illinois Public Treasurers' Investment Pool, known as The Illinois Funds, operates as a qualified external investment pool in accordance with the criteria established in GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, and thus, reports all investments at amortized cost rather than fair value. The investment in The Illinois Funds by participants is also reported at amortized cost. The Illinois Funds does not have any limitations or restrictions on participant withdrawals. The Illinois Treasurer's Office issues a separate financial report for The Illinois Funds which may be obtained by contacting the Administrative Office at Illinois Business Center, 400 West Monroe Street, Suite 401, Springfield, Illinois 62704.

The Illinois Metropolitan Investment Fund (IMET) is a local government investment pool. Created in 1996 as a not-for-profit trust formed under the Intergovernmental Cooperation Act and the Illinois Municipal Code. IMET was formed to provide Illinois government agencies with safe, liquid, attractive alternatives for investing and is managed by a Board of Trustees elected from the participating members. IMET offers participants two separate vehicles to meet their investment needs. The IMET Core Fund is designed for public funds that may be invested for longer than one year. The Core Fund carries the highest rating available (AAAf/bf) from Moody's for such funds. Member withdrawals can be made from the core fund with a five-day notice. The IMET Convenience Fund (CVF) is designed to accommodate funds requiring high liquidity, including short term cash management programs and temporary investment of bond proceeds. It is comprised of collateralized and FHLB LoC backed bank deposits, FDIC insured certificates of deposit and U.S. Government securities. Member withdrawals are generally on the same day as requested. Investments in IMET are valued at IMET's share price, which is the price the investment could be sold.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**2. DEPOSITS AND INVESTMENTS (Continued)**

A. Deposits with Financial Institutions

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the Village's deposits may not be returned to it. The Village's investment policy requires pledging of collateral with a fair value of 105% of all bank balances in excess of federal depository insurance with the collateral held by an independent third party in the Village's name.

B. Investments

The following table presents the investments and maturities of the Village's debt securities as of April 30, 2022:

Investment Type	Fair Value	Investment Maturities (in Years)			
		Less Than 1	1-5	6-10	Greater Than 10
U.S. Agency Obligations	\$ 2,813,089	\$ -	\$ 2,813,089	\$ -	\$ -
Negotiable CDs	1,922,382	-	1,922,382	-	-
<b>TOTAL</b>	<b>\$ 4,735,471</b>	<b>\$ -</b>	<b>\$ 4,735,471</b>	<b>\$ -</b>	<b>\$ -</b>

The Village has the following recurring fair value measurements as of April 30, 2022: the U.S. agency obligations and negotiable CDs are valued using quoted matrix pricing models (Level 2 inputs).

Interest rate risk is the risk that changes in interest rates will adversely affect fair values of an investment. In accordance with its investment policy, the Village's investment portfolio shall remain sufficiently liquid to enable the Village to meet all operating requirements that may be reasonably anticipated in any village fund. Maturities of investment of all funds, except the Capital Projects Funds and Working Cash Funds, shall not exceed five years. Maturities of investments in the Capital Projects Funds and Working Cash Funds may exceed five years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.

The Village limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its par value upon maturity, by primarily investing in obligations guaranteed by the United States Government or securities issued by agencies of the United States Government that are explicitly guaranteed by the United States Government. The investments in U.S. agency obligations are rated AAA. IMET and The Illinois Funds are rated AAA by a national rating agency. The negotiable CDs are not rated.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**2. DEPOSITS AND INVESTMENTS (Continued)**

**B. Investments (Continued)**

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the Village will not be able to recover the value of its investments that are in possession of an outside party. To limit its exposure, the Village's investment policy requires all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment (DVP) basis with the underlying investments held by a third party acting as the Village's agent separate from where the investment was purchased. The Illinois Funds and IMET are not subject to custodial credit risk.

Concentration of credit risk - it is the policy of the Village to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting from overconcentration in a security, maturity, issuer or class of securities. The Village accomplishes this through investing in securities with varying maturities and continuously investing a portion of the portfolio in readily available funds to ensure the appropriate liquidity is maintained.

**3. CAPITAL ASSETS**

Capital asset activity for the year ended April 30, 2022, was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
<b>GOVERNMENTAL ACTIVITIES</b>				
Capital Assets not Being Depreciated				
Land	\$ 1,501,113	\$ -	\$ -	\$ 1,501,113
Land Right of Way	3,826,453	-	-	3,826,453
Construction in Progress	43,154	146,550	43,154	146,550
Total Capital Assets not Being Depreciated	<u>5,370,720</u>	<u>146,550</u>	<u>43,154</u>	<u>5,474,116</u>
Capital Assets Being Depreciated				
Buildings and Improvements	6,547,206	44,272	-	6,591,478
Vehicles and Equipment	5,236,488	356,201	-	5,592,689
Infrastructure	14,311,097	891,018	6,984	15,195,131
Total Capital Assets Being Depreciated	<u>26,094,791</u>	<u>1,291,491</u>	<u>6,984</u>	<u>27,379,298</u>
Less Accumulated Depreciation for				
Buildings and Improvements	2,352,500	149,618	-	2,502,118
Vehicles and Equipment	2,781,248	360,917	-	3,142,165
Infrastructure	6,139,561	222,109	6,984	6,354,686
Total Accumulated Depreciation	<u>11,273,309</u>	<u>732,644</u>	<u>6,984</u>	<u>11,998,969</u>
Total Capital Assets Being Depreciated, Net	<u>14,821,482</u>	<u>558,841</u>	<u>-</u>	<u>15,380,329</u>
<b>GOVERNMENTAL ACTIVITIES</b>				
<b>CAPITAL ASSETS, NET</b>	<u>\$ 20,192,202</u>	<u>\$ 705,397</u>	<u>\$ 43,154</u>	<u>\$ 20,854,445</u>

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**3. CAPITAL ASSETS (Continued)**

	Beginning Balances	Increases	Decreases	Ending Balances
<b>BUSINESS-TYPE ACTIVITIES</b>				
Capital Assets not Being Depreciated				
Land	\$ 500	\$ -	\$ -	\$ 500
Construction in Progress	12,976	3,102	-	16,078
Total Capital Assets not Being Depreciated	<u>13,476</u>	<u>3,102</u>	<u>-</u>	<u>16,578</u>
Capital Assets Being Depreciated				
Buildings	1,006,367	-	-	1,006,367
Vehicles and Equipment	1,019,801	-	-	1,019,801
Water Distribution System	6,890,382	-	-	6,890,382
Sewer System	16,995,705	-	-	16,995,705
Curbs and Gutters	2,641,730	-	-	2,641,730
Total Capital Assets Being Depreciated	<u>28,553,985</u>	<u>-</u>	<u>-</u>	<u>28,553,985</u>
Less Accumulated Depreciation for				
Buildings	754,658	8,351	-	763,009
Vehicles and Equipment	524,270	91,383	-	615,653
Water Distribution System	1,465,478	85,232	-	1,550,710
Sewer System	2,330,456	162,754	-	2,493,210
Curbs and Gutters	1,298,802	42,918	-	1,341,720
Total Accumulated Depreciation	<u>6,373,664</u>	<u>390,638</u>	<u>-</u>	<u>6,764,302</u>
Total Capital Assets Being Depreciated, Net	<u>22,180,321</u>	<u>(390,638)</u>	<u>-</u>	<u>21,789,683</u>
<b>BUSINESS-TYPE ACTIVITIES</b>				
CAPITAL ASSETS, NET	<u>\$ 22,193,797</u>	<u>\$ (387,536)</u>	<u>\$ -</u>	<u>\$ 21,806,261</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

**GOVERNMENTAL ACTIVITIES**

General Government	\$ 141,024
Public Safety	100,568
Highway and Streets	<u>491,052</u>
<b>TOTAL DEPRECIATION EXPENSE - GOVERNMENTAL ACTIVITIES</b>	<u><u>\$ 732,644</u></u>

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**4. LONG-TERM DEBT**

**A. Changes in Long-Term Liabilities**

A summary of changes in long-term debt reported in the governmental activities of the Village for the year ended April 30, 2022 is as follows:

Issue	Balances May 1	Issuances	Retirements/ Refundings	Balances April 30	Current Portion
General Obligation Bonds	\$ 262,500	\$ 550,000	\$ 262,500	\$ 550,000	\$ 275,000
Debt Certificates	-	3,881,481	-	3,881,481	-
Unamortized Premium	-	178,913	-	178,913	-
Compensated Absences	483,955	212,899	96,791	600,063	120,012
Net Pension Liability - Police Pension	18,979,490	1,515,284	-	20,494,774	-
Net Pension Liability - Firefighters' Pension	16,066,551	499,200	-	16,565,751	-
Total Other Postemployment Benefit Liability	6,357,749	-	828,503	5,529,246	290,251
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>	<b>\$ 42,150,245</b>	<b>\$ 6,837,777</b>	<b>\$ 1,187,794</b>	<b>\$ 47,800,228</b>	<b>\$ 685,263</b>

A summary of changes in long-term debt reported in the business-type activities of the Village for the year ended April 30, 2022 is as follows:

Issue	Balances May 1	Issuances	Retirements/ Refundings	Balances April 30	Current Portion
IEPA Loan	\$ 11,655,118	\$ -	\$ 663,212	\$ 10,991,906	\$ 677,950
Debt Certificates	-	1,358,519	-	1,358,519	-
Unamortized Premium	-	62,619	-	62,619	-
Compensated Absences	46,558	8,161	9,312	45,407	9,081
Total Other Postemployment Benefit Liability	190,210	-	21,822	168,388	4,080
<b>TOTAL BUSINESS-TYPE ACTIVITIES</b>	<b>\$ 11,891,886</b>	<b>\$ 1,429,299</b>	<b>\$ 694,346</b>	<b>\$ 12,626,839</b>	<b>\$ 691,111</b>

For the governmental activities, the net pension liabilities, compensated absences and the total other postemployment benefit liability are generally liquidated by the General Fund. The Debt Service Fund make payments on the general obligation bonds and debt certificates. For the business-type activities, the IEPA loans, debt certificates, compensated absences and total other postemployment benefit liability are liquidated by the Waterworks and Sewerage Fund.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**4. LONG-TERM DEBT (Continued)**

**B. General Obligation Bonds**

General obligation bonds are direct obligations and pledge the full faith and credit of the Village. General obligation bonds currently outstanding are as follows:

Issue	Fund Debt Retired by	Balances May 1	Issuances	Retirements	Balances April 30	Current Portion
\$525,000 General Obligation Limited Tax Bonds, Series 2020 due in installments of \$475,000 to \$500,000 plus annual interest at 1.10% to 1.20% through December 1, 2021.	Debt Service	\$ 262,500	\$ -	\$ 262,000	\$ -	\$ -
\$550,000 General Obligation Limited Tax Bonds, Series 2022 due in installments of \$275,000, plus annual interest at 0.65% to 0.95% through December 1, 2023.	Debt Service	-	550,000	-	550,000	275,000
<b>TOTAL GENERAL OBLIGATION BONDS</b>		<u>\$ 262,500</u>	<u>\$ 550,000</u>	<u>\$ 262,500</u>	<u>\$ 550,000</u>	<u>\$ 275,000</u>

On February 16, 2022, the Village issued \$550,000 General Obligation Limited Tax Bonds, Series 2022. The proceeds will be used to fund street improvements.

**C. General Obligation Debt Certificates**

General obligation debt certificates are direct obligations and pledge the full faith and credit of the Village. General obligation debt certificates currently outstanding are as follows:

Issue	Fund Debt Retired by	Balances May 1	Issuances	Retirements	Balances April 30	Current Portion
\$5,240,000 General Obligation Debt Certificates 2022A due in annual installments of \$200,000 to \$380,000, plus interest of 3% to 4%, through December 1, 2041.	Debt Service/ Waterworks and Sewerage	\$ -	\$ 5,240,000	\$ -	\$ 5,240,000	\$ -
<b>TOTAL GENERAL OBLIGATION DEBT CERTIFICATES</b>		<u>\$ -</u>	<u>\$ 5,240,000</u>	<u>\$ -</u>	<u>\$ 5,240,000</u>	<u>\$ -</u>



**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**4. LONG-TERM DEBT (Continued)**

C. General Obligation Debt Certificates (Continued)

On March 22, 2022, the Village issued \$5,240,000 General Obligation Debt Certificates, 2022A. \$3,881,481 of proceeds are reported in governmental activities will be used to fund alley improvements and \$1,358,519 of proceeds are reported in business-type activities and will be used to fund water infrastructure improvements.

D. Debt Service Requirements to Maturity

Annual debt service requirements to maturity are as follows:

Fiscal Year	Governmental Activities			
	General Obligation Bonds		Debt Certificates	
	Principal	Interest	Principal	Interest
2023	\$ 275,000	\$ 3,483	\$ -	\$ 95,517
2024	275,000	2,613	148,148	145,704
2025	-	-	151,852	141,259
2026	-	-	155,556	136,704
2027	-	-	162,963	132,038
2028	-	-	166,667	127,148
2029	-	-	170,370	122,148
2030	-	-	177,778	117,038
2031	-	-	181,481	109,926
2032	-	-	188,889	102,666
2033	-	-	196,296	95,111
2034	-	-	207,407	87,260
2035	-	-	214,815	78,962
2036	-	-	222,222	70,370
2037	-	-	233,333	61,482
2038	-	-	240,741	52,148
2039	-	-	251,852	42,518
2040	-	-	259,259	32,444
2041	-	-	270,370	22,074
2042	-	-	281,482	11,260
<b>TOTAL</b>	<b>\$ 550,000</b>	<b>\$ 6,096</b>	<b>\$ 3,881,481</b>	<b>\$ 1,783,777</b>

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**4. LONG-TERM DEBT (Continued)**

D. Debt Service Requirements to Maturity (Continued)

Fiscal Year	Business-Type Activities			
	IEPA Loan		Debt Certificates	
	Principal	Interest	Principal	Interest
2023	\$ 677,950	\$ 239,196	\$ -	\$ 33,431
2024	693,016	224,130	51,852	50,996
2025	708,416	208,730	53,148	49,440
2026	724,159	192,987	54,444	47,846
2027	740,250	176,896	57,037	46,212
2028	756,700	160,446	58,333	44,502
2029	773,515	143,630	59,630	42,752
2030	790,705	126,441	62,222	40,962
2031	808,276	108,870	63,519	38,474
2032	826,238	90,908	66,111	35,934
2033	844,599	72,547	68,704	33,289
2034	863,366	53,780	72,592	30,540
2035	882,552	34,593	75,185	27,638
2036	902,164	14,981	77,778	24,630
2037	-	-	81,666	21,518
2038	-	-	84,259	18,252
2039	-	-	88,148	14,883
2040	-	-	90,742	11,356
2041	-	-	94,630	7,726
2042	-	-	98,519	3,940
<b>TOTAL</b>	<b>\$ 10,991,906</b>	<b>\$ 1,848,135</b>	<b>\$ 1,358,519</b>	<b>\$ 624,321</b>

E. Legal Debt Margin

Chapter 65, Section 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 existing 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 the incurring of the indebtedness or, until January 1, 1983, if greater, the sum that is produced by multiplying the municipality's 1978 equalized assessed valuation by the debt limitation percentage in effect on January 1, 1979."

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**4. LONG-TERM DEBT (Continued)**

E. Legal Debt Margin (Continued)

ASSESSED VALUATION - 2020 (most recent data)	<u>\$ 640,383,684</u>
Legal debt limit - 8.625% of assessed valuation	\$ 55,233,093
Amount of debt applicable to debt limit	
General obligation debt	<u>5,790,000</u>
<b>LEGAL DEBT MARGIN</b>	<u><b>\$ 49,443,093</b></u>

F. Conduit Debt

The Village issued \$17,000,000 of Industrial Project Revenue Bonds for Dominican University during the year ended April 30, 2010. The Village has no obligation to pay this debt. The 2009 Project Revenue Bonds for Dominican University had an outstanding balance of \$8,031,897 at April 30, 2022.

**5. RISK MANAGEMENT**

Intergovernmental Risk Management Agency

The Village participates in the Intergovernmental Risk Management Agency (IRMA). IRMA is an organization of municipalities and special districts in Northeastern Illinois which have formed an association under the Illinois Intergovernmental Cooperation's Statute to pool its risk management needs. The agency administers a mix of self-insurance and commercial insurance coverages; property/casualty and workers' compensation claim administration/litigation management services; unemployment claim administration; extensive risk management/loss control consulting and training programs; and a risk information system and financial reporting service for its members.

The Village's payments to IRMA are displayed on the financial statements as expenditures/expenses in appropriate funds. The Village assumes the first \$2,500 of each occurrence and IRMA has a mix of self-insurance and commercial insurance at various amounts above that level.

Each member appoints one delegate, along with an alternate delegate, to represent the member on the Board of Directors. The Village does not exercise any control over the activities of IRMA beyond its representation on the Board of Directors.

**5. RISK MANAGEMENT (Continued)**

Intergovernmental Risk Management Agency (Continued)

Initial contributions are determined each year based on the individual member's eligible revenue as defined in the by-laws of IRMA and experience modification factors based on past member loss experience. Members have a contractual obligation to fund any deficit of IRMA attributable to a membership year during which they were a member. Supplemental contributions may be required to fund these deficits. The Village had no liabilities to IRMA as of April 30, 2022.

Risks for medical, dental and death benefits for employees and retirees are provided through the Village's participation in the Intergovernmental Personnel Benefit Cooperative (IPBC). IPBC is a public entity risk pool established by certain units of local government in Illinois to administer some or all of the personnel benefit programs (primarily medical, dental and life insurance coverage) offered by its members to their officers and employees, and to the officers and employees of certain other governmental, quasi-governmental and nonprofit public service entities. The Village's payments to IPBC are displayed on the financial statements as expenses in the appropriate funds.

Management consists of a Board of Directors comprised of one appointed representative from each member. The officers of IPBC are chosen by the Board of Directors from among their membership. The Village does not exercise any control over the activities of IPBC beyond its representation on the Board of Directors of the sub-pool. To obtain IPBC's financial statements, contact the administrative offices of IPBC at 301 East Irving Park Road, Streamwood, Illinois 60107.

**6. CONTINGENT LIABILITIES**

A. Litigation

The Village is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the Village's attorney the resolution of these matters will not have a material adverse effect on the financial condition of the Village.

B. Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the Village expects such amounts, if any, to be immaterial.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**7. INDIVIDUAL FUND DISCLOSURES**

A. Individual fund interfund receivables/payables are as follows:

Receivable Fund	Payable Fund	Amount
General	Madison Street TIF	\$ 150,000
General	Nonmajor Governmental	<u>50,000</u>
<b>TOTAL</b>		<b><u>\$ 200,000</u></b>

The due to/due from represent short-term borrowings between funds which will be repaid within one year.

B. Interfund advances are as follows:

Receivable Fund	Payable Fund	Amount
General	Madison Street TIF	\$ 1,873,000
Waterworks and Sewerage	Capital Equipment Replacement	<u>438,590</u>
<b>TOTAL</b>		<b><u>\$ 2,311,590</u></b>

The purpose of the interfund advances are as follows:

- \$1,873,000 advance from the General Fund to the Madison Street TIF Fund represents money loaned for the purchase of property in the TIF District.
- \$438,590 advance from the Waterworks and Sewerage Fund to the Capital Equipment Replacement Fund represents money loaned for future vehicle and equipment replacements.

**8. DEFINED BENEFIT PENSION PLANS**

The Village contributes to four defined benefit pension plans, the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system; the Sheriff's Law Enforcement Personnel Fund (SLEP), which is administered by IMRF and is also an agent multiple-employer public employee retirement system; and the Police Pension Plan which is a single-employer pension plan and the Firefighters' Pension Plan which is a single-employer pension plan. Although IMRF is an agent multiple-employer defined benefit plan, the Village's participation is considered to be that of a cost-sharing multiple employer pension plan due to the River Forest Public Library's (the Library)

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**8. DEFINED BENEFIT PENSION PLANS (Continued)**

participation in the plan. The benefits, benefit levels, employee contributions and employer contributions for the three plans are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly. The Police Pension Plan and Firefighters' Pension Plan do not issue separate reports. However, IMRF issues a publicly available report that includes financial statements and supplementary information for the plan as a whole, but not for individual employers. That report can be obtained from IMRF, 2211 York Road, Suite 500, Oak Brook, Illinois 60523 or online at [www.imrf.org](http://www.imrf.org).

The table below is a summary for all pension plans as of and for the year ended April 30, 2022:

	IMRF	SLEP	Police Pension	Firefighters' Pension	Total
Net Pension Liability (Asset)	\$ (2,097,379)	\$ (33,654)	\$ 20,494,774	\$ 16,565,751	\$ 34,929,492
Deferred Outflows of Resources	99,164	-	2,542,258	1,244,405	3,885,827
Deferred Inflows of Resources	2,028,554	33,090	2,519,352	1,582,495	6,163,491
Pension Expense	(251,935)	(10,179)	980,294	1,497,157	2,215,337

A. Plan Descriptions

Illinois Municipal Retirement Fund

*Plan Membership*

At December 31, 2021 (most recent information available), IMRF membership consisted of:

Inactive Employees or Their Beneficiaries	
Currently Receiving Benefits	57
Inactive Employees Entitled to but not yet Receiving Benefits	61
Active Employees	41
<b>TOTAL</b>	<b>159</b>

The IMRF data included in the table above includes membership of both the Village and the Library.

**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Illinois Municipal Retirement Fund (Continued)

*Benefits Provided*

All employees (other than those covered by SLEP, the Police Pension Plan or the Firefighters' Pension Plan) hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011, are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter.

Employees hired on or after January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with ten years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter.

*Contributions*

These benefit provisions and all other requirements are established by state statute. Participating members are required to contribute 4.50% of their annual salary to IMRF. The Village is required to contribute the remaining amounts necessary to fund the IMRF as specified by statute. The employer contribution rate for the fiscal year ended April 30, 2022 was 10.34% of covered payroll.

*Actuarial Assumptions*

The Village's net pension liability (asset) was measured as of December 31, 2021, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation performed as of the same date using the following actuarial methods and assumptions.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Illinois Municipal Retirement Fund (Continued)

*Actuarial Assumptions (Continued)*

Actuarial Valuation Date	December 31, 2021
Actuarial Cost Method	Entry-Age Normal
Assumptions	
Inflation	2.25%
Salary Increases	2.85% to 13.75%
Interest Rate	7.25%
Cost of Living Adjustments	3.00%
Asset Valuation Method	Fair Value

For nondisabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality Improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median Income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality Improvements projected using scale MP-2020. For active members, the Pub-2010, Amount Weighted, below-median Income, General, Employee, Male and Female (both unadjusted) tables, and future mortality Improvements projected using scale MP-2020.

*Discount Rate*

The discount rate used to measure the total pension liability at December 31, 2021 was 7.25%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that the Village contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the IMRF's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.



**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Illinois Municipal Retirement Fund (Continued)

*Change in the Net Pension Liability (Asset)*

	(A) Total Pension Liability	(B) Plan Fiduciary Net Position	(A) - (B) Net Pension Liability (Asset)
BALANCES AT JANUARY 1, 2021	\$ 17,454,034	\$ 18,110,966	\$ (656,932)
Changes for the Period			
Service Cost	289,069	-	289,069
Interest	1,243,901	-	1,243,901
Difference Between Expected and Actual Experience	(49,886)	-	(49,886)
Changes in Assumptions	-	-	-
Employer Contributions	-	337,552	(337,552)
Employee Contributions	-	187,746	(187,746)
Net Investment Income	-	2,769,716	(2,769,716)
Benefit Payments and Refunds	(882,639)	(882,639)	-
Other (Net Transfer)	-	(16,703)	16,703
Net Changes	600,445	2,395,672	(1,795,227)
BALANCES AT DECEMBER 31, 2021	\$ 18,054,479	\$ 20,506,638	\$ (2,452,159)

The table presented above includes amounts for both the Village and the Library. The Village's proportionate share of the net pension liability (asset) at January 1, 2021, the employer contributions and the net pension liability (asset) at December 31, 2020, was \$(563,790), \$288,708 and \$(2,097,379), respectively. The Library's proportionate share of the net pension liability at January 1, 2021, the employer contributions and the net pension liability (asset) at December 31, 2021, was \$(93,143), \$48,844 and \$(354,780), respectively.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Illinois Municipal Retirement Fund (Continued)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources*

For the year ended April 30, 2022, the Village recognized pension expense of \$(251,935).

At April 30, 2022, the Village reported deferred outflows of resources and deferred inflows of resources related to IMRF from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference Between Expected and Actual Experience	\$ 22,951	\$ 41,337
Changes in Assumption	-	64,445
Contributions Made after Measurement Date	94,080	-
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	-	2,265,911
<b>TOTAL</b>	<b>\$ 117,031</b>	<b>\$ 2,371,693</b>

The deferred outflows presented in the table above include amounts for both the Village and the Library. The Village's proportionate share of the deferred outflows of resources at April 30, 2022 was \$99,164. The Library's proportionate share of the deferred outflows of resources at April 30, 2022, was \$17,867. The Village's proportionate share of the deferred inflows of resources at April 30, 2022, was \$2,028,554. The Library's proportionate share of the deferred inflows of resources at April 30, 2022, was \$343,139.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Illinois Municipal Retirement Fund (Continued)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources (Continued)*

\$80,468 contributed after the measurement date of the plan will be recognized in pension expense for the fiscal year ending April 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to IMRF will be recognized as pension expense by the Village as follows:

<u>Year Ending</u> <u>April 30,</u>	
2023	\$ (483,702)
2024	(758,463)
2025	(479,751)
2026	<u>(287,942)</u>
 TOTAL	 <u>\$ (2,009,858)</u>

*Discount Rate Sensitivity*

The following is a sensitivity analysis of the net pension liability (asset) to changes in the discount rate. The table below presents the net pension liability (asset) of the Village calculated using the discount rate of 7.25% as well as what the Village's net pension liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net Pension Liability (Asset) (Village)	\$ (172,209)	\$ (2,097,379)	\$ (3,588,930)
Net Pension Liability (Asset) (Library)	<u>(29,134)</u>	<u>(354,780)</u>	<u>(607,176)</u>
Net Pension Liability (Asset) (Total)	<u>\$ (201,343)</u>	<u>\$ (2,452,159)</u>	<u>\$ (4,196,106)</u>

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Sheriff's Law Enforcement Personnel

Sheriff's Law Enforcement Personnel (SLEP) having accumulated at least 20 years of SLEP service and terminating IMRF participation or after January 1, 1988, may elect to retire at or after age 50 with no early retirement discount penalty. SLEP members meeting these two qualifications are entitled to an annual retirement benefit payable monthly for life, in an amount equal to 2 1/2% of their final rate of earnings for each year of credited service up to 20 years, 2% of their final earnings rate for the next ten years of credited service, and 1% for each year thereafter. For SLEP members retiring with less than 20 years of SLEP service, the regular IMRF pension formula applies. SLEP also provides death and disability benefits. These benefit provisions and all other requirements are established by ILCS.

*Contributions*

Participating members are required to contribute 7.50% of their annual salary to SLEP. The Village is required to contribute the remaining amounts necessary to fund SLEP as specified by statute. The employer contribution rate for the year ended December 31, 2021 was 0.00% of covered payroll.

At December 31, 2021, IMRF membership consisted of:

Inactive Employees or their Beneficiaries	
Currently Receiving Benefits	3
Inactive Employees Entitled to but not yet	
Receiving Benefits	-
Active Employees	-
	<hr/>
TOTAL	<u><u>3</u></u>

*Actuarial Assumptions*

The Village's net pension liability was measured as of December 31, 2021 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of the same date using the following actuarial methods and assumptions.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Sheriff's Law Enforcement Personnel (Continued)

*Actuarial Assumptions (Continued)*

Actuarial Valuation Date	December 31, 2021
Actuarial Cost Method	Entry-Age Normal
Assumptions	
Inflation	2.25%
Salary Increases	2.85% to 13.75%
Interest Rate	7.25%
Cost of Living Adjustments	3.00%
Asset Valuation Method	Fair Value

For nondisabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables and future mortality improvements projected using scale MP-2020.

*Discount Rate*

The discount rate used to measure the total pension liability at December 31, 2021 was 7.25%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that the Village contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the IMRF's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Sheriff's Law Enforcement Personnel

*Changes in the Net Pension Liability (Asset)*

	(A) Total Pension Liability	(B) Plan Fiduciary Net Position	(A) - (B) Net Pension Liability (Asset)
BALANCES AT JANUARY 1, 2021	\$ 214,453	\$ 222,819	\$ (8,366)
Changes for the Period			
Interest	14,905	-	14,905
Difference Between Expected and Actual Experience	2,408	-	2,408
Net Investment Income	-	41,864	(41,864)
Benefit Payments and Refunds	(17,738)	(17,738)	-
Administrative expense	-	-	-
Other (Net Transfer)	-	737	(737)
Net Changes	(425)	24,863	(25,288)
BALANCES AT DECEMBER 31, 2021	\$ 214,028	\$ 247,682	\$ (33,654)

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

Sheriff's Law Enforcement Personnel (Continued)

A. Plan Descriptions (Continued)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources*

For the year ended April 30, 2022, the Village recognized pension expense of \$(10,179). At April 30, 2022, the Village reported deferred outflows of resources and deferred inflows of resources related to IMRF from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference Between Expected and Actual Experience	\$ -	\$ -
Changes in Assumption	-	-
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	-	33,090
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 33,090</b>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to IMRF will be recognized in pension expense as follows:

<u>Year Ending April 30,</u>	
2023	\$ (7,150)
2024	(12,626)
2025	(8,048)
2026	(5,266)
2027	-
Thereafter	-
<b>TOTAL</b>	<b>\$ (33,090)</b>

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Sheriff's Law Enforcement Personnel (Continued)

*Discount Rate Sensitivity*

The following is a sensitivity analysis of the net pension liability (asset) to changes in the discount rate. The table below presents the net pension liability (asset) of the Village calculated using the discount rate of 7.25% as well as what the Village's net pension liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net Pension Liability (Asset)	\$ (14,415)	\$ (33,654)	\$ (50,310)

Police Pension Plan

*Plan Administration*

Police sworn personnel are covered by the Police Pension Plan. Although this is a single-employer pension plan, the defined benefits and employee and employer contribution levels are governed by ILCS (40 ILCS 5/3-1) and may be amended only by the Illinois legislature. The Village accounts for the plan as a pension trust fund.

*Plan Membership*

At April 30, 2022, the Police Pension Plan membership consisted of:

Inactive Plan Members Currently Receiving Benefits	37
Inactive Plan Members Entitled to but not yet Receiving Benefits	12
Active Plan Members	29
<b>TOTAL</b>	<b>78</b>



**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Benefits Provided*

The following is a summary of the Police Pension Plan as provided for in ILCS:

The Police Pension Plan provides retirement benefits as well as death and disability benefits. Tier 1 employees (those hired as a police officer prior to January 1, 2011) attaining the age of 50 or older with 20 or more years of creditable service are entitled to receive an annual retirement benefit equal to one-half of the salary attached to the rank held on the last day of service, or for one year prior to the last day, whichever is greater. The annual benefit shall be increased by 2.50% of such salary for each additional year of service over 20 years up to 30 years to a maximum of 75% of such salary. Employees with at least eight years but less than 20 years of creditable service may retire at or after age 60 and receive a reduced benefit. The monthly benefit of a police officer who retired with 20 or more years of service after January 1, 1977, shall be increased annually, following the first anniversary date of retirement and be paid upon reaching the age of at least 55 years, by 3% of the original pension and 3% compounded annually thereafter.

Tier 2 employees (those hired on or after January 1, 2011) attaining the age of 55 or older with ten or more years of creditable service are entitled to receive an annual retirement benefit equal to the greater of the average monthly salary obtaining by dividing the total salary during the 48 consecutive months of service within the last of 60 months in which the total salary was the highest by the number of months in that period; or the average monthly salary obtained by dividing the total salary of the police officer during the 96 consecutive months of service within the last 120 months of service in which the total salary was the highest by the number of months of service in that period. Police officers' salary for pension purposes is capped at \$106,800, plus the lesser of ½ of the annual change in the Consumer Price Index or 3% compounded. The annual benefit shall be increased by 2.50% of such salary for each additional year of service over 20 years up to 30 years to a maximum of 75% of such salary. Employees with at least ten years may retire at or after age 50 and receive a reduced benefit (i.e., ½% for each month under 55). The monthly benefit of a Tier 2 police officer shall be increased annually at age 60 on the January 1<sup>st</sup> after the police officer retires, or the first anniversary of the pension starting date, whichever is later. Noncompounding increases occur annually, each January thereafter. The increase is the lesser of 3% or ½ of the change in the Consumer Price Index for the preceding calendar year.

**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Contributions*

Employees are required by ILCS to contribute 9.91% of their base salary to the Police Pension Plan. If an employee leaves covered employment with less than 20 years of service, accumulated employee contributions may be refunded without accumulated interest. The Village is required to contribute the remaining amounts necessary to finance the plan and the administrative costs as actuarially determined by an enrolled actuary. The Village has until the year 2040 to fund 90% of the past service cost for the Police Pension Plan. However, the Village has adopted a pension funding policy that funds 100% of the past service cost on a closed basis by the year 2040. For the year ended April 30, 2022, the Village's contribution was 74.18% of covered payroll.

*Investment Policy*

ILCS limits the Police Pension Fund's (the Fund) investments to those allowable by ILCS and require the Fund's Board of Trustees to adopt an investment policy which can be amended by a majority vote of the Board of Trustees. The Fund's investment policy authorizes the Fund to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States Government or agreements to repurchase these same obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services, investment grade corporate bonds and The Illinois Funds. The Fund may also invest in certain non-U.S. obligations, Illinois municipal corporations tax anticipation warrants, veteran's loans, obligations of the State of Illinois and its political subdivisions, Illinois insurance company general and separate accounts, mutual funds and corporate equity securities and real estate investment trusts. The investment policy was not changed during the year.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Investment Policy (Continued)*

The Fund’s investment policy in accordance with ILCS establishes the following target allocation across asset classes:

Asset Class	Target	Long-Term Expected Real Rate of Return
Fixed Income	35%	2.50%
Domestic Equity	40%	7.50%
International Equity	20%	8.50%
Real Estate	5%	4.50%

ILCS limits the Fund’s investments in equities, mutual funds and variable annuities to 65%. Securities in any one company should not exceed 5% of the total fund. The blended asset class is comprised of all other asset classes to allow for rebalancing the portfolio.

The long-term expected rate of return on the Fund’s investments was determined using an asset allocation study conducted by the Fund’s investment management consultant in April 2022 in which best estimate ranges of expected future real rates of return (net of pension plan investment expense and inflation) were developed for each major assets class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates or arithmetic real rates of return excluding inflation for each major asset class included in the Fund’s target asset allocation as of April 30, 2022, are listed in the table listed on the previous page.

*Investment Valuations*

Investments with a maturity of less than one year when purchased, non-negotiable certificates of deposit and other nonparticipating investments are stated at cost or amortized cost. Investments with a maturity greater than one year when purchased and all investments of the pension trust funds are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Investment Concentrations*

It is the policy of the Fund to diversify its portfolio. Investments shall be diversified to eliminate the risk of loss resulting in overconcentration in a security, maturity, issuer or class of securities. At April 30, 2022, the Fund's investments (other than those issued or guaranteed by the U.S. Government) includes an annuity which represents 6.76% of investments.

*Investment Rate of Return*

For the year ended April 30, 2022, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was (4.95)%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

*Deposits with Financial Institutions*

Custodial credit risk for deposits with financial institutions is the risk that in the event of a bank's failure, the Fund's deposits may not be returned to them. The Fund's investment policy requires that all deposits in excess of FDIC insurable limits be secured by collateral in order to protect deposits from default.

*Interest Rate Risk*

The following table presents the investments and maturities of the Fund's debt securities as of April 30, 2022:

Investment Type	Fair Value	Investment Maturities (in Years)			
		Less Than 1	1-5	6-10	Greater Than 10
U.S. Treasury and U.S. Agency Obligations	\$ 7,461,071	\$ -	\$ 3,338,634	\$ 1,116,125	\$ 3,006,312
Corporate Obligations	1,632,096	-	406,489	1,225,607	-
<b>TOTAL</b>	<b>\$ 9,093,167</b>	<b>\$ -</b>	<b>\$ 3,745,123</b>	<b>\$ 2,341,732</b>	<b>\$ 3,006,312</b>

**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Interest Rate Risk (Continued)*

In accordance with its investment policy, the Fund limits its exposure to interest rate risk by structuring the portfolio to provide liquidity for operating funds and maximizing yields for funds not needed for expected current cash flows. The investment policy does not limit the maximum maturity length of investments in the Fund. Additionally, the Fund categorizes its fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. The Fund has the following recurring fair value measurements as of April 30, 2022: the mutual funds are valued using quoted prices in active markets for identical assets (Level 1 inputs). The U.S. Treasury notes and a U.S. agency obligations and corporate bonds are valued using quoted matrix pricing models (Level 2 inputs). Real estate contracts are measured at the net asset value (NAV) per share (or its equivalent).

The investment manager for the real estate contracts opportunistically sources, structures, and executes investments in real estate operating companies. The fair values of the investment in the contracts have been determined using the NAV per share (or its equivalent) of the investment. This investment can be redeemed quarterly with 30 days' notice. A liquidating account may be used during period of market stress to provide orderly liquidation.

*Credit Risk*

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Fund limits its exposure to credit risk by primarily investing in obligations guaranteed by the United States Government, securities issued by agencies of the United States Government that are explicitly or implicitly guaranteed by the United States Government, and investment grade corporate bonds. The U.S. Government and agency obligations are rated Aaa by Moody's. The corporate bonds are rated Aaa to Baa2 by Moody's.

*Custodial Credit Risk*

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the Fund will not be able to recover the value of its investments that are in possession of an outside party. In accordance with the Fund's investment policy, the plan limits its exposure to custodial credit risk by utilizing an

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Custodial Credit Risk (Continued)*

independent third-party institution to act as custodian for its securities and collateral. The money market mutual funds and equity mutual funds are not subject to custodial credit risk.

*Actuarial Assumptions*

The total pension liability above was determined by an actuarial valuation using the following actuarial methods and assumptions.

Actuarial Valuation Date	April 30, 2022
Actuarial Cost Method	Entry-Age Normal
Asset Valuation Method	Fair Value
Assumptions	
Inflation	2.25%
Salary Increases	3.25% to 7.40%
Investment Rate of Return	7.00%

Mortality rates were based on the PubS-2010 adjusted for plan status, demographics and Illinois Public Pension data.

*Discount Rate*

The discount rate used to measure the total pension liability was 7%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that the Village contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Discount Rate Sensitivity*

The following is a sensitive analysis of the net pension liability to changes in the discount rate. The table below presents the pension liability of the Village calculated using the discount rate of 7% as well as what the Village's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6%) or 1 percentage point higher (8%) than the current rate:

**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Discount Rate Sensitivity (Continued)*

	1% Decrease (6%)	Current Discount Rate (7%)	1% Increase (8%)
Net Pension Liability	\$ 26,728,499	\$ 20,494,774	\$ 15,379,930

*Changes in the Net Pension Liability*

	(A) Total Pension Liability	(B) Plan Fiduciary Net Position	(A) - (B) Net Pension Liability
BALANCES AT MAY 1, 2021	\$ 47,360,099	\$ 28,380,609	\$ 18,979,490
Changes for the Period			
Service Cost	648,492	-	648,492
Interest	3,109,253	-	3,109,253
Changes of Benefit Terms	-	-	-
Difference Between Expected and Actual Experience	(1,258,132)	-	(1,258,132)
Changes in Assumptions	(25,984)	-	(25,984)
Employer Contributions	-	2,096,479	(2,096,479)
Employee Contributions	-	279,778	(279,778)
Other Contributions	-	64,245	(64,245)
Net Investment Income (Loss)	-	(1,428,630)	1,428,630
Benefit Payments and Refunds	(3,023,542)	(3,023,542)	-
Administrative Expense	-	(53,527)	53,527
Net Changes	(549,913)	(2,065,197)	1,515,284
BALANCES AT APRIL 30, 2022	\$ 46,810,186	\$ 26,315,412	\$ 20,494,774

Changes in assumptions related to mortality rates were made since the prior measurement date.

The funded status of the plan at April 30, 2022 was 56.20%.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Police Pension Plan (Continued)

*Changes in the Net Pension Liability (Continued)*

For the year ended April 30, 2022, the Village recognized pension expense of \$980,294. At April 30, 2022, the Village reported deferred outflows of resources and deferred inflows of resources related to the Police Pension Plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between Expected and Actual Experience	\$ 976,242	\$ 1,664,371
Changes in Assumption	876,411	854,981
Net Difference between Projected and Actual Earnings on Pension Plan Investments	689,605	-
<b>TOTAL</b>	<u>\$ 2,542,258</u>	<u>\$ 2,519,352</u>

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources*

Amounts reported as deferred outflows of resources and deferred inflows of resources related to police pension will be recognized in pension expense as follows:

<u>Year Ending April 30,</u>	
2023	\$ (274,137)
2024	(109,765)
2025	(176,539)
2026	620,743
2027	(37,396)
Thereafter	-
<b>TOTAL</b>	<u>\$ 22,906</u>



**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Firefighters' Pension Plan

*Plan Administration*

Fire sworn personnel are covered by the Firefighters' Pension Plan. Although this is a single-employer pension plan, the defined benefits and employee and employer contribution levels are governed by ILCS (40 ILCS 5/4-1) and may be amended only by the Illinois legislature. The Village accounts for the plan as a pension trust fund.

*Plan Membership*

At April 30, 2022, the Firefighters' Pension Plan membership consisted of:

Inactive Plan Members Currently Receiving Benefits	27
Inactive Plan Members Entitled to but not yet Receiving Benefits	6
Active Plan Members	<u>20</u>
<b>TOTAL</b>	<b><u><u>53</u></u></b>

*Benefits Provided*

The Firefighters' Pension Plan provides retirement benefits as well as death and disability benefits. Tier 1 employees (those hired as a firefighter prior to January 1, 2011) attaining the age of 50 or older with 20 or more years of creditable service are entitled to receive an annual retirement benefit equal to one-half of the salary attached to the rank held at the date of retirement. The annual benefit shall be increased by 2.50% of such salary for each additional year of service over 20 years up to 30 years to a maximum of 75% of such salary. Employees with at least ten years but less than 20 years of creditable service may retire at or after age 60 and receive a reduced benefit. The monthly benefit of a covered employee who retired with 20 or more years of service after January 1, 1977, shall be increased annually, following the first anniversary date of retirement and be paid upon reaching the age of at least 55 years, by 3% of the original pension and 3% compounded annually thereafter.

**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Firefighters' Pension Plan (Continued)

*Benefits Provided (Continued)*

Tier 2 employees (those hired on or after January 1, 2011) attaining the age of 55 or older with ten or more years of creditable service are entitled to receive an annual retirement benefit equal to the greater of (1) the average monthly salary obtained by dividing the total salary of the firefighter during the 48 consecutive months of service within the last of 60 months in which the total salary was the highest by the number of months in that period; or (2) the average monthly salary obtained during the 96 consecutive months of service within the last 120 months of service in which the total salary was the highest by the number of months of service in that period. Firefighters' salary for pension purposes is capped at \$106,800, plus the lesser of ½ of the annual change in the Consumer Price Index or 3% compounded annually. The annual benefit shall be increased by 2.50% of such salary for each additional year of service over 20 years up to 30 years to a maximum of 75% of such salary. Employees with at least ten years may retire at or after age 50 and receive a reduced benefit (i.e., ½% for each month under 55). The monthly benefit of a Tier 2 firefighter shall be increased annually at age 60 on the January 1<sup>st</sup> after the firefighter retires or the first anniversary of the pension starting date, whichever is later. Noncompounding increases occur annually, each January thereafter. The increase is the lesser of 3% or ½ of the change in the Consumer Price Index for the preceding calendar year.

*Contributions*

Covered employees are required to contribute 9.455% of their base salary to the Firefighters' Pension Plan. If an employee leaves covered employment with less than 20 years of service, accumulated employee contributions may be refunded without accumulated interest. The Village is required to finance the plan and the administrative costs as actuarially determined by an enrolled actuary. The Village has until the year 2040 to fund 90% of the past service costs for the Firefighters' Pension Plan. However, the Village has adopted a pension funding policy that funds 100% of the past service cost on a closed basis by the year 2040. For the year ended April 30, 2022, the Village's contribution was 92.74% of covered payroll.

**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Firefighters' Pension Plan (Continued)

*Illinois Firefighters' Pension Investment Fund*

The Illinois Firefighters' Pension Investment Fund (IFPIF) is an investment trust fund responsible for the consolidation and fiduciary management of the pension assets of Illinois suburban and downstate firefighter pension funds. IFPIF was created by Public Act 101-0610, and codified within the Illinois Pension Code, becoming effective January 1, 2020, to streamline investments and eliminate unnecessary and redundant administrative costs, thereby ensuring assets are available to fund pension benefits for the beneficiaries of the participating pension funds. Participation in IFPIF by Illinois suburban and downstate firefighter pension funds is mandatory.

*Net Asset Value*

The Net Asset Value (NAV) of the Plan's pooled investment in IFPIF was \$16,168,054 at April 30, 2022. The pooled investments consist of the investments as noted in the target allocation table available at [www.ifpif.org](http://www.ifpif.org). Investments in IFPIF are valued at IFPIF's share price, which is the price the investment could be sold. There are no unfunded commitments at April 30, 2022. The Plan may redeem shares by giving notice by 5:00 pm central time on the 1<sup>st</sup> of each month. Requests properly submitted on or before the 1<sup>st</sup> of each month will be processed for redemption by the 14<sup>th</sup> of the month. Expedited redemptions may be processed at the sole discretion of IFPIF.

*Investment Policy*

IFPIF's current investment policy was adopted by the Board of Trustees on June 17, 2022. IFPIF is authorized to invest in all investments allowed by Illinois Compiled Statutes (ILCS). The IFPIF shall not be subject to any of the limitations applicable to investments of pension fund assets currently held by the transferor pension funds under Sections 1-113.1 through 1-113.12 or Article 4 of the Illinois Pension Code.

*Investment Rate of Return*

For the year ended April 30, 2022, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was (6.07)%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Firefighters' Pension Plan (Continued)

*Deposits with Financial Institutions*

Custodial credit risk for deposits with financial institutions is the risk that in the event of a bank's failure, the Fund's deposits may not be returned to them. The Fund's investment policies do not require pledging of collateral for all bank balances in excess of federal depository insurance, since flow-through FDIC insurance is available for the Fund's deposits with financial institutions.

The Plan retains all of its available cash with one financial institution. Available cash is determined to be that amount which is required for the current expenditures of the Plan. The excess of available cash is required to be transferred to IFPIF for purposes of the long-term investment for the Plan.

*Actuarial Assumptions*

The total pension liability above was determined by an actuarial valuation using the following actuarial methods and assumptions.

Actuarial Valuation Date	April 30, 2022
Actuarial Cost Method	Entry-Age Normal
Assumptions	
Inflation	2.25%
Projected Salary Increases	3.25%
Interest Rate	7.00%
Cost of Living Adjustments	2.25%
Asset Valuation Method	Fair Value

Mortality rates were based on the Pub-2010 Table adjusted for Plan Status, Demographics, and Illinois Public Pension Data

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Firefighters' Pension Plan (Continued)

*Discount Rate*

The discount rate used to measure the total pension liability was 7%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that the Village contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Discount Rate Sensitivity*

The following is a sensitive analysis of the net pension liability to changes in the discount rate. The table below presents the pension liability of the Village calculated using the discount rate of 7% as well as what the Village's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6%) or 1 percentage point higher (8%) than the current rate:

	1% Decrease (6%)	Current Discount Rate (7%)	1% Increase (8%)
Net Pension Liability	\$ 20,797,042	\$ 16,565,751	\$ 13,061,278

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Firefighters' Pension Plan (Continued)

*Changes in the Net Pension Liability*

	(A) Total Pension Liability	(B) Plan Fiduciary Net Position	(A) - (B) Net Pension Liability
BALANCES AT MAY 1, 2021	\$ 34,817,777	\$ 18,751,226	\$ 16,066,551
Changes for the Period			
Service Cost	595,434	-	595,434
Interest	2,260,432	-	2,260,432
Changes of Benefit Terms	-	-	-
Difference Between Expected and Actual Experience	(1,344,591)	-	(1,344,591)
Changes in Assumptions	-	-	-
Employer Contributions	-	1,931,404	(1,931,404)
Employee Contributions	-	196,913	(196,913)
Net Investment Income (Loss)	-	(1,073,105)	1,073,105
Benefit Payments and Refunds	(2,208,022)	(2,208,022)	-
Administrative Expense	-	(43,137)	43,137
Net Changes	(696,747)	(1,195,947)	499,200
BALANCES AT APRIL 30, 2022	\$ 34,121,030	\$ 17,555,279	\$ 16,565,751

The funded status of the plan at April 30, 2022 was 51.50%.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

A. Plan Descriptions (Continued)

Firefighters' Pension Plan (Continued)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources*

For the year ended April 30, 2022, the Village recognized pension expense of \$1,497,157. At April 30, 2022, the Village reported deferred outflows of resources and deferred inflows of resources related to the Firefighters' Pension Plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between Expected and Actual Experience	\$ 328,277	\$ 1,345,856
Changes in Assumption	310,488	236,639
Net Difference between Projected and Actual Earnings on Pension Plan Investments	605,640	-
<b>TOTAL</b>	<b>\$ 1,244,405</b>	<b>\$ 1,582,495</b>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to the Firefighters' Pension Plan will be recognized in pension expense as follows:

<u>Year Ending April 30,</u>	
2023	\$ 44,875
2024	(146,867)
2025	(405,534)
2026	221,147
2027	(51,711)
Thereafter	-
<b>TOTAL</b>	<b>\$ (338,090)</b>

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**9. OTHER POSTEMPLOYMENT BENEFITS**

A. Plan Description

In addition to providing the pension benefits described, the Village provides postemployment health care benefits (OPEB) for retired employees through a single-employer defined benefit plan. The benefits, benefit levels, employee contributions and any employer contributions are governed by ILCS and by the Village. The plan is not accounted for as a trust fund, as an irrevocable trust has not been established to account for the plan. The plan does not issue a separate report. The activity of the plan is reported in the funds from which the benefits are paid.

B. Benefits Provided

The Village provides postemployment health care benefits to its retirees and certain disabled employees. To be eligible for benefits, an employee must qualify for retirement under one of the Village's retirement plans or meet COBRA requirements.

The Village's retiree medical plan provides continuation of employer subsidized health coverage (for the retiree and dependents, if any) upon retirement from the Village after meeting the age and service requirements for retirement. Retirees pay a percentage of the cost (blended) of coverage based on their age and service at retirement. For certain disabled employees who qualify for health insurance benefits under the Public Safety Employee Benefits Act (PSEBA), the Village is required to pay 100% of the cost of basic health insurance for the employee and their dependents for their lifetime.

C. Membership

At April 30, 2021 (most recent data available), membership consisted of:

Retirees and Beneficiaries Currently Receiving Benefits	33
Terminated Employees Entitled to Benefits but not yet Receiving Them	-
Active Employees	<u>75</u>
<b>TOTAL</b>	<b><u>108</u></b>
Participating Employers	<u><u>1</u></u>



**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**9. OTHER POSTEMPLOYMENT BENEFITS (Continued)**

D. Actuarial Assumptions and Other Inputs

The total OPEB liability was determined by an actuarial valuation performed as of April 30, 2021, rolled forward to April 30, 2022, using the following actuarial methods and assumptions.

Actuarial Valuation Date	April 30, 2021
Measurement Date	April 30, 2022
Actuarial Cost Method	Entry-Age Normal
Inflation	3.00%
Discount Rate	3.42%
Healthcare Cost Trend Rates	Starting at 7.25% Decreasing 0.25% Annually to an Ultimate Rate of 4.50% for 2029 and Thereafter
Asset Valuation Method	N/A
Mortality Rates	RP - 2014 Blue Collar Base Rates, Projected Generationally with Scale MP2020

E. Discount Rate

The discount rate was based on the S&P Municipal Bond 20-year high-grade rate index rate for tax exempt general obligation municipal bonds rated AA or better at April 30, 2022.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**9. OTHER POSTEMPLOYMENT BENEFITS (Continued)**

F. Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
BALANCES AT MAY 1, 2021	<u>\$ 6,547,959</u>
Changes for the Period	
Service Cost	205,908
Interest	135,697
Changes in Assumptions	(897,599)
Difference between Expected and Actual Experience	-
Benefit Payments	(294,331)
Other Changes	<u>-</u>
Net Changes	<u>(850,325)</u>
BALANCES AT APRIL 30, 2022	<u>\$ 5,697,634</u>

There was a change in assumptions related to the discount rate in 2022.

G. Rate Sensitivity

The following is a sensitive analysis of total OPEB liability to changes in the discount rate and the healthcare cost trend rate. The table below presents the total OPEB liability of the Village calculated using the discount rate of 3.42% as well as what the Village's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.42%) or 1 percentage point higher (4.42%) than the current rate:

	1% Decrease (2.42%)	Current Discount Rate (3.42%)	1% Increase (4.42%)
Total OPEB Liability	\$ 6,368,659	\$ 5,697,634	\$ 5,133,805

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**9. OTHER POSTEMPLOYMENT BENEFITS (Continued)**

G. Rate Sensitivity (Continued)

The table below presents the total OPEB liability of the Village calculated using the healthcare rate of 7.25% to 4.50% as well as what the Village's total OPEB liability would be if it were calculated using a healthcare rate that is 1 percentage point lower (6.25% to 3.50%) or 1 percentage point higher (8.25% to 5.50%) than the current rate:

	1% Decrease (6.25% to 3.50%)	Current Healthcare Rate (7.25% to 4.50%)	1% Increase (8.25% to 5.50%)
Total OPEB Liability	\$ 5,101,056	\$ 5,697,634	\$ 6,414,775

H. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended April 30, 2022, the Village recognized OPEB expense of \$364,789. At April 30, 2022, the Village reported deferred outflows and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference Between Expected and Actual Experience	\$ -	\$ 188,670
Changes in Assumption	1,145,357	921,405
<b>TOTAL</b>	<b>\$ 1,145,357</b>	<b>\$ 1,110,075</b>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year Ending April 30,	
2023	\$ 40,595
2024	40,595
2025	40,595
2026	40,595
2027	40,595
Thereafter	<u>(167,693)</u>
<b>TOTAL</b>	<b>\$ 35,282</b>

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**10. PENSION TRUST FUNDS**

Fiduciary Funds Summary Financial Information

The following is summary financial information for the Police Pension Plan and the Firefighters' Pension Plan.

a. Schedule of Net Position

	Police Pension	Firefighters' Pension	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 1,077,572	\$ 1,388,658	\$ 2,466,230
Investments			
U.S. agency obligations	7,461,071	-	7,461,071
Corporate bonds	1,632,096	-	1,632,096
Mutual funds	14,395,973	-	14,395,973
Real estate contracts	1,703,806	-	1,703,806
Investment held in the Illinois Firefighters' Pension Investment Fund	-	16,168,054	16,168,054
Receivables			
Accrued interest	49,697	-	49,697
Prepaid items	3,860	2,430	6,290
	<hr/>	<hr/>	<hr/>
Total assets	26,324,075	17,559,142	43,883,217
<b>LIABILITIES</b>			
Accounts payable	8,663	3,863	12,526
	<hr/>	<hr/>	<hr/>
Total liabilities	8,663	3,863	12,526
	<hr/>	<hr/>	<hr/>
<b>NET POSITION</b>	<b>\$ 26,315,412</b>	<b>\$ 17,555,279</b>	<b>\$ 43,870,691</b>

**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

**10. PENSION TRUST FUNDS (Continued)**

Fiduciary Funds Summary Financial Information (Continued)

b. Changes in Plan Net Position

	Police Pension	Firefighters' Pension	Total
<b>ADDITIONS</b>			
Contributions			
Employer	\$ 2,096,479	\$ 1,931,404	\$ 4,027,883
Participants	344,023	196,913	540,936
Total contributions	<u>2,440,502</u>	<u>2,128,317</u>	<u>4,568,819</u>
Investment income			
Net (depreciation) in fair value of investments	(1,870,477)	(1,234,095)	(3,104,572)
Interest earned	499,953	184,148	684,101
Less investment expense	(58,105)	(23,158)	(81,263)
Net investment income (loss)	<u>(1,428,629)</u>	<u>(1,073,105)</u>	<u>(2,501,734)</u>
Total additions	<u>1,011,873</u>	<u>1,055,212</u>	<u>2,067,085</u>
<b>DEDUCTIONS</b>			
Benefits and refunds	3,023,543	2,208,022	5,231,565
Administrative	53,527	43,137	96,664
Total deductions	<u>3,077,070</u>	<u>2,251,159</u>	<u>5,328,229</u>
NET INCREASE (DECREASE)	(2,065,197)	(1,195,947)	(3,261,144)
<b>NET POSITION RESTRICTED FOR PENSION BENEFITS</b>			
May 1	<u>28,380,609</u>	<u>18,751,226</u>	<u>47,131,835</u>
April 30	<u>\$ 26,315,412</u>	<u>\$17,555,279</u>	<u>\$ 43,870,691</u>

**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**11. PRIOR PERIOD ADJUSTMENT**

For the fiscal year ended April 30, 2022, a prior period restatement was made to properly report deposits with risk management pools:

	<u>Governmental Activities</u>	<u>General Fund</u>
NET POSITION/FUND BALANCE - MAY 1, 2021 (AS REPORTED)	\$ (8,311,708)	\$ 11,339,787
Correction of error	<u>(902,943)</u>	<u>(902,943)</u>
NET POSITION/FUND BALANCE - MAY 1, 2021 (AS RESTATED)	<u>\$ (9,214,651)</u>	<u>\$ 10,436,844</u>

**REQUIRED SUPPLEMENTARY INFORMATION**

**VILLAGE OF RIVER FOREST, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**GENERAL FUND**

For the Year Ended April 30, 2022

	<b>2022</b>			<b>Variance Over (Under)</b>
	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	
<b>REVENUES</b>				
Taxes	\$ 8,396,733	\$ 8,396,733	\$ 9,765,021	\$ 1,368,288
Licenses and Permits	1,295,257	1,295,257	1,528,419	233,162
Intergovernmental	3,755,693	4,500,880	5,122,864	621,984
Charges for Services	1,768,903	1,768,903	2,111,617	342,714
Fines and Forfeits, Court Fines	269,469	269,469	227,140	(42,329)
Investment Income	75,227	75,227	(38,013)	(113,240)
Other	230,606	230,606	270,731	40,125
<b>Total Revenues</b>	<b>15,791,888</b>	<b>16,537,075</b>	<b>18,987,779</b>	<b>2,450,704</b>
<b>EXPENDITURES</b>				
Current				
General Government	1,606,194	1,619,694	1,841,130	221,436
Development	538,123	538,123	547,220	9,097
Public Safety	11,585,601	11,595,140	11,809,253	214,113
Public Works	1,446,604	1,486,427	1,458,131	(28,296)
Sanitation	1,215,098	1,215,098	1,231,220	16,122
<b>Total Expenditures</b>	<b>16,391,620</b>	<b>16,454,482</b>	<b>16,886,954</b>	<b>432,472</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (599,732)</b>	<b>\$ 82,593</b>	<b>2,100,825</b>	<b>\$ 2,018,232</b>
<b>FUND BALANCE, MAY 1</b>			11,339,787	
Prior Period Adjustment			<u>(902,943)</u>	
<b>FUND BALANCE, MAY 1, RESTATED</b>			<u>10,436,844</u>	
<b>FUND BALANCE, APRIL 30</b>			<u><u>\$ 12,537,669</u></u>	

(See independent auditor's report.)



**VILLAGE OF RIVER FOREST, ILLINOIS**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**ILLINOIS MUNICIPAL RETIREMENT FUND**

Last Seven Fiscal Years

<b>FISCAL YEAR ENDED APRIL 30,</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Actuarially Determined Contribution	\$ 225,977	\$ 263,776	\$ 257,734	\$ 272,289	\$ 230,311	\$ 232,982	\$ 267,314
Contributions in Relation to the Actuarially Determined Contribution	246,209	256,889	256,600	274,081	245,895	280,622	267,314
<b>CONTRIBUTION DEFICIENCY (Excess)</b>	<b>\$ (20,232)</b>	<b>\$ 6,887</b>	<b>\$ 1,134</b>	<b>\$ (1,792)</b>	<b>\$ (15,584)</b>	<b>\$ (47,640)</b>	<b>\$ -</b>
Covered Payroll	\$ 2,004,870	\$ 2,185,389	\$ 2,313,589	\$ 2,473,105	\$ 2,517,056	\$ 2,546,254	\$ 2,584,679
Contributions as a Percentage of Covered Payroll	12.28%	11.75%	11.09%	11.08%	9.77%	11.02%	10.34%

The information presented was determined as part of the actuarial valuations as of January 1 of the prior fiscal year. Additional information as of the latest actuarial valuation presented is as follows: the actuarial cost method was entry-age normal; the amortization method was level percent of pay, closed and the amortization period was 22 years; the asset valuation method was five-year smoothed fair value; and the significant actuarial assumptions were an investment rate of return at 7.25% annually, projected salary increases assumption of 3.35% to 14.25%.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**SHERIFF'S LAW ENFORCEMENT PERSONNEL FUND**

Last Seven Fiscal Years

<b>FISCAL YEAR ENDED APRIL 30,</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Actuarially Determined Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions in Relation to the Actuarially Determined Contribution	3,092	2,348	1,209	604	61	121	-
<b>CONTRIBUTION DEFICIENCY (Excess)</b>	<b>\$ (3,092)</b>	<b>\$ (2,348)</b>	<b>\$ (1,209)</b>	<b>\$ (604)</b>	<b>\$ (61)</b>	<b>\$ (121)</b>	<b>\$ -</b>
Covered Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions as a Percentage of Covered Payroll	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

The information presented was determined as part of the actuarial valuations as of January 1 of the prior fiscal year. Additional information as of the latest actuarial valuation presented is as follows: the actuarial cost method was entry-age normal; the amortization method was level percent of pay, closed and the amortization period was 22 years; the asset valuation method was five-year smoothed fair value; and the significant actuarial assumptions were an investment rate of return at 7.25% annually, projected salary increases assumption of 3.35% to 14.25%.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**POLICE PENSION FUND**  
Last Eight Fiscal Years

<b>FISCAL YEAR ENDED APRIL 30,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Actuarially Determined Contribution	\$ 1,677,197	\$ 1,088,922	\$ 1,204,822	\$ 1,329,644	\$ 1,454,465	\$ 1,545,367	\$ 1,572,020	\$ 1,830,611
Contributions in Relation to the Actuarially Determined Contribution	1,098,682	1,130,516	1,329,644	1,394,597	1,462,293	1,584,889	1,479,613	2,096,479
<b>CONTRIBUTION DEFICIENCY (Excess)</b>	<b>\$ 578,515</b>	<b>\$ (41,594)</b>	<b>\$ (124,822)</b>	<b>\$ (64,953)</b>	<b>\$ (7,828)</b>	<b>\$ (39,522)</b>	<b>\$ 92,407</b>	<b>\$ (265,868)</b>
Covered Payroll	\$ 2,630,383	\$ 2,795,091	\$ 2,745,077	\$ 3,075,155	\$ 2,876,277	\$ 2,775,120	\$ 2,728,134	\$ 2,826,028
Contributions as a Percentage of Covered Payroll	41.77%	40.45%	48.44%	45.35%	50.84%	57.11%	54.24%	74.18%

Notes to Required Supplementary Information

The information presented was determined as part of the actuarial valuations as of May 1 of the prior fiscal year. Additional information as of the latest actuarial valuation presented is as follows: the actuarial cost method was entry-age normal; the amortization method was level percent of pay, closed and the amortization period was 21 years; the asset valuation method was at five-year smoothed fair value; and the significant actuarial assumptions were an investment rate of return at 7.00% annually, projected salary increases assumption of 3.25% to 10.40% compounded annually and postretirement benefit increases of 2.25% compounded annually.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**FIREFIGHTERS' PENSION FUND**

Last Eight Fiscal Years

<b>FISCAL YEAR ENDED APRIL 30,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Actuarially Determined Contribution	\$ 895,515	\$ 1,079,797	\$ 988,150	\$ 1,086,300	\$ 1,184,450	\$ 1,393,165	\$ 1,471,754	\$ 1,691,007
Contributions in Relation to the Actuarially Determined Contribution	822,631	946,756	1,086,300	1,133,899	1,193,797	1,490,909	1,413,737	1,931,404
<b>CONTRIBUTION DEFICIENCY (Excess)</b>	<b>\$ 72,884</b>	<b>\$ 133,041</b>	<b>\$ (98,150)</b>	<b>\$ (47,599)</b>	<b>\$ (9,347)</b>	<b>\$ (97,744)</b>	<b>\$ 58,017</b>	<b>\$ (240,397)</b>
Covered Payroll	\$ 1,916,626	\$ 1,894,624	\$ 1,904,987	\$ 1,971,662	\$ 1,909,776	\$ 2,265,084	\$ 2,055,006	\$ 2,082,630
Contributions as a Percentage of Covered Payroll	42.92%	49.97%	57.02%	57.51%	62.51%	65.82%	68.79%	92.74%

Notes to Required Supplementary Information

The information presented was determined as part of the actuarial valuations as of May 1 of the prior fiscal year. Additional information as of the latest actuarial valuation presented is as follows: the actuarial cost method was entry-age normal; the amortization method was level percent of pay, closed and the amortization period was 21 years; the asset valuation method was at five-year smoothed fair value; and the significant actuarial assumptions were an investment rate of return at 7.00% annually, projected salary increases assumption of 3.75% to 9.86% compounded annually, and postretirement benefit increases of 2.25% compounded annually.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

SCHEDULE OF CHANGES IN THE EMPLOYER'S  
TOTAL OPEB LIABILITY AND RELATED RATIOS

OTHER POSTEMPLOYMENT BENEFIT PLAN

Last Four Fiscal Years

<b>MEASUREMENT DATE APRIL 30,</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>TOTAL OPEB LIABILITY</b>				
Service Cost	\$ 125,342	\$ 134,835	\$ 163,228	\$ 205,908
Interest	201,256	199,464	171,437	135,697
Difference Between Expected and Actual Experience	-	-	(393,395)	-
Changes in Assumptions	106,485	567,746	873,583	(897,599)
Benefit Payments	(242,071)	(259,431)	(287,445)	(294,331)
Other Changes	-	(3,542)	-	-
Net Change in Total OPEB Liability	191,012	639,072	527,408	(850,325)
Total OPEB Liability - Beginning	5,190,467	5,381,479	6,020,551	6,547,959
<b>TOTAL OPEB LIABILITY - ENDING</b>	<b>\$ 5,381,479</b>	<b>\$ 6,020,551</b>	<b>\$ 6,547,959</b>	<b>\$ 5,697,634</b>
Covered Employee Payroll	\$ 6,722,647	\$ 6,548,492	\$ 6,499,257	\$ 6,726,731
Employer's Total OPEB Liability as a Percentage of Covered Employee Payroll	80.05%	91.94%	100.75%	84.70%

There was a change in assumptions related to the discount rate assumptions in 2019, 2020, 2021 and 2022.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

SCHEDULE OF THE VILLAGE'S PROPORTIONATE  
SHARE OF THE NET PENSION LIABILITY

ILLINOIS MUNICIPAL RETIREMENT FUND

Last Seven Fiscal Years

<b>MEASUREMENT DATE DECEMBER 31,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Employer's Proportion of Net Pension Liability	78.00%	80.00%	79.00%	85.39%	85.59%	85.82%	85.53%
Employer's Proportionate Share of Net Pension Liability	\$ 1,661,634	\$ 1,598,329	\$ 374,595	\$ 2,382,342	\$ 1,140,033	\$ (563,790)	\$ (2,097,379)
Employer's Covered Payroll	1,867,157	2,048,426	2,154,712	2,435,781	2,589,879	2,599,549	2,584,679
Employer's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll	88.99%	78.03%	17.38%	97.81%	44.02%	(21.69%)	(81.15%)
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	86.49%	88.47%	98.13%	85.72%	94.33%	103.78%	113.58%

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

SCHEDULE OF CHANGES IN THE EMPLOYER'S  
NET PENSION LIABILITY AND RELATED RATIOS

SHERIFF'S LAW ENFORCEMENT PERSONNEL

Last Seven Fiscal Years

<b>MEASUREMENT DATE DECEMBER 31,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>TOTAL PENSION LIABILITY</b>							
Service Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	13,235	13,173	13,347	13,225	13,299	12,309	14,905
Changes of Benefit Terms	-	-	-	-	-	-	-
Differences Between Expected and Actual Experience	(3,015)	655	2,465	1,780	(11,438)	40,594	2,408
Changes of Assumptions	-	-	(5,630)	4,237	-	1,155	-
Benefit Payments, Including Refunds of Member Contributions	(10,734)	(11,352)	(11,658)	(11,975)	(12,295)	(18,757)	(17,738)
Net Change in Total Pension Liability	(514)	2,476	(1,476)	7,267	(10,434)	35,301	(425)
Total Pension Liability - Beginning	181,833	181,319	183,795	182,319	189,586	179,152	214,453
<b>TOTAL PENSION LIABILITY - ENDING</b>	<b>\$ 181,319</b>	<b>\$ 183,795</b>	<b>\$ 182,319</b>	<b>\$ 189,586</b>	<b>\$ 179,152</b>	<b>\$ 214,453</b>	<b>\$ 214,028</b>
<b>PLAN FIDUCIARY NET POSITION</b>							
Contributions - Employer	\$ 3,217	\$ 2,841	\$ 1,361	\$ 906	\$ 2,168	\$ 182	\$ -
Contributions - Member and Other	-	-	-	-	-	-	-
Net Investment Income	830	10,033	32,823	(12,869)	35,441	28,373	41,864
Benefit Payments, Including Refunds of Member Contributions	(10,734)	(11,352)	(11,658)	(11,975)	(12,295)	(18,757)	(17,738)
Administrative Expenses	4,294	1,181	3,184	6,095	880	8,838	737
Net Change in Plan Fiduciary Net Position	(2,393)	2,703	25,710	(17,843)	26,194	18,636	24,863
Plan Fiduciary Net Position - Beginning	169,812	167,419	170,122	195,832	177,989	204,183	222,819
<b>PLAN FIDUCIARY NET POSITION - ENDING</b>	<b>\$ 167,419</b>	<b>\$ 170,122</b>	<b>\$ 195,832</b>	<b>\$ 177,989</b>	<b>\$ 204,183</b>	<b>\$ 222,819</b>	<b>\$ 247,682</b>
<b>EMPLOYER'S NET PENSION LIABILITY (ASSET)</b>	<b>\$ 13,900</b>	<b>\$ 13,673</b>	<b>\$ (13,513)</b>	<b>\$ 11,597</b>	<b>\$ (25,031)</b>	<b>\$ (8,366)</b>	<b>\$ (33,654)</b>

<b>MEASUREMENT DATE DECEMBER 31,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	92.33%	92.56%	107.41%	93.88%	113.97%	103.90%	115.72%
Covered Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employer's Net Pension Liability (Asset) as a Percentage of Covered Payroll	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Notes to Required Supplementary Information

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)



**VILLAGE OF RIVER FOREST, ILLINOIS**

SCHEDULE OF CHANGES IN THE EMPLOYER'S  
NET PENSION LIABILITY AND RELATED RATIOS

POLICE PENSION FUND

Last Eight Fiscal Years

<b>MEASUREMENT DATE APRIL 30,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>TOTAL PENSION LIABILITY</b>								
Service Cost	\$ 645,064	\$ 611,167	\$ 687,002	\$ 735,090	\$ 582,697	\$ 563,920	\$ 625,963	\$ 648,492
Interest	2,549,994	2,631,940	2,846,673	2,980,256	2,983,268	2,931,325	3,141,785	3,109,253
Changes of Benefit Terms	-	-	-	-	-	211,282	-	-
Differences Between Expected and Actual Experience	-	(61,973)	(82,246)	(8,166)	(1,954,163)	340,106	1,277,338	(1,258,132)
Changes of Assumptions	-	2,040,961	(932,516)	(1,427,515)	-	1,606,755	(972,629)	(25,984)
Benefit Payments, Including Refunds of Member Contributions	(1,902,065)	(2,060,037)	(2,021,677)	(2,211,844)	(2,261,441)	(2,446,249)	(3,018,693)	(3,023,542)
Net Change in Total Pension Liability	1,292,993	3,162,058	497,236	67,821	(649,639)	3,207,139	1,053,764	(549,913)
Total Pension Liability - Beginning	38,728,727	40,021,720	43,183,778	43,681,014	43,748,835	43,099,196	46,306,335	47,360,099
<b>TOTAL PENSION LIABILITY - ENDING</b>	<b>\$ 40,021,720</b>	<b>\$ 43,183,778</b>	<b>\$ 43,681,014</b>	<b>\$ 43,748,835</b>	<b>\$ 43,099,196</b>	<b>\$ 46,306,335</b>	<b>\$ 47,360,099</b>	<b>\$ 46,810,186</b>
<b>PLAN FIDUCIARY NET POSITION</b>								
Contributions - Employer	\$ 1,098,682	\$ 1,130,516	\$ 1,329,644	\$ 1,394,597	\$ 1,462,293	\$ 1,584,889	\$ 1,479,613	\$ 2,096,479
Contributions - Member	228,802	258,151	267,985	273,961	283,023	277,013	269,857	344,023
Net Investment Income	1,569,527	(176,345)	2,119,095	1,917,070	1,257,430	(274,480)	6,380,611	(1,428,630)
Benefit Payments, Including Refunds of Member Contributions	(1,902,065)	(2,060,037)	(2,021,677)	(2,211,844)	(2,261,441)	(2,446,249)	(3,018,693)	(3,023,542)
Administrative Expense	(45,915)	(62,316)	(117,319)	(71,585)	(44,544)	(55,620)	(54,547)	(53,527)
Net Change in Plan Fiduciary Net Position	949,031	(910,031)	1,577,728	1,302,199	696,761	(914,447)	5,056,841	(2,065,197)
Plan Fiduciary Net Position - Beginning	20,622,527	21,571,558	20,661,527	22,239,255	23,541,454	24,238,215	23,323,768	28,380,609
<b>PLAN FIDUCIARY NET POSITION - ENDING</b>	<b>\$ 21,571,558</b>	<b>\$ 20,661,527</b>	<b>\$ 22,239,255</b>	<b>\$ 23,541,454</b>	<b>\$ 24,238,215</b>	<b>\$ 23,323,768</b>	<b>\$ 28,380,609</b>	<b>\$ 26,315,412</b>
<b>EMPLOYER'S NET PENSION LIABILITY</b>	<b>\$ 18,450,162</b>	<b>\$ 22,522,251</b>	<b>\$ 21,441,759</b>	<b>\$ 20,207,381</b>	<b>\$ 18,860,981</b>	<b>\$ 22,982,567</b>	<b>\$ 18,979,490</b>	<b>\$ 20,494,774</b>

<b>MEASUREMENT DATE APRIL 30,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	53.90%	47.80%	50.90%	53.80%	56.20%	50.40%	59.90%	56.20%
Covered Payroll	\$ 2,630,388	\$ 2,795,091	\$ 2,745,077	\$ 3,075,155	\$ 2,876,277	\$ 2,775,120	\$ 2,728,134	\$ 2,826,028
Employer's Net Pension Liability as a Percentage of Covered Payroll	701.40%	805.80%	781.10%	657.10%	655.70%	828.20%	695.70%	725.20%

Changes in assumptions related to mortality rates were made since the prior measurement date.

In addition, there were changes in plan benefits required under PA-101-0610 (SB 1300) in 2020.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

SCHEDULE OF CHANGES IN THE EMPLOYER'S  
NET PENSION LIABILITY AND RELATED RATIOS

FIREFIGHTERS' PENSION FUND

Last Eight Fiscal Years

<b>MEASUREMENT DATE APRIL 30,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>TOTAL PENSION LIABILITY</b>								
Service Cost	\$ 499,365	\$ 434,288	\$ 437,586	\$ 468,217	\$ 452,643	\$ 479,806	\$ 574,973	\$ 595,434
Interest	1,782,149	1,846,605	1,988,946	2,111,668	2,173,072	2,247,210	2,306,186	2,260,432
Changes of Benefit Terms	-	-	-	-	-	266,610	-	-
Differences Between Expected and Actual Experience	-	(645,633)	1,211,947	124,529	269,825	(414,036)	(56,671)	(1,344,591)
Changes of Assumptions	-	1,889,948	(145,817)	-	-	570,675	(352,260)	-
Benefit Payments, Including Refunds of Member Contributions	(1,339,397)	(1,382,009)	(1,601,526)	(1,877,452)	(1,776,996)	(1,895,852)	(1,959,787)	(2,208,022)
Net Change in Total Pension Liability	942,117	2,143,199	1,891,136	826,962	1,118,544	1,254,413	512,441	(696,747)
Total Pension Liability - Beginning	26,128,965	27,071,082	29,214,281	31,105,417	31,932,379	33,050,923	34,305,336	34,817,777
<b>TOTAL PENSION LIABILITY - ENDING</b>	<b>\$ 27,071,082</b>	<b>\$ 29,214,281</b>	<b>\$ 31,105,417</b>	<b>\$ 31,932,379</b>	<b>\$ 33,050,923</b>	<b>\$ 34,305,336</b>	<b>\$ 34,817,777</b>	<b>\$ 34,121,030</b>
<b>PLAN FIDUCIARY NET POSITION</b>								
Contributions - Employer	\$ 822,631	\$ 946,756	\$ 1,086,300	\$ 1,133,899	\$ 1,193,797	\$ 1,490,909	\$ 1,413,737	\$ 1,931,404
Contributions - Member	184,809	184,123	174,437	177,633	181,747	213,841	194,301	196,913
Net Investment Income (Loss)	599,529	(845,984)	965,583	927,222	787,224	(66,244)	4,046,406	(1,073,105)
Benefit Payments, Including Refunds of Member Contributions	(1,339,397)	(1,382,009)	(1,601,526)	(1,877,452)	(1,776,996)	(1,895,852)	(1,959,787)	(2,208,022)
Administrative Expense	(33,720)	(50,589)	(46,400)	(37,218)	(29,203)	(43,011)	(42,686)	(43,137)
Net Change in Plan Fiduciary Net Position	233,852	(1,147,703)	578,394	324,084	356,569	(300,357)	3,651,971	(1,195,947)
Plan Fiduciary Net Position - Beginning	15,054,416	15,288,268	14,140,565	14,718,959	15,043,043	15,399,612	15,099,255	18,751,226
<b>PLAN FIDUCIARY NET POSITION - ENDING</b>	<b>\$ 15,288,268</b>	<b>\$ 14,140,565</b>	<b>\$ 14,718,959</b>	<b>\$ 15,043,043</b>	<b>\$ 15,399,612</b>	<b>\$ 15,099,255</b>	<b>\$ 18,751,226</b>	<b>\$ 17,555,279</b>
<b>EMPLOYER'S NET PENSION LIABILITY</b>	<b>\$ 11,782,814</b>	<b>\$ 15,073,716</b>	<b>\$ 16,386,458</b>	<b>\$ 16,889,336</b>	<b>\$ 17,651,311</b>	<b>\$ 19,206,081</b>	<b>\$ 16,066,551</b>	<b>\$ 16,565,751</b>

<b>MEASUREMENT DATE APRIL 30,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	56.50%	48.40%	47.30%	47.10%	46.60%	44.00%	53.90%	51.50%
Covered Payroll	\$ 1,916,626	\$ 1,894,624	\$ 1,904,987	\$ 1,971,662	\$ 1,909,776	\$ 2,265,084	\$ 2,055,006	\$ 2,082,630
Employer's Net Pension Liability as a Percentage of Covered Payroll	614.80%	795.60%	860.20%	856.60%	924.30%	847.90%	781.80%	795.40%

In addition, there were changes in plan benefits required under PA-101-0610 (SB 1300) in 2020.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

**SCHEDULE OF INVESTMENT RETURNS**

**POLICE PENSION FUND**

Last Eight Fiscal Years

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<b>FISCAL YEAR ENDED APRIL 30,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Annual Money-Weighted Rate of Return, Net of Investment Expense	7.38%	(0.40%)	10.74%	8.30%	6.02%	(2.98%)	24.21%	(4.95%)

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

**SCHEDULE OF INVESTMENT RETURNS**

**FIREFIGHTERS' PENSION FUND**

Last Eight Fiscal Years

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<b>FISCAL YEAR ENDED APRIL 30,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Annual Money-Weighted Rate of Return, Net of Investment Expense	5.42%	1.42%	7.16%	6.80%	5.70%	(0.15%)	28.10%	(6.07%)

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

# VILLAGE OF RIVER FOREST, ILLINOIS

## NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

April 30, 2022

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### 1. LEGAL COMPLIANCE AND ACCOUNTABILITY

Budgets are adopted on a basis consistent with GAAP. Annual appropriated budgets are adopted (at the fund level) for the General, Special Revenue, Debt Service and Capital Projects Funds on the modified accrual basis and for Proprietary Funds on the accrual basis. The annual appropriated budget is legally enacted and provides for a legal level of control at the fund level. All annual appropriations lapse at fiscal year end.

The Village follows these procedures in establishing the budgetary data reflected in the financial statements.

- A. The Village Administrator submits to the Village Board of Trustees a proposed operating budget for the fiscal year commencing the following May 1. The operating budget includes proposed expenditures and the means of financing them.
- B. Public hearings are conducted by the Village to obtain taxpayer comments.
- C. Prior to May 1, the budget is legally enacted by the Village Board of Trustees action. This is the amount reported as original budget.
- D. The Village Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund require approval by the Village Board of Trustees.
- E. Budgets are adopted and formal budgetary integration is employed as a management control device during the year for general, special revenue, debt service and capital projects funds.
- F. All budgets for these funds are adopted on a basis consistent with GAAP.
- G. Budgetary authority lapses at year end.
- H. State law requires that “expenditures be made in conformity with appropriations/budget.” As under the Budget Act, transfers between line items, departments and funds may be made by administrative action. The fund budget reflects all amendment needs.

**VILLAGE OF RIVER FOREST, ILLINOIS**  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION (Continued)

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**2. EXPENDITURES OVER BUDGET OF INDIVIDUAL FUNDS**

The following funds had expenditures that exceeded their budget:

<u>Fund</u>	<u>Final Budget</u>	<u>Expenditures</u>
Motor Fuel Tax Fund	\$ 686,154	\$ 687,846
Debt Service Fund	265,511	265,650
General Fund	16,454,482	16,886,954



**COMBINING AND INDIVIDUAL FUND  
FINANCIAL STATEMENTS AND SCHEDULES**

**MAJOR GOVERNMENTAL FUNDS**

**VILLAGE OF RIVER FOREST, ILLINOIS**

**SCHEDULE OF REVENUES - BUDGET AND ACTUAL**

**GENERAL FUND**

For the Year Ended April 30, 2022

	<b>2022</b>			<b>Variance Over (Under)</b>
	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	
<b>TAXES</b>				
Property Tax	\$ 6,556,697	\$ 6,556,697	\$ 7,307,185	\$ 750,488
Non-Home Rule Sales Tax	643,341	643,341	1,064,666	421,325
Utility	642,990	642,990	762,055	119,065
Transfer Tax	128,614	128,614	168,572	39,958
Communications	184,990	184,990	185,672	682
Restaurant Tax	145,101	145,101	165,325	20,224
Local Motor Fuel Tax	95,000	95,000	111,546	16,546
<b>Total Taxes</b>	<b>8,396,733</b>	<b>8,396,733</b>	<b>9,765,021</b>	<b>1,368,288</b>
<b>LICENSES AND PERMITS</b>				
Vehicle	290,000	290,000	260,962	(29,038)
Pet Licenses	2,000	2,000	2,320	320
Contractors Licenses	99,511	99,511	117,888	18,377
Business Licenses	21,000	21,000	20,043	(957)
Tent Licenses	300	300	120	(180)
Building Permits	541,605	541,605	818,620	277,015
Plumbing Permits	42,630	42,630	32,555	(10,075)
Electrical Permits	50,600	50,600	37,982	(12,618)
Reinspections	5,000	5,000	9,750	4,750
Bonfire Permits	60	60	-	(60)
Beekeeping Permits	150	150	-	(150)
Solicitors Permits	1,200	1,200	550	(650)
Film Crew Licenses	4,813	4,813	4,150	(663)
Liquor and Restaurant	23,500	23,500	23,800	300
Zoning Variation Fees	3,000	3,000	750	(2,250)
Cable Television Fees	209,888	209,888	198,929	(10,959)
<b>Total Licenses and Permits</b>	<b>1,295,257</b>	<b>1,295,257</b>	<b>1,528,419</b>	<b>233,162</b>
<b>INTERGOVERNMENTAL</b>				
Personal Property Replacement Tax	146,818	146,818	316,074	169,256
Sales	1,832,850	1,832,850	2,295,850	463,000
State Income Taxes	1,238,975	1,238,975	1,641,590	402,615
Local Use Taxes	497,154	497,154	445,293	(51,861)
State Cannabis Tax	8,935	8,935	18,234	9,299
Grants	30,961	776,148	405,823	(370,325)
<b>Total Intergovernmental</b>	<b>3,755,693</b>	<b>4,500,880</b>	<b>5,122,864</b>	<b>621,984</b>

(This schedule is continued on the following page.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

SCHEDULE OF REVENUES - BUDGET AND ACTUAL (Continued)

GENERAL FUND

For the Year Ended April 30, 2022

	2022			Variance Over (Under)
	Original Budget	Final Budget	Actual	
<b>CHARGES FOR SERVICES</b>				
Garbage Collection Fees	1,150,223	1,150,223	1,175,800	\$ 25,577
Parking Lot Fees	83,790	83,790	106,836	23,046
Towing Fees	102,175	102,175	104,000	1,825
State Highway Maintenance	63,565	63,565	48,793	(14,772)
Ambulance Charges	350,000	350,000	657,590	307,590
Sidewalk Program	10,000	10,000	8,042	(1,958)
NSF Fees	200	200	-	(200)
Animal Release Fees	-	-	5	5
Elevator Inspections	4,450	4,450	4,450	-
Elevator Re-Inspection Fees	400	400	450	50
ROW Encroachment Fees	-	-	1,000	1,000
Police Reports	2,200	2,200	2,231	31
Fire Reports	1,400	1,400	2,420	1,020
Car Fire and Extrication Fees	500	500	-	(500)
<b>Total Charges for Services</b>	<b>1,768,903</b>	<b>1,768,903</b>	<b>2,111,617</b>	<b>342,714</b>
<b>FINES AND FORFEITS</b>				
Police Tickets	162,126	162,126	126,695	(35,431)
Automated Traffic Enforcement	41,904	41,904	-	(41,904)
Local Ordinance Tickets	6,256	6,256	620	(5,636)
Court Fines	46,143	46,143	76,113	29,970
DUI Fines	4,851	4,851	3,242	(1,609)
Asset Forfeiture	2,189	2,189	-	(2,189)
Building Construction Citations	6,000	6,000	20,470	14,470
<b>Total Fines and Forfeitures</b>	<b>269,469</b>	<b>269,469</b>	<b>227,140</b>	<b>(42,329)</b>
<b>INVESTMENT INCOME</b>	<b>75,227</b>	<b>75,227</b>	<b>(38,013)</b>	<b>(113,240)</b>
<b>OTHER</b>				
IRMA Reimbursements	50,000	50,000	69,265	19,265
Reimbursement - Crossing Guards	67,286	67,286	85,793	18,507
Wireless Leases	36,000	36,000	36,000	-
Rent	53,570	53,570	54,484	914
Miscellaneous	23,750	23,750	25,189	1,439
<b>Total Other</b>	<b>230,606</b>	<b>230,606</b>	<b>270,731</b>	<b>40,125</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 15,791,888</b>	<b>\$ 16,537,075</b>	<b>\$ 18,987,779</b>	<b>\$ 2,450,704</b>

(See independent auditor's report.)

VILLAGE OF RIVER FOREST, ILLINOIS

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL

GENERAL FUND

For the Year Ended April 30, 2022

	2022			Variance Over (Under)
	Original Budget	Final Budget	Actual	
<b>GENERAL GOVERNMENT</b>				
Administration				
Personal Services				
Salaries Regular	\$ 663,793	\$ 663,793	\$ 555,044	\$ (108,749)
Overtime	500	500	-	(500)
Insurance Refusal Reimbursement	-	-	-	-
Part-Time Salaries	-	-	16,520	16,520
FICA	37,470	37,470	33,718	(3,752)
Medicare	9,733	9,733	8,161	(1,572)
IMRF	74,202	74,202	55,595	(18,607)
Employee Assistance Program	1,850	1,850	1,966	116
Fringe Benefits	10,224	10,224	5,777	(4,447)
Health Insurance	79,936	79,936	62,865	(17,071)
Health Insurance - Retirees	-	-	464	464
Life Insurance	774	774	422	(352)
VEBA Contributions	15,044	15,044	13,004	(2,040)
Wellness Program	-	-	3,870	3,870
<b>Total Personal Services</b>	<b>893,526</b>	<b>893,526</b>	<b>757,406</b>	<b>(136,120)</b>
Contractual Services				
Communications	32,785	32,785	52,338	19,553
Audit Services	24,500	24,500	23,957	(543)
Actuarial Services	6,680	6,680	6,430	(250)
Consulting Services	112,000	112,000	180,450	68,450
IT Support	113,072	113,072	156,671	43,599
Vehicle Sticker Program	18,625	18,625	17,214	(1,411)
Health/Inspection Services	15,450	15,450	16,776	1,326
Unemployment Claims	5,000	5,000	16,806	11,806
Bank Fees	13,911	13,911	16,863	2,952
Liability Insurance	229,396	229,396	227,312	(2,084)
IRMA Liability Deductible	10,000	10,000	226,569	216,569
IRMA Excess Surplus	(200,000)	(200,000)	(424,194)	(224,194)
Maintenance of Office Equipment	11,040	11,040	8,776	(2,264)
Training	5,500	5,500	8,231	2,731
Tuition Reimbursement	-	-	-	-
Travel and Meeting	7,875	7,875	8,051	176
Dues and Subscriptions	33,070	33,070	36,745	3,675
Printing	2,200	2,200	612	(1,588)
Medical and Screening	1,500	1,500	1,038	(462)
Advertising/Legal Notice	2,000	2,000	6,301	4,301
Damage Claims	-	-	-	-
Community and Emp Programs	29,250	29,250	70,524	41,274
<b>Total Contractual Services</b>	<b>473,854</b>	<b>473,854</b>	<b>657,470</b>	<b>183,616</b>
Commodities				
Office Supplies	15,085	15,085	20,099	5,014
Office Equipment	3,000	3,000	8,185	5,185
Operating Supplies	-	-	-	-
Postage	11,392	11,392	8,250	(3,142)
<b>Total Commodities</b>	<b>29,477</b>	<b>29,477</b>	<b>36,534</b>	<b>7,057</b>
<b>Total Administration</b>	<b>1,396,857</b>	<b>1,396,857</b>	<b>1,451,410</b>	<b>54,553</b>

(This schedule is continued on the following pages.)

VILLAGE OF RIVER FOREST, ILLINOIS

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL (Continued)

GENERAL FUND

For the Year Ended April 30, 2022

	2022			Variance Over (Under)
	Original Budget	Final Budget	Actual	
<b>GENERAL GOVERNMENT (Continued)</b>				
Boards and Commissions				
Personal Services				
FICA	\$ 310	\$ 310	\$ 613	\$ 303
Medicare	73	73	143	70
IMRF	559	559	1,008	449
Fringe Benefits	720	720	720	-
Total Personal Services	1,662	1,662	2,484	822
Contractual Services				
Consulting Services	15,000	28,500	17,993	(10,507)
Secretarial Services	5,000	5,000	9,887	4,887
Legal Services	10,000	10,000	7,031	(2,969)
Training	500	500	-	(500)
Travel and Meeting	175	175	215	40
Dues and Subscriptions	375	375	385	10
Medical and Screening	4,000	4,000	22,629	18,629
Testing	6,000	6,000	25,761	19,761
Advertising/Legal Notice	4,500	4,500	8,781	4,281
Total Contractual Services	45,550	59,050	92,682	33,632
Commodities				
Office Supplies	100	100	-	(100)
Postage	25	25	-	(25)
Total Commodities	125	125	-	(125)
Total Boards and Commissions	47,337	60,837	95,166	34,329
Legal Services				
Contractual Services				
Labor and Employment Legal Svc	30,000	30,000	80,033	50,033
Village Attorney	120,000	120,000	202,906	82,906
Village Prosecutor	12,000	12,000	11,615	(385)
Total Legal Services	162,000	162,000	294,554	132,554
Total General Government	1,606,194	1,619,694	1,841,130	221,436
<b>DEVELOPMENT</b>				
Building and Development				
Personal Services				
Full-Time Salaries	309,917	309,917	297,524	(12,393)
Overtime	500	500	2,190	1,690
Insurance Refusal Reimbursemnt	-	-	1,125	1,125
Part-Time Salaries	-	-	1,390	1,390
FICA	18,229	18,229	17,662	(567)
Medicare	4,530	4,530	4,291	(239)
IMRF	34,729	34,729	29,898	(4,831)
Fringe Benefits	2,376	2,376	2,234	(142)
Health Insurance	49,429	49,429	47,585	(1,844)
Life Insurance	148	148	181	33
VEBA Contributions	8,436	8,436	9,302	866
Total Personal Services	428,294	428,294	413,382	(14,912)

(This schedule is continued on the following pages.)

VILLAGE OF RIVER FOREST, ILLINOIS

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL (Continued)

GENERAL FUND

For the Year Ended April 30, 2022

	2022			Variance Over (Under)
	Original Budget	Final Budget	Actual	
<b>DEVELOPMENT (Continued)</b>				
Building and Development (Continued)				
Contractual Services				
Professional Services	\$ 13,045	\$ 13,045	\$ 16,691	\$ 3,646
Recorder's Office Fees	-	-	264	264
Inspection Services	68,920	68,920	76,481	7,561
Plan Review Services	20,000	20,000	38,916	18,916
Vehicle Maintenance	50	50	-	(50)
Training	6,200	6,200	1,030	(5,170)
Dues and Subscriptions	235	235	255	20
Total Contractual Services	108,450	108,450	133,637	25,187
Commodities				
Office Supplies	500	500	-	(500)
Office Equipment	150	150	-	(150)
Gas and Oil	229	229	101	(128)
Operating Supplies	500	500	100	(400)
Total Commodities	1,379	1,379	201	(1,178)
Total Development	538,123	538,123	547,220	9,097
<b>PUBLIC SAFETY</b>				
E911				
Contractual Services				
Consulting Services	3,000	3,000	-	(3,000)
IT Support	8,500	8,500	8,840	340
Maintenance of Equipment	500	500	-	(500)
Training	1,050	1,050	-	(1,050)
WSCDC Contribution	182,199	182,199	185,967	3,768
Citizens Corps Council	5,000	5,000	-	(5,000)
Medical Reserve Corp	500	500	-	(500)
Total Contractual Services	200,749	200,749	194,807	(5,942)
Police Department				
Personal Services				
Salaries Sworn	2,841,733	2,841,733	2,574,156	(267,577)
Salaries Regular	136,860	136,860	124,985	(11,875)
Specialist Pay	40,718	40,718	32,465	(8,253)
Holiday Pay	125,988	125,988	99,754	(26,234)
Overtime	218,229	218,229	321,528	103,299
IDOT STEP Overtime	10,861	10,861	1,195	(9,666)
Educational Incentives	35,100	35,100	22,600	(12,500)
Insurance Refusal Reim	900	900	3,000	2,100
Part-Time Salaries	49,198	49,198	41,966	(7,232)
FICA	12,956	12,956	10,163	(2,793)
Medicare	50,164	50,164	44,558	(5,606)
IMRF	18,773	18,773	16,394	(2,379)
Fringe Benefits	2,640	2,640	1,920	(720)
Health Insurance	446,145	446,145	366,844	(79,301)
Health Insurance - Retirees	92,838	92,838	89,718	(3,120)
Life Insurance	2,135	2,135	1,970	(165)
VEBA Contributions	78,505	78,505	57,998	(20,507)
Contribution to Police Pension	1,874,179	1,934,942	2,096,479	161,537
Total Personal Services	6,037,922	6,098,685	5,907,693	(190,992)

(This schedule is continued on the following pages.)

VILLAGE OF RIVER FOREST, ILLINOIS

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL (Continued)

GENERAL FUND

For the Year Ended April 30, 2022

	2022			Variance Over (Under)
	Original Budget	Final Budget	Actual	
<b>PUBLIC SAFETY (Continued)</b>				
Police Department (Continued)				
Contractual Services				
Communications	\$ 3,472	\$ 3,472	\$ 3,755	\$ 283
Administrative Adjudication	23,740	23,740	17,373	(6,367)
IT Support	17,601	17,601	18,035	434
Animal Control	2,200	2,200	1,350	(850)
Maint of Equipment	15,535	15,535	13,409	(2,126)
Maintenance of Vehicles	55,085	55,085	48,773	(6,312)
Maintenance of Buildings	850	850	729	(121)
Training	33,450	33,450	36,133	2,683
Community Support Services	95,421	95,421	140,933	45,512
Travel and Meeting	3,450	3,450	622	(2,828)
Dues and Subscriptions	8,948	8,948	8,307	(641)
Printing	4,300	4,300	2,799	(1,501)
Medical and Screening	5,465	5,465	2,900	(2,565)
Damage Claims	5,000	5,000	36,187	31,187
Total Contractual Services	274,517	274,517	331,305	56,788
Commodities				
Office Supplies	9,500	9,500	11,281	1,781
Equipment	-	-	6,781	6,781
Gas and Oil	39,269	39,269	50,296	11,027
Uniforms Sworn Personnel	27,683	27,683	36,608	8,925
Uniforms Other Personnel	1,200	1,200	3,371	2,171
Prisoner Care	3,650	3,650	4,151	501
Operating Supplies	6,805	6,805	5,036	(1,769)
Radios	8,350	8,350	1,103	(7,247)
Firearms and Range Supplies	18,640	18,640	18,097	(543)
Evidence Supplies	7,650	7,650	2,565	(5,085)
DUI Expenditures	4,851	4,851	219	(4,632)
Drug Forfeiture Expenditures	318	318	-	(318)
Article 36 Exp	1,871	1,871	-	(1,871)
Cannabis Tax Act Expenditures	4,465	4,465	15,574	11,109
Total Commodities	134,252	134,252	155,082	20,830
Total Police Department	6,446,691	6,507,454	6,394,080	(113,374)
<b>PUBLIC SAFETY</b>				
Fire Department				
Personal Services				
Salaries Sworn	2,063,320	2,063,320	2,036,983	(26,337)
Salaries Regular	88,583	88,583	87,678	(905)
Specialist Pay	143,352	143,352	143,856	504
Holiday Pay	87,227	87,227	86,250	(977)
Overtime	136,000	136,000	128,409	(7,591)
Educational Incentives	14,050	14,050	15,250	1,200
Part-Time Salaries	34,788	34,788	27,285	(7,503)
Insurance Refusal Reimb	1,525	1,525	1,500	(25)
FICA	7,694	7,694	9,307	1,613
Medicare	37,247	37,247	35,021	(2,226)
IMRF	13,780	13,780	11,367	(2,413)
Fringe Benefits	1,440	1,440	1,391	(49)
Health Insurance	280,469	280,469	286,119	5,650

(This schedule is continued on the following pages.)



VILLAGE OF RIVER FOREST, ILLINOIS

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL (Continued)

GENERAL FUND

For the Year Ended April 30, 2022

	2022			Variance Over (Under)
	Original Budget	Final Budget	Actual	
<b>PUBLIC SAFETY (Continued)</b>				
Fire Department (Continued)				
Personal Services (Continued)				
Health Insurance - Retirees	20,052	20,052	18,201	(1,851)
Life Insurance	1,458	1,458	1,462	4
VEBA Contributions	\$ 54,031	\$ 54,031	\$ 47,256	\$ (6,775)
Contribution to Fire Pension	1,764,606	1,713,382	1,931,404	218,022
Total Personal Services	4,749,622	4,698,398	4,868,739	170,341
Contractual Services				
Communications	4,000	4,000	4,618	618
IT Support	12,695	12,695	8,814	(3,881)
Maintenance of Equipment	7,300	7,300	6,995	(305)
Maintenance of Vehicles	50,500	50,500	45,111	(5,389)
Maint of Office Equipment	500	500	-	(500)
Maintenance of Buildings	1,000	1,000	1,147	147
Training	17,300	17,300	11,887	(5,413)
Community Support Services	16,300	16,300	13,278	(3,022)
Travel and Meeting	4,250	4,250	2,326	(1,924)
Dues and Subscriptions	3,800	3,800	3,246	(554)
Medical and Screening	15,000	15,000	16,423	1,423
Damage Claims	-	-	-	-
GEMT Expenses	-	-	180,249	180,249
Total Contractual Services	132,645	132,645	294,094	161,449
Commodities				
Office Supplies	1,500	1,500	995	(505)
Office Equipment	-	-	-	-
Gas and Oil	11,444	11,444	18,590	7,146
Uniforms Sworn Personnel	19,650	19,650	18,885	(765)
Operating Supplies	23,300	23,300	19,063	(4,237)
Total Commodities	55,894	55,894	57,533	1,639
Total Fire Department	4,938,161	4,886,937	5,220,366	333,429
Total Public Safety	11,585,601	11,595,140	11,809,253	214,113
<b>PUBLIC WORKS</b>				
Public Works				
Personal Services				
Salaries Regular	530,820	530,820	537,990	7,170
Certification Pay	6,650	6,650	5,600	(1,050)
Overtime	50,000	50,000	53,401	3,401
Insurance Refusal Reim	8	8	-	(8)
Part-Time Salaries	8,000	8,000	9,195	1,195
FICA	36,115	36,115	37,134	1,019
Medicare	8,630	8,630	8,685	55
IMRF	65,193	65,193	60,249	(4,944)
Fringe Benefits	4,296	4,296	4,382	86
Health Insurance	135,091	135,091	124,009	(11,082)
Health Insurance - Retirees	15,297	15,297	14,743	(554)
Life Insurance	265	265	116	(149)
VEBA Contributions	6,794	6,794	6,380	(414)
Total Personal Services	867,159	867,159	861,884	(5,275)

(This schedule is continued on the following page.)

VILLAGE OF RIVER FOREST, ILLINOIS

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL (Continued)

GENERAL FUND

For the Year Ended April 30, 2022

	2022			Variance Over (Under)
	Original Budget	Final Budget	Actual	
<b>PUBLIC WORKS (Continued)</b>				
Public Works Administration (Continued)				
Contractual Services				
Communications	\$ 1,740	\$ 1,740	\$ 797	\$ (943)
Consulting Services	34,500	34,500	31,816	(2,684)
IT Support	21,540	21,540	18,804	(2,736)
Julie Notifications	1,000	1,000	1,104	104
Maintenance of Equipment	3,500	3,500	1,919	(1,581)
Maintenance of Vehicles	28,000	28,000	15,145	(12,855)
Maintenance Traffic/St Lights	67,400	67,400	74,160	6,760
Tree Maintenance	98,500	98,500	74,340	(24,160)
Maintenance of Buildings and Grounds	71,670	71,670	77,506	5,836
Maintenance Sidewalks	55,000	55,000	62,327	7,327
Maintenance Streets	8,000	8,000	-	(8,000)
Training	1,200	1,200	872	(328)
Travel and Meeting	6,460	6,460	1,399	(5,061)
Dues and Subscriptions	7,540	7,540	7,578	38
Medical and Screening	1,300	1,300	918	(382)
Advertising/Legal Notice	1,000	1,000	952	(48)
Dumping Fees	13,000	13,000	10,744	(2,256)
Damage Claims	25,000	25,000	38,720	13,720
Street Light Electricity	27,660	27,660	35,243	7,583
<b>Total Contractual Services</b>	<b>474,010</b>	<b>474,010</b>	<b>454,344</b>	<b>(19,666)</b>
Commodities				
Office Supplies	1,000	1,000	1,232	232
Equipment	-	24,828	24,828	-
Gas and Oil	16,465	16,465	18,502	2,037
Uniforms	5,450	5,450	5,020	(430)
Vehicle Parts	10,000	10,000	4,242	(5,758)
Operating Supplies and Equipment	36,520	51,515	60,614	9,099
Trees	36,000	36,000	19,415	(16,585)
Snow and Ice Control	-	-	8,050	8,050
Operating Supplies	-	-	-	-
<b>Total Commodities</b>	<b>105,435</b>	<b>145,258</b>	<b>141,903</b>	<b>(3,355)</b>
<b>Total Public Works</b>	<b>1,446,604</b>	<b>1,486,427</b>	<b>1,458,131</b>	<b>(28,296)</b>
<b>SANITATION</b>				
Contractual Services				
Collection and Disposal	1,142,598	1,142,598	1,173,006	30,408
Leaf Disposal	72,000	72,000	58,214	(13,786)
<b>Total Contractual Services</b>	<b>1,214,598</b>	<b>1,214,598</b>	<b>1,231,220</b>	<b>16,622</b>
Commodities				
Operating Supplies	500	500	-	(500)
<b>Total Sanitation</b>	<b>1,215,098</b>	<b>1,215,098</b>	<b>1,231,220</b>	<b>16,122</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 16,391,620</b>	<b>\$ 16,454,482</b>	<b>\$ 16,886,954</b>	<b>\$ 432,472</b>

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

CAPITAL EQUIPMENT REPLACEMENT FUND

For the Year Ended April 30, 2022  
(With Comparative Actual)

	2022		Variance Over (Under)	2021 Actual
	Original and Final Budget	Actual		
<b>REVENUES</b>				
Investment Income (Loss)	\$ 35,229	\$ (91,877)	\$ (127,106)	\$ 27,622
Miscellaneous	-	112	112	5,000
Total Revenues	35,229	(91,765)	(126,994)	32,622
<b>EXPENDITURES</b>				
Current				
General Government	100	-	(100)	-
Capital Outlay	684,610	234,308	(450,302)	89,240
Total Expenditures	684,710	234,308	(450,402)	89,240
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(649,481)	(326,073)	323,408	(56,618)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	126,235	-	(126,235)	-
Sale of Property	25,000	-	(25,000)	24,063
Total Other Financing Sources (Uses)	151,235	-	(151,235)	24,063
NET CHANGE IN FUND BALANCE	<u>\$ (498,246)</u>	(326,073)	<u>\$ 172,173</u>	(32,555)
FUND BALANCE, MAY 1		<u>3,792,993</u>		<u>3,825,548</u>
<b>FUND BALANCE, APRIL 30</b>		<u><u>\$ 3,466,920</u></u>		<u><u>\$ 3,792,993</u></u>

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

CAPITAL IMPROVEMENT FUND

For the Year Ended April 30, 2022  
(With Comparative Actual)

	2022		Variance Over (Under)	2021 Actual
	Original and Final Budget	Actual		
<b>REVENUES</b>				
Intergovernmental	\$ -	\$ -	\$ -	\$ 56,192
Charges for Services				
Parking Fees	58,336	35,612	(22,724)	25,459
Fines and Forfeitures	850,000	24,446	(825,554)	193,896
Investment Income	2,113	273	(1,840)	8,940
<b>Total Revenues</b>	<b>910,449</b>	<b>60,331</b>	<b>(850,118)</b>	<b>284,487</b>
<b>EXPENDITURES</b>				
Current				
General Government	12,000	12,000	-	12,674
Capital Outlay	2,435,120	1,052,280	(1,382,840)	684,823
Debt Service				
Interest and Fiscal Charges	-	58,981	58,981	-
<b>Total Expenditures</b>	<b>2,447,120</b>	<b>1,123,261</b>	<b>(1,323,859)</b>	<b>697,497</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(1,536,671)</b>	<b>(1,062,930)</b>	<b>473,741</b>	<b>(413,010)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Issuance of Bonds	4,000,000	3,881,481	(118,519)	-
Premium on Bonds Issued	-	178,913	178,913	-
<b>Total Other Financing Sources (Uses)</b>	<b>4,000,000</b>	<b>4,060,394</b>	<b>60,394</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 2,463,329</b>	<b>2,997,464</b>	<b>\$ 534,135</b>	<b>(413,010)</b>
<b>FUND BALANCE, MAY 1</b>		<b>544,092</b>		<b>957,102</b>
<b>FUND BALANCE, APRIL 30</b>		<b>\$ 3,541,556</b>		<b>\$ 544,092</b>

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**MADISON STREET TIF FUND**

For the Year Ended April 30, 2022

	<b>2022</b>		<b>Variance</b>	
	<b>Original and Final Budget</b>	<b>Actual</b>	<b>Over (Under)</b>	<b>2021 Actual</b>
<b>REVENUES</b>				
Taxes				
Property Taxes	\$ 332,092	\$ 840,110	\$ 508,018	\$ 370,793
Investment Income	458	1,091	633	448
Total Revenues	332,550	841,201	508,651	371,241
<b>EXPENDITURES</b>				
Current				
General Government	11,500	11,264	(236)	15,965
Capital Outlay	58,800	51,691	(7,109)	15,278
Debt Service				
Interest and Fiscal Charges	56,190	50,946	(5,244)	53,942
Total Expenditures	126,490	113,901	(12,589)	85,185
<b>NET CHANGE IN FUND BALANCE</b>				
	<u>\$ 206,060</u>	727,300	<u>\$ 521,240</u>	286,056
<b>FUND BALANCE, MAY 1</b>				
		<u>125,631</u>		<u>(160,425)</u>
<b>FUND BALANCE, APRIL 30</b>				
		<u>\$ 852,931</u>		<u>\$ 125,631</u>

(See independent auditor's report.)

**NONMAJOR GOVERNMENTAL FUNDS**

VILLAGE OF RIVER FOREST, ILLINOIS

COMBINING BALANCE SHEET

NONMAJOR GOVERNMENTAL FUNDS

April 30, 2022

	<u>Special Revenue</u>			<u>Infrastructure Improvement</u>	<u>North Avenue</u>	
	<u>Motor Fuel Tax</u>	<u>Debt Service</u>		<u>Bond</u>	<u>TIF</u>	<u>Total</u>
<b>ASSETS</b>						
Cash and Cash Equivalents	\$ 613,958	\$ 338,902		\$ -	\$ 563,684	\$ 1,516,544
Restricted Cash	-	-		567,357	-	567,357
Investments	242,607	-		-	-	242,607
Receivables (Net, of Allowances for Uncollectibles)						
Property Taxes	-	145,447		-	-	145,447
Accrued Interest	466	-		-	-	466
Due from Other Governments	37,489	-		-	-	37,489
<b>TOTAL ASSETS</b>	<u>\$ 894,520</u>	<u>\$ 484,349</u>		<u>\$ 567,357</u>	<u>\$ 563,684</u>	<u>\$ 2,509,910</u>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Accounts Payable	\$ 8,072	\$ -		\$ -	\$ -	\$ 8,072
Interest Payable	-	95,517		-	-	95,517
Due to Other Funds	-	-		-	50,000	50,000
Total Liabilities	<u>8,072</u>	<u>95,517</u>		<u>-</u>	<u>50,000</u>	<u>153,589</u>
<b>DEFERRED INFLOW OF RESOURCES</b>						
Property Taxes	-	145,447		-	-	145,447
Total Liabilities and Deferred Inflow of Resources	<u>8,072</u>	<u>240,964</u>		<u>-</u>	<u>50,000</u>	<u>299,036</u>
<b>FUND BALANCES</b>						
Restricted for						
Economic Development	-	-		-	513,684	513,684
Road Construction	886,448	-		-	-	886,448
Debt Service	-	243,385		-	-	243,385
Capital Improvements	-	-		567,357	-	567,357
Total Fund Balances	<u>886,448</u>	<u>243,385</u>		<u>567,357</u>	<u>513,684</u>	<u>2,210,874</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 894,520</u>	<u>\$ 484,349</u>		<u>\$ 567,357</u>	<u>\$ 563,684</u>	<u>\$ 2,509,910</u>

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES

NONMAJOR GOVERNMENTAL FUNDS

For the Year Ended April 30, 2022

	<u>Special Revenue</u>		<u>Infrastructure Improvement</u>	<u>North Avenue</u>	
	<u>Motor Fuel Tax</u>	<u>Debt Service</u>	<u>Bond</u>	<u>TIF</u>	<u>Total</u>
<b>REVENUES</b>					
Taxes	\$ -	\$ 270,105	\$ -	\$ 532,295	\$ 802,400
Intergovernmental	690,795	-	-	-	690,795
Investment Income (Loss)	(2,949)	373	513	502	(1,561)
Total Revenues	687,846	270,478	513	532,797	1,491,634
<b>EXPENDITURES</b>					
Current					
General Government	-	-	-	1,358	1,358
Highways and Streets	501,999	-	-	-	501,999
Capital Outlay	-	-	235,878	-	235,878
Debt Service					
Principal	-	262,500	-	-	262,500
Interest and Fiscal Charges	-	3,150	-	-	3,150
Total Expenditures	501,999	265,650	235,878	1,358	1,004,885
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	185,847	4,828	(235,365)	531,439	486,749
<b>OTHER FINANCING SOURCES (USES)</b>					
Bonds Issued	-	-	550,000	-	550,000
Total Other Financing Sources (Uses)	-	-	550,000	-	550,000
NET CHANGE IN FUND BALANCE	185,847	4,828	314,635	531,439	1,036,749
FUND BALANCES (DEFICIT), MAY 1	700,601	238,557	252,722	(17,755)	1,174,125
<b>FUND BALANCES, APRIL 30</b>	<b>\$ 886,448</b>	<b>\$ 243,385</b>	<b>\$ 567,357</b>	<b>\$ 513,684</b>	<b>\$ 2,210,874</b>

(See independent auditor's report.)



**VILLAGE OF RIVER FOREST, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**MOTOR FUEL TAX FUND**

For the Year Ended April 30, 2022  
(With Comparative Actual)

	<b>2022</b>		<b>Variance Over (Under)</b>	<b>2021 Actual</b>
	<b>Original and Final Budget</b>	<b>Actual</b>		
<b>REVENUES</b>				
Intergovernmental				
State Allotments	\$ 258,073	\$ 257,373	\$ (700)	\$ 232,868
Renewal Allotments	182,104	187,996	5,892	167,135
Rebuild Bond Fund	245,426	245,426	-	368,139
Investment Income	551	(2,949)	(3,500)	4,811
Total Revenues	686,154	687,846	1,692	772,953
<b>EXPENDITURES</b>				
Current				
Highways and Streets	544,488	501,999	(42,489)	657,236
Total Expenditures	544,488	501,999	(42,489)	657,236
<b>NET CHANGE IN FUND BALANCE</b>	<b><u>\$ 141,666</u></b>	<b>185,847</b>	<b><u>\$ 44,181</u></b>	<b>115,717</b>
<b>FUND BALANCE, MAY 1</b>		<u>700,601</u>		<u>584,884</u>
<b>FUND BALANCE, APRIL 30</b>		<u><u>\$ 886,448</u></u>		<u><u>\$ 700,601</u></u>

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**DEBT SERVICE FUND**

For the Year Ended April 30, 2022  
(With Comparative Actual)

	<b>2022</b>		<b>Variance Over (Under)</b>	<b>2021 Actual</b>
	<b>Original and Final Budget</b>	<b>Actual</b>		
<b>REVENUES</b>				
Taxes				
Property Taxes	\$ 268,931	\$ 270,105	\$ 1,174	278,823
Investment Income	215	373	158	521
<b>Total Revenues</b>	<b>269,146</b>	<b>270,478</b>	<b>1,332</b>	<b>279,344</b>
<b>EXPENDITURES</b>				
Debt Service				
Principal	262,500	262,500	-	262,500
Interest and Fiscal Charges	3,011	3,150	139	4,813
<b>Total Expenditures</b>	<b>265,511</b>	<b>265,650</b>	<b>139</b>	<b>267,313</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 3,635</b>	<b>4,828</b>	<b>\$ 1,193</b>	<b>12,031</b>
<b>FUND BALANCE, MAY 1</b>		<b>238,557</b>		<b>226,526</b>
<b>FUND BALANCE, APRIL 30</b>		<b>\$ 243,385</b>		<b>\$ 238,557</b>

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**INFRASTRUCTURE IMPROVEMENT BOND FUND**

For the Year Ended April 30, 2022  
(With Comparative Actual)

	<b>2022</b>		<b>Variance</b>	<b>2021</b>
	<b>Original and</b>	<b>Actual</b>	<b>Over</b>	<b>Actual</b>
	<b>Final Budget</b>		<b>(Under)</b>	
<b>REVENUES</b>				
Investment Income	\$ 225	\$ 513	\$ 288	\$ 950
Total Revenues	225	513	288	950
<b>EXPENDITURES</b>				
Capital Outlay	250,000	235,878	(14,122)	268,941
Total Expenditures	250,000	235,878	(14,122)	268,941
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(249,775)	(235,365)	14,410	(267,991)
<b>OTHER FINANCING SOURCES (USES)</b>				
Bonds Issued	-	550,000	550,000	-
Total Other Financing Sources (Uses)	-	550,000	550,000	-
NET CHANGE IN FUND BALANCE	\$ (249,775)	314,635	\$ 564,410	(267,991)
FUND BALANCE, MAY 1		252,722		520,713
<b>FUND BALANCE, APRIL 30</b>		<b>\$ 567,357</b>		<b>\$ 252,722</b>

(See independent auditor's report.)

VILLAGE OF RIVER FOREST, ILLINOIS

SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

NORTH AVENUE TIF FUND

For the Year Ended April 30, 2022  
(With Comparative Actual)

	2022				2021 Actual
	Original Budget	Final Budget	Actual	Variance Over (Under)	
<b>REVENUES</b>					
Taxes					
Property Taxes	\$ -	\$ 520,000	\$ 532,295	\$ 12,295	\$ -
Investment Income	200	200	502	302	66
Total Revenues	200	520,200	532,797	12,597	66
<b>EXPENDITURES</b>					
Current					
General Government					
Contractual Services	17,000	17,000	1,358	(15,642)	1,252
Total Expenditures	17,000	17,000	1,358	(15,642)	1,252
NET CHANGE IN FUND BALANCE	<u>\$ (16,800)</u>	<u>\$ 503,200</u>	531,439	<u>\$ 28,239</u>	(1,186)
FUND BALANCE (DEFICIT), MAY 1			<u>(17,755)</u>		<u>(16,569)</u>
FUND BALANCE (DEFICIT), APRIL 30			<u>\$ 513,684</u>		<u>\$ (17,755)</u>

(See independent auditor's report.)

## **ENTERPRISE FUNDS**

VILLAGE OF RIVER FOREST, ILLINOIS

STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION

WATERWORKS AND SEWERAGE FUND

For the Year Ended April 30, 2022

	2022			Variance Over (Under)	2021 Actual
	Original Budget	Final Budget	Actual		
<b>OPERATING REVENUES</b>					
Charges for Services					
Water Sales	\$ 3,296,384	\$ 3,296,384	\$ 3,335,551	\$ 39,167	\$ 3,301,199
Sewer Charges	2,084,213	2,084,213	2,089,132	4,919	2,096,578
Sale of Meters	10,000	10,000	13,256	3,256	11,843
Total Operating Revenues	5,390,597	5,390,597	5,437,939	47,342	5,409,620
<b>OPERATING EXPENSES</b>					
Personal Services					
Salaries Regular	870,435	870,435	812,091	(58,344)	827,756
Specialists Pay	2,100	2,100	2,100	-	2,100
Overtime	12,000	12,000	9,348	(2,652)	11,671
Insurance Refusal Reimb	10	10	125	115	1,088
Part-Time Salaries	8,000	8,000	2,299	(5,701)	-
FICA	54,349	54,349	50,131	(4,218)	50,746
Medicare	13,052	13,052	11,816	(1,236)	12,045
IMRF	99,230	99,230	-	(99,230)	-
Fringe Benefits	5,664	5,664	4,585	(1,079)	6,226
IMRF Pension Expense	-	-	(55,248)	(55,248)	(3,500)
Health Insurance	199,049	199,049	181,244	(17,805)	167,774
Health Insurance - Retirees	3,156	3,156	3,064	(92)	2,553
Other Postemployment Benefits	-	-	9,193	9,193	9,503
Life Insurance	458	458	375	(83)	461
VEBA Contributions	13,478	13,478	14,417	939	12,598
Total Personal Services	1,280,981	1,280,981	1,045,540	(235,441)	1,101,021
Contractual Services					
IRMA Reimbursements	(2,000)	(2,000)	(13,016)	(11,016)	-
IRMA Excess	-	-	(68,139)	(68,139)	-
Electricity	33,000	33,000	36,679	3,679	36,865
Communications	8,160	8,160	5,512	(2,648)	8,115
Auditing	9,900	9,900	9,933	33	9,632
Consulting Services	341,400	351,400	113,282	(238,118)	31,879
IT Support	73,257	73,257	88,731	15,474	79,124
Inspections	1,000	1,000	-	(1,000)	500
JULIE Participation	2,345	2,345	1,104	(1,241)	1,089
Bank Fees	33,042	33,042	38,273	5,231	31,531
Liability Insurance	35,903	35,903	35,797	(106)	34,286
IRMA Deductible	9,500	9,500	26,400	16,900	3,914
Water System Maintenance	123,500	123,500	94,650	(28,850)	173,767
Hydrant Maintenance	10,000	10,000	4,487	(5,513)	-
Maintenance of Vehicles	8,000	8,000	6,114	(1,886)	4,259
Maint of Office Equipment	1,000	1,000	1,108	108	2,299
Maintenance of Buildings	34,750	34,750	38,126	3,376	25,962
Maintenance of Streets	15,000	15,000	-	(15,000)	-
Overhead Sewer Program	59,000	59,000	100,350	41,350	119,548
Lead Service Line Program	250,000	250,000	146,274	(103,726)	-

(This schedule is continued on the following pages.)

VILLAGE OF RIVER FOREST, ILLINOIS

STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION (Continued)

WATERWORKS AND SEWERAGE FUND

For the Year Ended April 30, 2022

	2022			Variance Over (Under)	2021 Actual
	Original Budget	Final Budget	Actual		
<b>OPERATING EXPENSES (Continued)</b>					
Contractual Services (Continued)					
Sewer/Catch Basin Repair	\$ 50,000	\$ 50,000	\$ 7,583	\$ (42,417)	\$ 21,470
Training	1,150	1,150	305	(845)	440
Travel and Meeting	1,685	1,685	1,170	(515)	225
Dues and Subscriptions	1,460	1,460	1,126	(334)	1,295
Printing	2,500	2,500	2,081	(419)	2,229
Medical and Screening	700	700	-	(700)	150
Water Testing	3,590	3,590	2,783	(807)	4,040
Advertising/Legal Notice	500	500	-	(500)	-
Dumping Fees	20,000	20,000	18,504	(1,496)	31,118
Damage Claims	4,000	4,000	13,637	9,637	2,257
<b>Total Contractual Services</b>	<b>1,132,342</b>	<b>1,142,342</b>	<b>712,854</b>	<b>(429,488)</b>	<b>625,994</b>
Commodities					
Office Supplies	500	500	565	65	229
Gas and Oil	10,959	10,959	22,818	11,859	9,919
Uniforms	1,525	1,525	903	(622)	986
Vehicle Parts	8,000	8,000	9,442	1,442	1,369
Operating Supplies	232,994	232,994	49,594	(183,400)	53,398
Postage	7,746	7,746	7,867	121	7,210
Water from Chicago	1,850,897	1,850,897	1,672,427	(178,470)	1,749,713
<b>Total Commodities</b>	<b>2,112,621</b>	<b>2,112,621</b>	<b>1,763,616</b>	<b>(349,005)</b>	<b>1,822,824</b>
Capital Outlay					
Sewer System Improvements	375,000	375,000	203,999	(171,001)	154,303
Water System Improvements	1,448,000	1,448,000	1,306,741	(141,259)	652,832
Meter Replacement	-	-	-	-	6,660
Street Improvements	70,000	70,000	70,000	-	71,056
<b>Total Capital Outlay</b>	<b>1,893,000</b>	<b>1,893,000</b>	<b>1,580,740</b>	<b>(312,260)</b>	<b>884,851</b>
<b>Total Operating Expenses</b>	<b>6,418,944</b>	<b>6,428,944</b>	<b>5,102,750</b>	<b>(1,326,194)</b>	<b>4,434,690</b>

(This schedule is continued on the following page.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION (Continued)

WATERWORKS AND SEWERAGE FUND

For the Year Ended April 30, 2022

	2022			Variance Over (Under)	2021 Actual
	Original Budget	Final Budget	Actual		
Reconciliation of Budgetary Basis Total Operating Expenses, Excluding Depreciation to GAAP Basis Total Operating Expenses, Excluding Depreciation Total Operating Expenses, Excluding Depreciation - Budgetary Basis Less Fixed Assets Capitalized	\$ 6,418,944	\$ 6,428,944	\$ 5,102,750	(1,326,194)	\$ 4,434,690
	-	-	(3,102)	(3,102)	(638,756)
Total Operating Expenses Excluding Depreciation	6,418,944	6,428,944	5,099,648	(1,329,296)	3,795,934
OPERATING INCOME (LOSS) BEFORE DEPRECIATION	(1,028,347)	(1,038,347)	338,291	1,376,638	1,613,686
Depreciation	355,000	355,000	390,638	35,638	379,608
OPERATING INCOME (LOSS)	(1,383,347)	(1,393,347)	(52,347)	1,341,000	1,234,078
<b>NON-OPERATING REVENUES (EXPENSES)</b>					
Investment Income	3,275	3,275	(6,990)	(10,265)	5,897
Bond Proceeds	1,400,000	1,400,000	1,421,138	21,138	-
Bond Issuance Costs	-	-	(20,643)	(20,643)	-
IEPA Loan Principal	(663,212)	(663,212)	(663,212)	-	(648,794)
Interest Expense	(253,934)	(253,934)	(247,975)	5,959	(262,521)
Miscellaneous	5,200	5,200	3,569	(1,631)	42
Total Non-Operating Revenues (Expenses)	491,329	491,329	485,887	(5,442)	(905,376)
<b>TRANSFERS</b>					
Transfers (Out)	(126,235)	(126,235)	-	126,235	(112,552)
Total Transfers	(126,235)	(126,235)	-	126,235	(112,552)
CHANGES IN NET POSITION - BUDGETARY BASIS	(1,018,253)	(1,028,253)	433,540	1,461,793	216,150
Reconciliation of Budgetary Basis Change in Net Position to GAAP Basis Change in Net Position					
Plus Principal payments	663,212	663,212	663,212	-	648,794
Plus Transfers	126,235	126,235	-	(126,235)	112,552
Less Bonds issued	(1,400,000)	(1,400,000)	(1,421,138)	(21,138)	-
CHANGES IN NET POSITION	\$ (1,628,806)	\$ (1,638,806)	(324,386)	\$ 1,314,420	977,496
NET POSITION, MAY 1			12,901,144		11,923,648
NET POSITION, APRIL 30			\$ 12,576,758		\$ 12,901,144

(See independent auditor's report.)



## **FIDUCIARY FUNDS**

## **PENSION TRUST FUNDS**

**VILLAGE OF RIVER FOREST, ILLINOIS**

COMBINING STATEMENT OF FIDUCIARY NET POSITION

PENSION TRUST FUNDS

April 30, 2022

	Pension Trust		
	Police Pension	Firefighters' Pension	Total
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 1,077,572	\$ 1,388,658	\$ 2,466,230
Investments			
U.S. Government and U.S. Agency Obligations	7,461,071	-	7,461,071
Corporate Bonds	1,632,096	-	1,632,096
Mutual Funds	14,395,973	-	14,395,973
Real Estate Contracts	1,703,806	-	1,703,806
Investment held in the Illinois Firefighters' Pension Investment Fund	-	16,168,054	16,168,054
Accrued Interest	49,697	-	49,697
Prepaid Items	3,860	2,430	6,290
Total Assets	26,324,075	17,559,142	43,883,217
<b>LIABILITIES</b>			
Accounts Payable	8,663	3,863	12,526
Total Liabilities	8,663	3,863	12,526
<b>NET POSITION RESTRICTED FOR PENSIONS</b>			
	\$ 26,315,412	\$ 17,555,279	\$ 43,870,691

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

PENSION TRUST FUNDS

For the Year Ended April 30, 2022

	Pension Trust		Total
	Police Pension	Firefighters' Pension	
<b>ADDITIONS</b>			
Contributions			
Employer Contributions	\$ 2,096,479	\$ 1,931,404	\$ 4,027,883
Employee Contributions	344,023	196,913	540,936
Total Contributions	2,440,502	2,128,317	4,568,819
Investment Income			
Net Depreciation in Fair Value of Investments	(1,870,477)	(1,234,095)	(3,104,572)
Interest	499,953	184,148	684,101
Total Investment Income	(1,370,524)	(1,049,947)	(2,420,471)
Less Investment Expense	(58,105)	(23,158)	(81,263)
Net Investment Income (Loss)	(1,428,629)	(1,073,105)	(2,501,734)
Total Additions	1,011,873	1,055,212	2,067,085
<b>DEDUCTIONS</b>			
Benefits	2,621,156	2,208,022	4,829,178
Refunds	402,387	-	402,387
Administrative Expenses	53,527	43,137	96,664
Total Deductions	3,077,070	2,251,159	5,328,229
NET DECREASE	(2,065,197)	(1,195,947)	(3,261,144)
<b>NET POSITION RESTRICTED FOR PENSIONS</b>			
May 1	28,380,609	18,751,226	47,131,835
April 30	\$ 26,315,412	\$ 17,555,279	\$ 43,870,691

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

SCHEDULE OF CHANGES IN  
FIDUCIARY NET POSITION - BUDGET AND ACTUAL

POLICE PENSION FUND

For the Year Ended April 30, 2022  
(With Comparative Actual)

	2022		Variance Over (Under)	2021 Actual
	Original and Final Budget	Actual		
<b>ADDITIONS</b>				
Contributions				
Employer Contributions	\$ 1,874,180	\$ 2,096,479	\$ 222,299	\$ 1,479,613
Employee Contributions	310,063	344,023	33,960	269,857
Total Contributions	<u>2,184,243</u>	<u>2,440,502</u>	<u>256,259</u>	<u>1,749,470</u>
Investment Income				
Net Appreciation (Depreciation) in Fair Value of Investments	1,866,195	(1,870,477)	(3,736,672)	6,004,985
Interest	512,140	499,953	(12,187)	431,525
Total Investment Income (Loss)	<u>2,378,335</u>	<u>(1,370,524)</u>	<u>(3,748,859)</u>	<u>6,436,510</u>
Less Investment Expense	<u>(56,100)</u>	<u>(58,105)</u>	<u>(2,005)</u>	<u>(55,899)</u>
Net Investment Income	<u>2,322,235</u>	<u>(1,428,629)</u>	<u>(3,750,864)</u>	<u>6,380,611</u>
Total Additions	<u>4,506,478</u>	<u>1,011,873</u>	<u>(3,494,605)</u>	<u>8,130,081</u>
<b>DEDUCTIONS</b>				
Benefits	2,725,138	2,621,156	(103,982)	3,018,693
Refunds	50,000	402,387	352,387	-
Administrative Expenses	76,595	53,527	(23,068)	54,547
Total Deductions	<u>2,851,733</u>	<u>3,077,070</u>	<u>225,337</u>	<u>3,073,240</u>
NET INCREASE (DECREASE)	<u>\$ 1,654,745</u>	<u>(2,065,197)</u>	<u>\$ (3,719,942)</u>	<u>5,056,841</u>
<b>NET POSITION RESTRICTED FOR PENSIONS</b>				
May 1		<u>28,380,609</u>		<u>23,323,768</u>
April 30		<u>\$ 26,315,412</u>		<u>\$ 28,380,609</u>

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

SCHEDULE OF CHANGES IN  
FIDUCIARY NET POSITION - BUDGET AND ACTUAL

FIREFIGHTERS' PENSION FUND

For the Year Ended April 30, 2022  
(With Comparative Actual)

	2022		Variance Over (Under)	2021 Actual
	Original and Final Budget	Actual		
<b>ADDITIONS</b>				
Contributions				
Employer Contributions	\$ 1,764,606	\$ 1,931,404	\$ 166,798	\$ 1,413,737
Employee Contributions	217,664	196,913	(20,751)	194,301
Total Contributions	<u>1,982,270</u>	<u>2,128,317</u>	<u>146,047</u>	<u>1,608,038</u>
Investment Income				
Net Appreciation (Depreciation) in Fair Value of Investments	708,201	(1,234,095)	(1,942,296)	3,735,099
Interest	447,444	184,148	(263,296)	358,369
Total Investment Income (Loss)	<u>1,155,645</u>	<u>(1,049,947)</u>	<u>(2,205,592)</u>	<u>4,093,468</u>
Less Investment Expense	<u>(48,524)</u>	<u>(23,158)</u>	<u>25,366</u>	<u>(47,062)</u>
Net Investment Income (Loss)	<u>1,107,121</u>	<u>(1,073,105)</u>	<u>(2,180,226)</u>	<u>4,046,406</u>
Total Additions	<u>3,089,391</u>	<u>1,055,212</u>	<u>(2,034,179)</u>	<u>5,654,444</u>
<b>DEDUCTIONS</b>				
Benefits	2,069,383	2,208,022	138,639	1,959,787
Administrative Expenses	49,525	43,137	(6,388)	42,686
Total Deductions	<u>2,118,908</u>	<u>2,251,159</u>	<u>132,251</u>	<u>2,002,473</u>
NET INCREASE (DECREASE)	<u>\$ 970,483</u>	<u>(1,195,947)</u>	<u>\$ (2,166,430)</u>	<u>3,651,971</u>
<b>NET POSITION RESTRICTED FOR PENSIONS</b>				
May 1		<u>18,751,226</u>		<u>15,099,255</u>
April 30		<u>\$ 17,555,279</u>		<u>\$ 18,751,226</u>

(See independent auditor's report.)

**SUPPLEMENTARY INFORMATION**

**VILLAGE OF RIVER FOREST, ILLINOIS**

**SCHEDULE OF LONG-TERM DEBT SERVICE REQUIREMENTS**

IEPA LOAN

April 30, 2022

Date of Issue	December 3, 2015
Date of Maturity	December 3, 2035
Authorized Issue	\$14,711,293
Interest Rates	2.21%
Interest Dates	December and June 3
Purpose	Northside Stormwater Management Project

<b>Year Ending April 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2023	\$ 677,950	\$ 239,196	\$ 917,146
2024	693,016	224,130	917,146
2025	708,416	208,730	917,146
2026	724,159	192,987	917,146
2027	740,250	176,896	917,146
2028	756,700	160,446	917,146
2029	773,515	143,630	917,145
2030	790,705	126,441	917,146
2031	808,276	108,870	917,146
2032	826,238	90,908	917,146
2033	844,599	72,547	917,146
2034	863,366	53,780	917,146
2035	882,552	34,593	917,145
2036	902,164	14,981	917,145
	<u>\$ 10,991,906</u>	<u>\$ 1,848,135</u>	<u>\$ 12,840,041</u>

(See independent auditor's report.)



**VILLAGE OF RIVER FOREST, ILLINOIS**

**SCHEDULE OF LONG-TERM DEBT SERVICE REQUIREMENTS**

**2022 GENERAL OBLIGATION LIMITED TAX BONDS**

April 30, 2022

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Date of Issue	February 16, 2022
Date of Maturity	December 1, 2023
Authorized Issue	\$575,000
Interest Rates	0.65% - 0.95%
Interest Dates	December 1
Purpose	Street Improvements

<b>Year Ending April 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2023	\$ 275,000	\$ 3,483	\$ 278,483
2024	275,000	2,613	277,613
	<u>\$ 550,000</u>	<u>\$ 6,096</u>	<u>\$ 556,096</u>

(See independent auditor's report.)

**VILLAGE OF RIVER FOREST, ILLINOIS**

**SCHEDULE OF LONG-TERM DEBT SERVICE REQUIREMENTS**

**2022A GENERAL OBLIGATION DEBT CERTIFICATES**

April 30, 2022

Date of Issue	March 22, 2022
Date of Maturity	December 1, 2041
Authorized Issue	\$5,240,000
Interest Rates	3% - 4%
Interest Dates	December 1
Purpose	Alley Improvements and Water Fund Infrastructure Improvements

<b>Year Ending April 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2023	\$ -	\$ 128,948	\$ 128,948
2024	200,000	196,700	396,700
2025	205,000	190,699	395,699
2026	210,000	184,550	394,550
2027	220,000	178,250	398,250
2028	225,000	171,650	396,650
2029	230,000	164,900	394,900
2030	240,000	158,000	398,000
2031	245,000	148,400	393,400
2032	255,000	138,600	393,600
2033	265,000	128,400	393,400
2034	280,000	117,800	397,800
2035	290,000	106,600	396,600
2036	300,000	95,000	395,000
2037	315,000	83,000	398,000
2038	325,000	70,400	395,400
2039	340,000	57,401	397,401
2040	350,000	43,800	393,800
2041	365,000	29,800	394,800
2042	380,000	15,200	395,200
	<u>\$ 5,240,000</u>	<u>\$ 2,408,098</u>	<u>\$ 7,648,098</u>

(See independent auditor's report.)

## STATISTICAL SECTION

This part of the Village of River Forest, Illinois' annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures and required supplementary information says about the Village's overall financial health.

<u>Contents</u>	<u>Page(s)</u>
<b>Financial Trends</b> These schedules contain trend information to help the reader understand how the Village's financial performance and well-being have changed over time.	119-128
<b>Revenue Capacity</b> These schedules contain information to help the reader assess the Village's most significant local revenue source, the sales tax.	129-134
<b>Debt Capacity</b> These schedules present information to help the reader assess the affordability of the Village's current levels of outstanding debt and the Village's ability to issue additional debt in the future.	135-138
<b>Demographic and Economic Information</b> These schedules offer demographic and economic indicators to help the reader understand the environment within which the Village's financial activities take place.	139-143
<b>Operating Information</b> These schedules contain service and infrastructure data to help the reader understand how the information in the Village's financial report relates to the services the Village provides and the activities it performs.	144-147

*Sources: Unless otherwise noted, the information in these schedules is derived from the annual comprehensive financial reports for the relevant year.*

**VILLAGE OF RIVER FOREST, ILLINOIS**

NET POSITION BY COMPONENT

Last Ten Fiscal Years

<b>Fiscal Year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>GOVERNMENTAL ACTIVITIES</b>				
Net Investment in Capital Assets	\$ 16,963,950	\$ 17,489,924	\$ 17,550,257	\$ 17,549,045
Restricted	3,732,052	3,843,897	3,910,388	3,522,426
Unrestricted	7,797,449	9,293,650	10,699,288	(21,075,877)
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>	<b>\$ 28,493,451</b>	<b>\$ 30,627,471</b>	<b>\$ 32,159,933</b>	<b>\$ (4,406)</b>
<b>BUSINESS-TYPE ACTIVITIES</b>				
Net Investment in Capital Assets	\$ 4,755,037	\$ 4,985,125	\$ 6,307,314	\$ 6,759,387
Restricted	-	35,000	31,044	31,044
Unrestricted	1,428,687	1,721,614	1,123,387	1,850,467
<b>TOTAL BUSINESS-TYPE ACTIVITIES</b>	<b>\$ 6,183,724</b>	<b>\$ 6,741,739</b>	<b>\$ 7,461,745</b>	<b>\$ 8,640,898</b>
<b>PRIMARY GOVERNMENT</b>				
Net Investment in Capital Assets	\$ 21,718,987	\$ 22,475,049	\$ 23,857,571	\$ 24,308,432
Restricted	3,732,052	3,878,897	3,941,432	3,553,470
Unrestricted	9,226,136	11,015,264	11,822,675	(19,225,410)
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>\$ 34,677,175</b>	<b>\$ 37,369,210</b>	<b>\$ 39,621,678</b>	<b>\$ 8,636,492</b>

\*The Village implemented GASB Statement No. 68 which resulted in a decrease in unrestricted net position.

Data Source

Audited Financial Statements

<b>2017</b>	<b>2018</b>	<b>2019*</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
\$ 18,574,462	\$ 19,119,016	\$ 19,401,388	\$ 20,524,229	\$ 20,180,011	\$ 19,642,706
2,190,893	1,722,203	1,632,960	1,522,873	1,967,571	3,406,881
(22,297,066)	(23,856,897)	(28,612,359)	(31,171,574)	(30,459,290)	(27,557,303)
<u>\$ (1,531,711)</u>	<u>\$ (3,015,678)</u>	<u>\$ (7,578,011)</u>	<u>\$ (9,124,472)</u>	<u>\$ (8,311,708)</u>	<u>\$ (4,507,716)</u>
\$ 7,286,464	\$ 8,335,217	\$ 9,319,079	\$ 9,630,737	\$ 10,538,679	\$ 9,514,320
31,044	25,269	25,269	25,269	25,269	-
1,904,676	2,072,456	2,039,980	2,267,642	2,337,196	3,062,438
<u>\$ 9,222,184</u>	<u>\$ 10,432,942</u>	<u>\$ 11,384,328</u>	<u>\$ 11,923,648</u>	<u>\$ 12,901,144</u>	<u>\$ 12,576,758</u>
\$ 25,860,926	\$ 27,454,233	\$ 28,720,467	\$ 30,154,966	\$ 30,718,690	\$ 29,157,026
2,221,937	1,747,472	1,658,229	1,548,142	1,992,840	3,406,881
(20,392,390)	(21,784,441)	(26,572,379)	(28,903,932)	(28,122,094)	(24,494,865)
<u>\$ 7,690,473</u>	<u>\$ 7,417,264</u>	<u>\$ 3,806,317</u>	<u>\$ 2,799,176</u>	<u>\$ 4,589,436</u>	<u>\$ 8,069,042</u>

**VILLAGE OF RIVER FOREST, ILLINOIS**

**CHANGES IN NET POSITION**

Last Ten Fiscal Years

<b>Fiscal Year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>EXPENSES</b>				
Governmental Activities				
General Government	\$ 2,323,003	\$ 2,126,040	\$ 2,287,249	\$ 2,460,334
Development	428,951	305,332	387,869	557,136
Public Safety	8,235,039	9,494,525	9,426,332	11,474,585
Public Works	1,827,429	1,545,709	1,687,482	1,445,697
Highways and Streets	775,263	537,963	488,021	1,371,856
Sanitation	873,032	948,835	947,658	1,032,181
Interest	29,391	23,685	16,724	9,811
Total Governmental Activities Expenses	14,492,108	14,982,089	15,241,335	18,351,600
Business-Type Activities				
Water and Sewer	3,026,206	3,266,821	3,340,341	3,686,563
Total Business-Type Activities Expenses	3,026,206	3,266,821	3,340,341	3,686,563
<b>TOTAL PRIMARY GOVERNMENT EXPENSES</b>	<b>\$ 17,518,314</b>	<b>\$ 18,248,910</b>	<b>\$ 18,581,676</b>	<b>\$ 22,038,163</b>
<b>PROGRAM REVENUES</b>				
Governmental Activities				
Charges for Services				
General Government	\$ 1,252,826	\$ 1,446,959	\$ 1,510,120	\$ 1,462,240
Public Safety	614,867	1,361,306	1,495,617	1,600,463
Sanitation	864,918	881,518	895,892	947,369
Operating Grants and Contributions	520,829	999,002	659,933	347,607
Capital Grants and Contributions	-	-	-	316,519
Total Governmental Activities Program Revenues	3,253,440	4,688,785	4,561,562	4,674,198
Business-Type Activities				
Charges for Services				
Water and Sewer	3,461,248	3,765,294	4,069,829	4,569,701
Operating Grants and Contributions	-	35,000	-	-
Total Business-Type Activities Program Revenues	3,461,248	3,800,294	4,069,829	4,569,701
<b>TOTAL PRIMARY GOVERNMENT PROGRAM REVENUES</b>	<b>\$ 6,714,688</b>	<b>\$ 8,489,079</b>	<b>\$ 8,631,391</b>	<b>\$ 9,243,899</b>
<b>NET REVENUE (EXPENSE)</b>				
Governmental Activities	\$ (11,238,668)	\$ (10,293,304)	\$ (10,679,773)	\$ (13,677,402)
Business-Type Activities	435,042	533,473	729,488	883,138
<b>TOTAL PRIMARY GOVERNMENT NET REVENUE (EXPENSE)</b>	<b>\$ (10,803,626)</b>	<b>\$ (9,759,831)</b>	<b>\$ (9,950,285)</b>	<b>\$ (12,794,264)</b>

	2017	2018	2019	2020	2021	2022
\$	2,691,842	\$ 2,561,405	\$ 2,886,253	\$ 3,139,597	\$ 2,421,253	\$ 1,723,001
	1,773,443	1,093,609	449,469	654,303	545,331	598,911
	11,693,602	11,629,817	11,362,454	12,555,053	10,429,145	10,271,152
	1,612,495	1,521,195	1,559,287	1,588,968	1,737,475	1,997,313
	752,242	573,267	1,023,676	1,033,716	1,302,823	648,010
	1,081,483	1,109,146	1,147,079	1,196,334	1,216,789	1,231,220
	7,706	13,728	46,115	57,850	59,487	112,638
	19,612,813	18,502,167	18,474,333	20,225,821	17,712,303	16,582,245
	4,553,315	4,272,901	4,267,256	4,458,645	4,438,063	5,758,904
	4,553,315	4,272,901	4,267,256	4,458,645	4,438,063	5,758,904
\$	24,166,128	\$ 22,775,068	\$ 22,741,589	\$ 24,684,466	\$ 22,150,366	\$ 22,341,149
\$	2,172,129	\$ 1,590,183	\$ 1,409,074	\$ 2,152,637	\$ 1,418,341	\$ 1,728,706
	1,503,040	1,426,682	1,484,942	1,450,913	832,261	1,022,728
	997,436	1,036,831	1,071,023	1,109,020	1,149,298	1,175,800
	449,074	319,776	392,092	498,487	1,053,664	486,047
	236,734	-	75,000	-	56,192	245,426
	5,358,413	4,373,472	4,432,131	5,211,057	4,509,756	4,658,707
	5,112,341	5,452,397	5,244,030	4,924,030	5,409,620	5,437,939
	-	-	-	-	-	-
	5,112,341	5,452,397	5,244,030	4,924,030	5,409,620	5,437,939
\$	10,470,754	\$ 9,825,869	\$ 9,676,161	\$ 10,135,087	\$ 9,919,376	\$ 10,096,646
\$	(14,254,400)	\$ (14,128,695)	\$ (14,042,202)	\$ (15,014,764)	\$ (13,202,547)	\$ (11,923,538)
	559,026	1,179,496	976,774	465,385	971,557	(320,965)
\$	(13,695,374)	\$ (12,949,199)	\$ (13,065,428)	\$ (14,549,379)	\$ (12,230,990)	\$ (12,244,503)

**VILLAGE OF RIVER FOREST, ILLINOIS**

CHANGES IN NET POSITION (Continued)

Last Ten Fiscal Years

<b>Fiscal Year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>GENERAL REVENUES AND OTHER CHANGES IN NET POSITION</b>				
Governmental Activities				
Taxes				
Property	\$ 6,043,549	\$ 6,252,288	\$ 6,288,974	\$ 6,396,586
Non-Home Rule Sales	784,724	819,156	871,224	885,574
Utility	638,421	703,108	657,968	559,018
Local Use	-	-	-	-
Local Motor Fuel Tax	-	-	-	-
Other Taxes	748,987	713,288	695,172	680,534
State Sales	1,708,082	1,731,032	1,855,258	1,852,443
State Shared Income Taxes	1,006,827	1,088,668	1,094,125	1,190,627
Personal Property Replacement Taxes	-	-	-	-
State Cannabis Tax	-	-	-	-
Other	398,964	415,079	448,870	475,402
Investment Income	99,496	48,246	(18,815)	87,975
Miscellaneous	564,260	656,459	319,459	268,703
Transfers	-	-	-	(382,300)
Gain on sale	-	-	-	-
<b>Total Governmental Activities</b>	<b>11,993,310</b>	<b>12,427,324</b>	<b>12,212,235</b>	<b>12,014,562</b>
Business-Type Activities				
Investment Income	-	-	-	-
Miscellaneous	2,920	4,542	(9,482)	27,371
Transfers	-	-	-	382,300
Gain on sale	-	-	-	-
<b>Total Business-Type Activities</b>	<b>2,920</b>	<b>4,542</b>	<b>(9,482)</b>	<b>409,671</b>
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>\$ 11,996,230</b>	<b>\$ 12,431,866</b>	<b>\$ 12,202,753</b>	<b>\$ 12,424,233</b>
<b>CHANGE IN NET POSITION</b>				
Governmental Activities	\$ 754,642	\$ 2,134,020	\$ 1,532,462	\$ (1,662,840)
Business-Type Activities	437,962	538,015	720,006	1,292,809
<b>TOTAL PRIMARY GOVERNMENT CHANGE IN NET POSITION</b>	<b>\$ 1,082,993</b>	<b>\$ (273,607)</b>	<b>\$ 2,252,468</b>	<b>\$ (308,761)</b>

Data Source

Audited Financial Statements

Note: Prior to 2022, Local Use Taxes and Local Motor Fuel Taxes were presented with Other Taxes, Personal Property Replacement Taxes were presented with Other Intergovernmental Revenues, and Investment Income and Miscellaneous were presented in total for Business-Type Activities



	2017	2018	2019	2020	2021	2022
\$	6,547,365	\$ 6,577,618	\$ 6,781,417	\$ 7,079,926	\$ 7,089,739	\$ 8,949,695
	824,652	855,825	846,726	780,935	728,784	1,064,666
	614,522	603,770	628,016	580,871	620,180	762,055
	-	-	-	-	-	445,293
	-	-	-	-	-	111,546
	598,069	578,893	555,659	507,301	590,787	519,569
	1,727,402	1,873,183	1,871,397	1,844,478	1,866,890	2,295,850
	1,056,031	1,013,098	1,084,678	1,210,870	1,280,728	1,641,590
	-	-	-	-	-	316,074
	-	-	-	-	-	18,234
	621,831	473,425	478,291	560,442	691,420	365,145
	114,035	145,163	303,464	363,968	115,935	(130,087)
	604,151	494,308	195,573	499,372	988,846	270,843
	-	-	-	-	-	-
	19,037	29,445	8,887	40,140	42,002	-
	12,727,095	12,644,728	12,754,108	13,468,303	14,015,311	16,630,473
	-	-	-	-	-	(6,990)
	12,996	31,262	45,448	41,739	5,939	3,569
	-	-	-	-	-	-
	9,264	-	-	32,196	-	-
	22,260	31,262	45,448	73,935	5,939	(3,421)
\$	12,749,355	\$ 12,675,990	\$ 12,799,556	\$ 13,542,238	\$ 14,021,250	\$ 16,627,052
\$	(1,527,305)	\$ (1,483,967)	\$ (1,288,094)	\$ (1,546,461)	\$ 812,764	\$ 4,706,935
	581,286	1,210,758	1,022,222	539,320	977,496	(324,386)
\$	(946,019)	\$ (273,209)	\$ (265,872)	\$ (1,007,141)	\$ 1,790,260	\$ 4,382,549

**VILLAGE OF RIVER FOREST, ILLINOIS**

**FUND BALANCES OF GOVERNMENTAL FUNDS**

Last Ten Fiscal Years

<b>Fiscal Year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016*</b>
<b>GENERAL FUND</b>				
Nonspendable	\$ 1,643,742	\$ 1,983,424	\$ 2,154,326	\$ 2,322,885
Restricted	535,032	611,678	635,838	640,667
Unrestricted				
Committed	570,699	-	-	-
Assigned	-	-	-	-
Unassigned	4,713,973	5,590,013	6,093,311	6,398,258
<b>TOTAL GENERAL FUND</b>	<b>\$ 7,463,446</b>	<b>\$ 8,185,115</b>	<b>\$ 8,883,475</b>	<b>\$ 9,361,810</b>
<b>ALL OTHER GOVERNMENTAL FUNDS</b>				
Nonspendable	\$ 4,876	\$ 3,943	\$ -	\$ -
Restricted	3,192,144	3,232,219	3,274,550	2,881,759
Unrestricted				
Committed	2,531,521	3,976,226	4,820,145	5,019,992
Assigned	-	-	-	-
Unassigned	-	-	-	-
<b>TOTAL ALL OTHER GOVERNMENTAL FUNDS</b>	<b>\$ 5,728,541</b>	<b>\$ 7,212,388</b>	<b>\$ 8,094,695</b>	<b>\$ 7,901,751</b>

Data Source

Audited Financial Statements

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
\$	2,724,622	\$ 4,388,467	\$ 4,125,615	\$ 4,871,629	\$ 5,700,232	\$ 4,913,823
	645,458	658,859	658,859	648,670	651,514	657,198
	-	-	-	-	-	-
	-	-	-	-	-	338,777
	6,931,525	5,365,868	5,027,579	4,684,006	4,988,041	6,627,871
<b>\$</b>	<b>10,301,605</b>	<b>\$ 10,413,194</b>	<b>\$ 9,812,053</b>	<b>\$ 10,204,305</b>	<b>\$ 11,339,787</b>	<b>\$ 12,537,669</b>
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
	1,545,435	1,563,344	1,248,690	1,382,462	1,317,511	6,148,338
	5,207,405	5,219,874	5,472,944	4,782,650	4,337,085	3,923,943
	-	-	-	-	-	-
	-	(137,059)	(128,441)	(176,994)	(17,755)	-
<b>\$</b>	<b>6,752,840</b>	<b>\$ 6,646,159</b>	<b>\$ 6,593,193</b>	<b>\$ 5,988,118</b>	<b>\$ 5,636,841</b>	<b>\$ 10,072,281</b>

**VILLAGE OF RIVER FOREST, ILLINOIS**

**CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**

Last Ten Fiscal Years

<b>Fiscal Year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>REVENUES</b>				
Taxes	\$ 8,215,681	\$ 8,487,840	\$ 8,513,338	\$ 8,521,712
Licenses and Permits	908,504	1,039,249	1,089,895	1,117,850
Intergovernmental	3,634,702	4,233,781	3,860,987	3,902,329
Charges for Services	1,462,982	1,608,188	1,663,283	1,702,203
Fines and Forfeits	361,125	1,042,346	1,148,451	1,190,019
Investment Income	55,366	48,246	(18,815)	87,975
Other	621,140	648,909	319,459	268,703
<b>Total Revenues</b>	<b>15,259,500</b>	<b>17,108,559</b>	<b>16,576,598</b>	<b>16,790,791</b>
<b>EXPENDITURES</b>				
General Government	2,246,443	2,016,560	2,172,163	2,300,895
Development	428,951	305,332	387,869	361,116
Public Safety	7,455,368	8,681,795	8,882,699	9,173,978
Public Works	1,788,908	1,526,684	1,552,587	1,414,672
Highways and Streets	513,744	257,991	195,174	513,450
Sanitation	873,032	948,835	947,658	1,032,181
Debt Service				
Principal	190,000	195,000	200,000	205,000
Interest and fees	31,776	26,322	19,683	12,253
Capital Outlay	236,050	952,074	741,820	1,528,687
<b>Total Expenditures</b>	<b>13,764,272</b>	<b>14,910,593</b>	<b>15,099,653</b>	<b>16,542,232</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>1,495,228</b>	<b>2,197,966</b>	<b>1,476,945</b>	<b>248,559</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers In	338,088	1,051,857	465,423	461,547
Transfers (Out)	(338,088)	(1,051,857)	(465,423)	(843,847)
Bonds Issued, at Par	-	-	-	382,300
Premium on Bonds Issued	-	-	-	-
Proceeds from Sale of Capital Assets	44,130	7,550	103,722	36,832
<b>Total Other Financing Sources (Uses)</b>	<b>44,130</b>	<b>7,550</b>	<b>103,722</b>	<b>36,832</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>\$ 1,539,358</b>	<b>\$ 2,205,516</b>	<b>\$ 1,580,667</b>	<b>\$ 285,391</b>
<b>DEBT SERVICE AS A PERCENTAGE OF NONCAPITAL EXPENDITURES</b>	<b>1.70%</b>	<b>1.60%</b>	<b>1.50%</b>	<b>1.40%</b>

Data Source

Audited Financial Statements

	2017	2018	2019	2020	2021	2022
\$	8,584,608	\$ 8,616,106	\$ 8,811,818	\$ 8,949,033	\$ 9,029,490	\$ 11,407,531
	1,762,852	1,210,292	1,053,935	1,799,425	1,160,569	1,528,419
	4,568,540	3,679,482	3,901,458	4,114,277	4,948,894	5,813,659
	1,742,021	1,725,899	1,818,438	1,869,686	1,820,224	2,147,229
	1,167,732	1,117,505	1,092,666	1,043,459	419,107	251,586
	114,035	145,163	303,464	363,968	115,935	(130,087)
	604,151	494,308	195,573	499,372	988,846	270,843
	18,543,939	16,988,755	17,177,352	18,639,220	18,483,065	21,289,180
	2,366,230	2,305,128	2,643,731	2,777,951	2,227,883	1,865,752
	1,773,443	1,093,609	449,469	654,303	545,331	547,220
	9,364,470	9,588,668	10,037,907	10,344,379	10,265,165	11,809,253
	1,609,706	1,520,869	1,565,883	1,568,764	1,558,986	1,960,130
	348,758	267,320	488,148	398,475	657,236	-
	1,081,483	1,109,146	1,147,079	1,196,334	1,216,789	1,231,220
						1,574,157
	239,480	242,820	246,000	254,000	262,500	262,500
	8,302	14,333	45,104	59,403	58,755	113,077
	1,989,448	1,463,175	1,217,025	2,163,574	973,443	-
	18,781,320	17,605,068	17,840,346	19,417,183	17,766,088	19,363,309
	(237,381)	(616,313)	(662,994)	(777,963)	716,977	1,925,871
	464,457	416,033	426,550	(456,795)	-	-
	(464,457)	(416,033)	(426,550)	456,795	-	-
	-	500,000	-	525,000	-	4,431,481
	-	-	-	-	-	178,913
	28,265	121,221	8,887	40,140	67,228	-
	28,265	621,221	8,887	565,140	67,228	4,610,394
\$	(209,116)	\$ 4,908	\$ (654,107)	\$ (212,823)	\$ 784,205	\$ 6,536,265
	1.50%	1.60%	1.70%	1.80%	1.90%	2.09%

**VILLAGE OF RIVER FOREST, ILLINOIS**

Equalized Assessed Value of Taxable Property

Last Ten Levy Years

<b>Levy Year</b>	<b>Residential Property</b>	<b>Industrial/Railroad</b>	<b>Commercial Property</b>	<b>Total Taxable Assessed Value</b>	<b>Total Direct Tax Rate</b>	<b>Total Equalized Assessed Value</b>	<b>Total Estimated Value of Property (in thousands)</b>
2012	\$ 170,256,632	\$ 1,296,420	\$ 17,159,151	\$ 188,712,203	1.175%	\$ 529,450,956	1,588,353
2013	-	-	-	-	1.286%	493,186,293	1,479,559
2014	162,447,990	430,763	18,530,942	181,409,695	1.319%	488,390,939	1,465,173
2015	-	-	-	-	1.389%	470,348,398	1,411,045
2016	-	-	-	-	1.357%	485,584,510	1,456,754
2017	178,710,839	370,014	18,813,930	197,894,783	1.154%	586,302,873	1,758,909
2018	175,548,574	399,350	18,147,605	194,095,529	1.222%	564,992,679	1,694,978
2019	172,910,277	413,540	17,724,645	191,048,462	1.270%	557,097,316	1,671,292
2020	177,606,453	377,160	20,683,534	198,667,147	1.124%	640,383,684	1,921,151
2021*	n/a	n/a	n/a	n/a	n/a	n/a	n/a

*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.

The equalization factor is calculated by the State Department of Revenue and is used to make the aggregate assessments in each county equal to 33 1/3 of the estimated fair value of real property located within the county prior to any applicable exemptions.

\* Equalized assessed value for 2021 not yet available.

**VILLAGE OF RIVER FOREST, ILLINOIS**

**DIRECT AND OVERLAPPING PROPERTY TAX RATES**

Last Ten Levy Years

<b>Tax Levy Year</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021 (1)</b>
<b>Calendar Year Collected</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Corporate	1.131	1.239	1.272	1.334	1.304	1.109	1.174	1.221	1.081	-
Debt Service	0.044	0.047	0.047	0.055	0.054	0.045	0.048	0.049	0.043	-
<b>Village of River Forest</b>	<b>1.175</b>	<b>1.286</b>	<b>1.319</b>	<b>1.389</b>	<b>1.358</b>	<b>1.154</b>	<b>1.222</b>	<b>1.270</b>	<b>1.124</b>	-
School Districts	7.467	7.559	7.539	8.643	8.403	7.131	7.284	7.788	6.822	-
Cook County	0.531	0.560	0.568	0.552	0.533	0.496	0.489	0.454	0.453	-
Park District	0.279	0.307	0.316	0.331	0.324	0.276	0.294	0.293	0.262	-
Water Reclamation	0.370	0.417	0.430	0.426	0.406	0.402	0.396	0.389	0.378	-
Public Library	0.218	0.239	0.246	0.258	0.252	0.214	0.227	0.236	0.217	-
Township	0.104	0.115	0.119	0.124	0.121	0.103	0.109	0.111	0.099	-
Other (2)	0.078	0.116	0.085	0.120	0.080	0.108	0.075	0.105	0.072	-
	<b>10.222</b>	<b>10.599</b>	<b>10.622</b>	<b>11.843</b>	<b>11.477</b>	<b>9.884</b>	<b>10.096</b>	<b>10.646</b>	<b>9.427</b>	-

Note:

(1) 2021 Tax rates not yet available

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

**VILLAGE OF RIVER FOREST, ILLINOIS**

**PROPERTY TAX LEVIES AND COLLECTIONS**

Last Ten Levy Years

Tax Levy Year	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy		Collected in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2012	\$ 6,217,568	\$ 3,005,217	48.33%	\$ 3,177,127	\$ 6,182,344	99.43%
2013	6,342,376	3,134,928	49.43%	3,135,310	6,270,238	98.86%
2014	6,437,341	3,138,844	48.76%	2,974,784	6,113,628	94.97%
2015	6,533,103	3,181,100	48.69%	3,147,713	6,328,813	96.87%
2016	6,589,043	3,399,652	51.60%	3,141,812	6,541,464	99.28%
2017	6,765,935	3,498,129	51.70%	3,189,535	6,687,664	98.84%
2018	6,904,211	3,542,710	51.30%	3,283,326	6,826,036	98.87%
2019	7,075,136	3,614,033	51.30%	3,364,834	6,978,867	98.64%
2020	7,197,913	3,354,112	46.60%	3,774,329	7,128,441	99.03%
2021 (1)	7,336,009	3,802,961	51.84%	-	3,802,961	51.84%

<sup>(1)</sup>This tax levy is still in collection. The 2021 amount is an estimate since the extended levy amounts were not yet available. The balance of the 2021 tax levy will be distributed to the Village in the late summer of 2022. The amount shown as collected reflects an estimate, distributed by the County in the spring of 2022.

Note:

The amounts included in this schedule are taxes levied for the funding of corporate purposes, debt service, fire pension and police pension. They exclude the amounts levied for the Library, and the incremental tax funding for the TIF area.



**VILLAGE OF RIVER FOREST, ILLINOIS**

**TAXABLE SALES BY CATEGORY**

Last Ten Calendar Years

<b>Category</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Food	\$ 82,384,987	\$ 83,090,364	\$ 86,839,850	\$ 93,384,672	\$ 84,845,182	\$ 92,767,909	\$ 97,266,815	\$ 96,686,455	\$ 104,057,677	\$ 101,797,211
Drinking and eating places	10,503,313	11,091,040	11,284,119	11,622,400	10,597,413	11,013,142	11,291,635	10,165,926	9,644,906	11,371,681
Apparel	8,420,227	11,440,630	12,012,716	12,403,517	12,826,731	11,997,302	12,500,849	11,718,024	4,949,308	8,228,270
Furniture, household and radio	1,455,272	647,607	1,005,940	1,192,015	892,375	1,013,051	627,176	297,889	131,977	1,220,446
Lumber, building and hardware	1,376,899	1,446,699	1,120,171	1,203,379	1,229,841	1,172,422	1,042,690	1,008,099	1,720,409	1,501,222
Automotive filling stations	6,313,330	6,871,057	7,432,655	5,876,933	6,680,016	6,322,258	7,099,729	5,909,395	5,470,262	9,104,721
Drugs and other retail	52,612,341	55,937,317	58,375,494	52,713,770	52,652,468	53,233,514	51,363,103	52,536,058	51,224,005	81,434,540
Agriculture and extractive	3,637,839	3,610,013	4,447,353	6,532,535	5,410,059	5,660,204	5,576,652	5,592,817	4,372,397	7,755,422
Manufacturers	497,559	128,734	122,363	90,695	57,032	84,496	15,270	22,591	70,616	333,241
General merchandise	35,374	9,152	-	-	-	-	-	-	-	69,142
<b>Total</b>	<b>\$ 167,237,141</b>	<b>\$ 174,272,613</b>	<b>\$ 182,640,661</b>	<b>\$ 185,019,916</b>	<b>\$ 175,191,117</b>	<b>\$ 183,264,298</b>	<b>\$ 186,783,919</b>	<b>\$ 183,937,254</b>	<b>\$ 181,641,557</b>	<b>\$ 222,815,896</b>
Village statutory allocated sales tax rate	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%

Notes:

Sales tax information for the calendar year 2021 is the most current available.

The State of Illinois imposes a sales tax on a seller's receipts from sales of tangible property for use or consumption. Tangible personal property does not include real estate, stocks, bonds or other "paper" assets representing an interest. The categories listed above are determined by the State of Illinois. The 1% tax is a revenue that the State shares with the Village.

**VILLAGE OF RIVER FOREST, ILLINOIS**

**Municipal Retailers' Occupation and Use Tax Receipts**

Last Ten Fiscal Years

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Fiscal Year	State Sales and Use Tax Distributions	Annual Change	
		Amount	Percentage
2013	\$ 1,886,016	\$ 105,962	5.95%
2014	1,927,861	41,845	2.22%
2015	2,083,983	156,122	8.10%
2016	2,113,337	29,354	1.41%
2017	2,003,864	(109,473)	(5.18%)
2018	2,168,045	164,181	8.19%
2019	2,211,060	43,015	1.98%
2020	2,250,817	39,757	1.80%
2021	2,365,835	115,018	5.11%
2022	2,741,144	375,309	15.86%

VILLAGE OF RIVER FOREST, ILLINOIS

PRINCIPAL PROPERTY TAXPAYERS

Current Year and Nine Years Ago

Taxpayer	Type of Business	2021 Levy (1)		2012 Levy	
		Taxable Equalized Assessed Value	Percentage of Total Village Taxable Equalized Valuation	Taxable Equalized Assessed Value	Percentage of Total Village Taxable Equalized Valuation
River Forest Town Center One	Retail Center	\$ 9,377,564	1.5%	\$ 11,876,894	2.2%
River Forest Town Center Two	Retail Center	8,965,785	1.4%	3,165,261	0.6%
Mac Neal (formerly Vanguard Health Systems)	Medical Center	6,277,787	1.0%	4,660,306	0.9%
Albertson's (Jewel)	Grocery Store	4,691,757	0.7%	4,238,319	0.8%
Ell Bay (Fresenius)	Medical Center	2,902,724	0.5%	-	0.0%
Co HAS (Loyola)	Medical Center	1,529,311	0.2%	-	0.0%
Mid America Asset Mgmt (Fresh Thyme)	Grocery Store	1,015,670	0.2%	1,385,922	0.3%
Chicago Title Land Trust	Retail Center	932,996	0.1%	-	0.0%
Jack Strand	Retail Center	896,594	0.1%	1,527,108	0.3%
River Forest Tennis Club	Recreation	754,049	0.1%	944,059	0.2%
CPTS 3002 Dominicks	Grocery Store	-	0.0%	-	0.0%
BBD LLC ATTN DG WATTS	Retail Property	-	0.0%	1,143,105	0.2%
Kirk Eye Center	Vision Care Center	-	0.0%	1,191,813	0.2%
Harry Langer, LLC	Retail Drug Store	-	0.0%	995,857	0.2%
Totals		<u>\$ 37,344,237</u>	<u>5.8%</u>	<u>\$ 31,128,644</u>	<u>5.9%</u>
Total Village of River Forest Equalized Assessed Value:		<u>\$ 640,383,684</u> (2)		<u>\$ 529,450,956</u>	

<sup>1</sup> The State of Illinois establishes a lien on property for the levy at the beginning of the calendar year. The taxing entities adopt their levies at the end of December of the same calendar year. The taxes levies are for collections in the following calendar year. Therefore, the Village's Fiscal Year 2022 relied on the property collections in the summer of 2021, which are from the 2020 tax levy year, as well as the distribution provided in the spring of 2022 which was an estimate based on the prior year's tax levy.

<sup>2</sup> The 2021 Total Village of River Forest Equalized Assessed Value is not yet available. Listed is the amount for 2020.

VILLAGE OF RIVER FOREST, ILLINOIS

RATIOS OF OUTSTANDING DEBT BY TYPE

Last Ten Fiscal Years

Fiscal Year Ended	Governmental Activities		Business-Type Activities		Total Primary Government	Percentage of EAV	Total Debt as a Percentage of Personal Income*	Total Outstanding Debt per Capita*
	General Obligation Bonds	Debt Certificates	General Obligation Bonds	Debt Certificates & Loans				
2013	\$ 700,000	\$ -	\$ 945,000	\$ -	\$ 1,645,000	3.64%	0.18%	\$ 147
2014	505,000	-	800,000	-	1,305,000	5.26%	0.13%	117
2015	305,000	-	650,000	586,882	1,541,882	5.19%	0.19%	138
2016	482,300	-	495,000	14,849,781	15,827,081	6.90%	1.93%	1,417
2017	242,820	-	335,000	14,265,398	14,843,218	6.51%	1.98%	1,329
2018	500,000	-	170,000	13,609,319	14,279,319	5.42%	1.91%	1,278
2019	254,000	-	-	12,938,602	13,192,602	4.22%	1.93%	1,181
2020	525,000	-	-	12,303,913	12,828,913	3.85%	1.87%	1,148
2021	262,500	-	-	11,655,118	11,917,618	3.53%	1.74%	1,017
2022	550,000	4,060,394	-	12,413,044	17,023,438	7.95%	2.45%	1,432

Notes:

Details of the Village's outstanding debt may be found in the Notes to the Financial Statements.

\*Refer to the Schedule of Demographic and Economic Statistics for personal income and population data.

**VILLAGE OF RIVER FOREST, ILLINOIS**

**RATIOS OF NET GENERAL BONDED DEBT OUTSTANDING**

Last Ten Fiscal Years

<b>Fiscal Year</b>	<b>General Obligation Bonds</b>	<b>Less Amounts Available In Debt Service Fund</b>	<b>Total</b>	<b>Ratio of Net General Bonded Debt to Assessed Value*</b>	<b>Population</b>	<b>Ratio of Net General Bonded Debt Per Capita</b>
2013	\$ 1,645,000	\$ 135,993	\$ 1,509,007	0.285%	11,172	135.1
2014	1,305,000	149,491	1,155,509	0.234%	11,172	103.4
2015	955,000	149,078	805,922	0.165%	11,172	72.1
2016	977,300	172,810	804,490	0.171%	11,172	72.0
2017	577,820	185,655	392,165	0.081%	11,172	35.1
2018	670,000	197,378	472,622	0.081%	11,172	42.3
2019	254,000	216,251	37,749	0.007%	11,172	3.4
2020	525,000	226,526	298,474	0.054%	11,172	26.7
2021	262,500	238,557	23,943	0.004%	11,717	2.0
2022	550,000	243,385	306,615	0.048%	11,717	26.2

\*See Assessed Value and Estimated Actual Value of Taxable Property for property value data.

Note: Details of the Village's outstanding debt can be found in the notes to financial statements.

**VILLAGE OF RIVER FOREST, ILLINOIS**

**DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT**

April 30, 2022

<b>Governmental Unit</b>	<b>Net General Obligation Bonded Debt Outstanding</b>	<b>Percentage Debt Applicable to the Village (1)</b>	<b>The Village's Share of Debt</b>
Village of River Forest	\$ 4,610,394	100.00%	\$ 4,610,394
<b>Overlapping Debt</b>			
<b>Schools</b>			
School District Number 90	3,900,000	100.00%	3,899,999
Total schools	<u>3,900,000</u>		<u>3,899,999</u>
<b>Others</b>			
Cook County	2,596,351,750	0.370%	9,606,501
Cook County Forest Preserve District	119,775,000	0.370%	443,168
Metropolitan Water Reclamation District	<u>2,579,216,704</u>	0.370%	<u>9,543,102</u>
Total others	<u>5,295,343,454</u>	100.00%	<u>19,592,771</u>
Total schools and others overlapping bonded debt	<u>5,299,243,454</u>		<u>23,492,770</u>
Total	<u>\$ 5,303,853,848</u>		<u>\$ 28,103,164</u>

(1) Determined by ratio of assessed valuation of property subject to taxation in the Village to valuation of property subject to taxation in overlapping unit.

Data Source

Office of the County Clerk

**VILLAGE OF RIVER FOREST, ILLINOIS**

**LEGAL DEBT MARGIN INFORMATION**

For the Fiscal Year Ended April 30, 2022

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Assessed valuation - tax levy year 2020 (2021 not yet available)	<u>\$ 640,383,684</u>
Legal debt limit - 8.625% of assessed valuation	\$ 55,233,093
Amount of debt applicable to debt limit	<u>5,790,000</u>
Legal debt margin	<u>\$ 49,443,093</u>

Chapter 65, Section 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 existing 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 the incurring of the indebtedness or, until January 1, 1983, if greater, the sum that is produced by multiplying the municipality's 1978 equalized assessed valuation by the debt limitation percentage in effect on January 1, 1979."

**VILLAGE OF RIVER FOREST, ILLINOIS**

DEMOGRAPHIC AND ECONOMIC INFORMATION

Last Ten Fiscal Years

Fiscal Year	Population	Personal Income*	Per Capita Personal Income	Unemployment Rate	
				Village of River Forest	State of Illinois (2)
2013	11,172	\$ 684,932,976	\$ 66,028	5.1%	9.2%
2014	11,172	684,932,976	64,856	5.1%	7.9%
2015	11,172	684,932,976	64,856	5.1%	6.0%
2016	11,172	684,932,976	64,856	5.1%	6.0%
2017	11,172	749,138,460	67,055	3.5%	4.4%
2018	11,172	749,138,460	67,055	2.8%	3.6%
2019	11,172	819,343,308	73,339	2.7%	4.0%
2020	11,172	819,343,308	73,339	11.9%	14.8%
2021	11,717	977,971,122	83,466	7.1%	7.1%
2022	11,717	936,528,093	79,929	4.6%	4.6%

Notes:

- (1) The U.S. Department of Commerce, Bureau of Census defines personal income as a measure income received from all sources by residents of the Village during a calendar year.
- (2) Illinois Department of Employment Security.



**VILLAGE OF RIVER FOREST, ILLINOIS**

**MEDIAN FAMILY INCOME**

April 30, 2022

**Median Family\* Income**

According to the 2020 U.S. Census, the Village had a median family income of \$191,293. In comparison, the 2020 median family income was \$80,744 for Cook County and \$83,279 for the State of Illinois. The following table represents the distribution of family income for the Village, Cook County and the State of Illinois at the time of the 2020 U. S. Census.

<b>Income</b>	<b>The Village</b>		<b>Cook County</b>		<b>State of Illinois</b>	
	<b>Number of Families</b>	<b>Percent of Families</b>	<b>Number of Families</b>	<b>Percent of Families</b>	<b>Number of Families</b>	<b>Percent of Families</b>
Less than \$10,000	25	0.9%	48,514	4.1%	105,732	3.4%
\$ 10,000 to \$ 14,999	-	0.0%	27,215	2.3%	65,305	2.1%
\$ 15,000 to \$ 24,999	96	3.4%	79,279	6.7%	177,256	5.7%
\$ 25,000 to \$ 34,999	31	1.1%	89,929	7.6%	208,354	6.7%
\$ 35,000 to \$ 49,999	65	2.3%	126,610	10.7%	329,635	10.6%
\$ 50,000 to \$ 74,999	246	8.7%	182,224	15.4%	516,220	16.6%
\$ 75,000 to \$ 99,999	251	8.9%	151,459	12.8%	441,586	14.2%
\$100,000 to \$149,999	494	17.5%	214,172	18.1%	615,733	19.8%
\$150,000 to \$199,999	257	9.1%	113,594	9.6%	304,757	9.8%
\$200,000 or more	1,358	48.1%	150,276	12.7%	345,184	11.1%
	<u>2,823</u>		<u>1,183,272</u>		<u>3,109,762</u>	

\*The U.S. Department of Commerce, Bureau of Census defines a family as a group of two or more people (one of whom is the householder) related by birth, marriage or adoption and residing together. All such people (including related subfamily members) are considered as members of one family.

**VILLAGE OF RIVER FOREST, ILLINOIS**

**HOUSING**

April 30, 2022

**Housing**

The 2020 U.S. Census reported that the median value of a Village owner-occupied home was \$604,900. This 2020 median value for an owner-occupied home compares with \$255,500 for Cook County and \$202,100 for the State of Illinois. The 2020 market values for specified owner-occupied units for the Village, Cook County and the State of Illinois are as follows:

<b>Value</b>	<b>The Village</b>		<b>Cook County</b>		<b>State of Illinois</b>	
	<b>Number of Units</b>	<b>Percent of Units</b>	<b>Number of Units</b>	<b>Percent of Units</b>	<b>Number of Units</b>	<b>Percent of Units</b>
Less than \$50,000	-	0.0%	38,319	3.4%	196,149	6.1%
\$50,000 to \$99,999	71	2.0%	73,868	6.5%	432,566	13.4%
\$100,000 to \$149,999	115	3.3%	122,941	10.8%	467,538	14.4%
\$150,000 to \$199,999	156	4.5%	171,842	15.1%	506,232	15.6%
\$200,000 to \$299,999	371	10.6%	281,329	24.7%	720,797	22.3%
\$300,000 to \$499,999	578	16.5%	277,935	24.4%	608,318	18.8%
\$500,000 to \$999,999	1,821	52.1%	135,886	11.9%	246,949	7.6%
\$1,000,000 or more	386	11.0%	37,818	3.3%	59,229	1.8%
	<u>3,498</u>		<u>1,139,938</u>		<u>3,237,778</u>	

**VILLAGE OF RIVER FOREST, ILLINOIS**

**PRINCIPAL VILLAGE EMPLOYERS**

Current Year and Nine Years Ago

<b>2022</b>					<b>2013</b>		
<b>Employer</b>	<b>Product/Service</b>	<b>Rank</b>	<b>Approximate Employment</b>	<b>Percent of Total Village Population</b>	<b>Rank</b>	<b>Approximate Employment</b>	<b>Percent of Total Village Population</b>
Dominican University	Education	1	1,119	9.55%	2	625	5.59%
Concordia University	Education	2	918	7.83%	1	1,600	14.32%
Elementary School Dist 90	Education	3	232	1.98%	5	187	1.67%
Jewel/Osco Grocery Store	Grocery Store	4	225	1.92%	3	250	2.24%
Whole Foods	Grocery Store	5	145	1.24%	4	190	1.70%
The Sheridan at River Forest	Senior Living	6	137	1.17%			0.00%
West Suburban (River Forest locations)	Health Care	7	102	0.87%	9	50	0.45%
Village of River Forest	Government	8	82	0.70%	6	75	0.67%
Cook County Forest Preserve	Government	9	75	0.64%	8	51	0.46%
Fresh Thyme	Grocery Store	10	58	0.50%			0.00%
Dominick's Finer Foods	Grocery Store				7	54	0.48%
River Forest Community Center	Community Ctr				10	30	0.27%
			<u>3,093</u>	<u>26.40%</u>		<u>3,112</u>	<u>27.85%</u>
Total Population, per 2010 and 2020 census				<u>11,717</u>			<u>11,172</u>

Notes:

Estimated figure includes all full-time and part-time employees.

**VILLAGE OF RIVER FOREST, ILLINOIS**

**CONSTRUCTION VALUE OF BUILDING PERMITS AND PROPERTY VALUE**

Last Ten Fiscal Years

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<b>Fiscal Year</b>	<b>Number of Permits Issued</b>	<b>Value of Building Permits</b>
2013	190	\$ 10,200,076
2014	158	13,607,856
2015	219	14,634,612
2016	203	15,792,768
2017	210	29,807,464
2018	171	19,996,973
2019	175	13,297,123
2020	178	45,590,244
2021	217	22,432,805
2022	402	34,775,431

**VILLAGE OF RIVER FOREST, ILLINOIS**

**FULL-TIME EQUIVALENT EMPLOYEES**

Last Ten Fiscal Years

<b>Function/Program</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>General Government</b>										
Administration	2.50	2.50	2.50	2.50	2.50	3.50	3.50	3.50	3.50	3.50
Finance	3.50	3.50	3.50	3.50	3.75	4.00	4.00	4.00	4.00	4.00
Building and Development	3.00	3.00	3.00	3.50	3.75	3.75	3.75	3.75	4.00	4.00
<b>Total General Government</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.50</b>	<b>10.00</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>	<b>11.50</b>	<b>11.50</b>
<b>Public Safety</b>										
Police										
Sworn	28.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00
Non-Sworn	2.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Fire										
Sworn	22.00	22.00	22.00	22.00	22.00	22.00	21.00	21.00	21.00	21.00
Sworn	-	-	-	-	-	0.50	0.50	0.50	0.50	0.50
<b>Total Public Safety</b>	<b>52.00</b>	<b>52.00</b>	<b>53.00</b>	<b>53.00</b>	<b>53.00</b>	<b>53.50</b>	<b>52.50</b>	<b>52.50</b>	<b>52.50</b>	<b>52.50</b>
<b>Highway and Streets</b>										
Public Works	14.00	14.00	14.00	14.50	14.50	14.50	14.50	14.50	14.50	14.50
<b>Total Highway and Streets</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.50</b>	<b>14.50</b>	<b>14.50</b>	<b>14.50</b>	<b>14.50</b>	<b>14.50</b>	<b>14.50</b>
<b>Total Village</b>	<b>75.00</b>	<b>75.00</b>	<b>76.00</b>	<b>77.00</b>	<b>77.50</b>	<b>79.25</b>	<b>78.25</b>	<b>78.25</b>	<b>78.50</b>	<b>78.50</b>

VILLAGE OF RIVER FOREST, ILLINOIS

OPERATING INDICATORS

Last Ten Fiscal Years

Function/Program	2013	2014	2015	2016	2017*	2018	2019	2020	2021	2022
<b>PUBLIC SAFETY</b>										
Police										
Total arrests	794	812	688	760	710	752	639	624	440	501
Calls for service	9,906	9,762	9,747	N/A	26,317	26,312	14,223	12,409	10,349	10,365
Traffic tickets	3,162	3,557	3,411	2,962	2,533	2,240	2,463	2,366	1,669	2,176
Traffic accidents	494	514	573	588	541	570	542	422	373	428
Fire										
Ambulance calls	1,005	1,069	1,106	1,302	1,192	1,156	1,255	920	927	1,423
Fire/other calls	856	862	871	824	807	956	1,000	1,193	1,127	990
<b>PUBLIC WORKS</b>										
Streets										
Street reconstruction (in ft.)	-	-	-	-	-	-	-	-	-	-
Street resurfacing (in ft.)	13,998	3,300	3,030	6,460	2,678	7,580	12,550	10,800	15,275	11,260
Leaves collected (tons)	1,677	1,903	1,380	1,801	1,631	1,560	1,858	2,021	1,485	1,356
Full salting operations (tons)	804	950	314	625	11	650	581	437	560	417
Trees trimmed	750	700	763	406	1,965	2,819	2,681	2,968	1,608	2,101
Water/Sewer										
Water main repairs	7	15	14	5	4	13	5	6	15	7
Average daily pumpage (mgd)	1.45	1.39	1.27	1.13	1.21	1.25	1.23	1.26	1.27	1.18
Sewer mains cleaned (in ft.)	11,088	25,914	21,049	32,034	33,543	37,294	26,159	31,667	27,753	18,665

\* Beginning in Fiscal Year 2017, the new Police dispatch system reports all events, rather than only events resulting in police reports.

New CAD system reports all events, rather than only events resulting in police reports.

VILLAGE OF RIVER FOREST, ILLINOIS

CAPITAL ASSET STATISTICS

Last Ten Fiscal Years

Function/Program	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>General Government</b>										
Village Hall	1	1	1	1	1	1	1	1	1	1
<b>Public Safety</b>										
Police										
Police station	1	1	1	1	1	1	1	1	1	1
Patrol areas	3	3	3	3	3	3	3	3	3	3
Patrol units	17	17	17	17	18	18	18	18	18	18
Fire										
Fire station	1	1	1	1	1	1	1	1	1	1
Fire engines	2	2	3	3	3	3	3	3	3	3
Ambulances	2	2	2	2	2	2	2	2	2	2
<b>Public Works</b>										
Highway and Streets										
Streets (miles)	32	32	32	32	32	32	32	32	32	32
Streetlights	1,998	1,998	1,998	1,998	1,998	1,998	1,998	1,998	1,998	1,998
Intersections with Traffic signals	15	15	15	15	15	15	15	15	15	15
Waterworks										
Water mains (miles)	40	40	40	40	40	40	40	40	40	40
Fire hydrants	440	440	440	440	440	440	440	440	440	440
Storage capacity (1,000 gallons)	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Sewerage										
Sanitary sewers (miles)	33.13	33.13	33.13	33.13	33.13	33.13	33.13	33.13	33.13	33.13
Pumping capacity (1,000 gallons)	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700
Storm sewers (miles) <sup>1</sup>	0.19	0.19	0.19	3.37	3.37	3.37	3.37	3.37	3.37	3.37

Note:

Except for the section referenced in this table, storm sewers in the Village are owned and serviced by the Metropolitan Water Reclamation District, a legally separate entity from the Village.

**VILLAGE OF RIVER FOREST, ILLINOIS**

**WATER FUND STATISTICS**

For the Fiscal Year Ended April 30, 2022

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Water Fund statistics are as follows

Number of metered customers	3,164
Cubic feet of water pumped into system (in hundreds)	575,765
Cubic feet of water billed (in hundreds)	469,691



**Village of River Forest**  
**POLICE DEPARTMENT MEMORANDUM**



**TO:** Brian Murphy - Village Administrator  
**FROM:** James O'Shea - Chief of Police  
**DATE:** December 12, 2022  
**SUBJECT:** Authorization to Execute FY23 Phase of Street Camera Strategic Plan (CIP)

---

**Issue:** Part of the Village's initiative to expand the Street Camera Program included a Strategic Review and Expansion Plan in FY 2020 to further this technology north of Madison, north of Lake St., and north of Augusta St. over several years, out to FY 2025. The approved CIP expansion to the Middle Zone was budgeted and funded for FY 2023. The Village's Street Camera System has been a very successful force multiplier, crime prevention tool, evidence-gathering application, police accountability device, and overall situational awareness tool for the Lake Street financial, business, and educational corridor. The Phase 1 expansion has offered residents and businesses in Madison and Washington corridor the same protections and transparencies as the original project. This Phase 2 will now expand the same protections of the system, north of Lake St. to Augusta Blvd. and from Thatcher Ave. to Harlem Ave.

**Analysis:** The Village focuses its goals on three guiding principles. The first of these principles is to provide a safe community for all, and the second is to strengthen quality of life. The existing system and future expansions of the street camera system both support these guiding principles. Maintaining, improving, and strategically deploying this advanced technology works as a force-multiplier to support overall public safety and law enforcement efforts.

The middle zone of River Forest has been exposed to slight increases in Burglary to Auto, Auto Theft, and Burglary to Garage events. Residents in this area have also seen increased violent crimes right on the Village's borders in the communities of Forest Park, Oak Park, and Maywood. These crimes include Vehicular Hijackings, Armed Robberies, and firearm offenses, including Homicide, Aggravated Battery, and Criminal Damage. In addition, complaints of cars speeding, disregarding traffic control devices, and reckless driving are part of resident concerns in this area, which affect the quality of life. The new equipment will be installed on Chicago Ave, Thatcher, Harlem, and Augusta per the plan.

Public camera systems are considered a cost-effective way to deter, document, and reduce crime. In addition, these systems help provide enhanced customer service to victims of crimes and help develop crime prevention strategies. Street Camera Systems also further transparency and accountability in government operations.

Therefore, staff is seeking authorization to purchase the Avigilon System equipment, plus related hardware and software, for installation and implementation of Phase 2 Middle Zone Expansion Project for \$105,114. This phase 2 of the project was recommended in the FY 2020 Strategic Review and Expansion Plan for the FY 2023 budget year.

**Recommendation:** If the Village Board wishes to approve the authorization to purchase the products as mentioned above products, the following motion would be appropriate:

**Motion to authorize the Village's contracted vendor, Griffon Systems, to install street cameras and related hardware/software for \$105,114 using monies in the FY 2023 Capital Improvement Fund (CIF).**



## MEMORANDUM

**DATE:** December 12, 2022

**TO:** President Adduci and Village Board of Trustees

**FROM:** Brian Murphy, Village Administrator

**SUBJECT:** Intergovernmental Agreement with the Village of Elmwood Park – Resolution

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**Issue:** The Villages of River Forest and Elmwood Park desire to implement streetscape enhancements to the North Avenue corridor from Thatcher Avenue to Harlem Avenue. North Avenue is a shared border between both Villages, and there is a shared desire to create a more walkable and pedestrian friendly environment. Elmwood Park has prepared the attached intergovernmental agreement that splits the cost of a Phase 1 Engineering Study for streetscape improvements on the corridor. The total estimated cost of the study is \$274,303.

The Village of Elmwood Park will be responsible for payments to Christopher B. Burke Engineering, Ltd and shall then invoice the Village of River Forest for 50% of the total invoice, providing a copy of the original invoice for the same monthly period.

**Recommendation:** Motion to approve a Resolution authorizing the execution of an Intergovernmental Agreement with the Village of Elmwood Park regarding the North Avenue Streetscape Project.

**Attachments:**

Resolution

Intergovernmental Agreement

Contract for Phase 1 Engineering Study with Christopher B. Burke Engineering, Ltd.

## RESOLUTION 22-XX

### A RESOLUTION AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF ELMWOOD PARK AND THE VILLAGE OF RIVER FOREST REGARDING THE NORTH AVENUE STREETScape PROJECT

**WHEREAS**, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate themselves to obtain or share services, to exercise, combine or transfer any power or function, in any manner not prohibited by law, and to use their credit, revenues and other reserves to pay costs and to service debt related to intergovernmental activities; and

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to associate among themselves to exercise, combine or transfer any power or function, in any manner not prohibited by law or ordinance; and

**WHEREAS**, Elmwood Park and River Forest are units of local government, as defined in Article VII, Section 10 of the Illinois Constitution of 1970, and also public agencies, as that term is defined in the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

**WHEREAS**, Elmwood Park and River Forest desire to enter into an agreement to share the costs of improving the streetscape of the North Avenue corridor from Thatcher

**NOW, THEREFORE BE IT RESOLVED, BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RIVER FOREST, COOK COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1:** The recitals set forth herein above are incorporated herein by reference as the factual basis for this transaction.

**SECTION 2:** The corporate authorities of the Village of Elmwood Park hereby approve that certain “Intergovernmental Agreement Between the Village of Elmwood Park and the Village of River Forest Regarding Professional Design Engineering Services for the North Avenue Streetscape Project,” a copy of which is attached hereto as Exhibit “A” and made a part hereof (the “Intergovernmental Agreement”).

**SECTION 3:** That the President, Administrator and Clerk of the Village are hereby authorized to execute for and on behalf of the Village, the aforesaid Agreement, and all other documents related thereto necessary to undertake the Village’s obligations under the Agreement.

**SECTION 4:** That this Resolution shall be effective immediately from and after the passage and approval.

ADOPTED this 12<sup>th</sup> day of December, 2022, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

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Catherine Adduci, Village  
President

**APPROVED** by me this 12<sup>th</sup> day of December, 2022

\_\_\_\_\_  
Jonathan Keller, Village Clerk

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF  
ELMWOOD PARK AND THE VILLAGE OF RIVER FOREST  
REGARDING PROFESSIONAL DESIGN ENGINEERING SERVICES  
FOR THE NORTH AVENUE STREETScape PROJECT**

This INTERGOVERNMENTAL AGREEMENT (hereinafter the “Agreement”) is entered into on the dates set forth below between the VILLAGE OF ELMWOOD PARK (hereinafter “Elmwood Park”) and the VILLAGE OF RIVER FOREST (hereinafter “River Forest”) for the purpose of setting forth the terms and conditions under which Elmwood Park agrees to contract for professional design engineering services for the Phase I Engineering Study for the North Avenue Streetscape Project.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves to obtain or share services, to exercise, combine or transfer any power or function, in any manner not prohibited by law, and to use their credit, revenues and other reserves to pay costs and to service debt related to intergovernmental activities; and

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to associate among themselves to exercise, combine or transfer any power or function, in any manner not prohibited by law or ordinance; and

WHEREAS, Elmwood Park and River Forest are units of local government, as defined in Article VII, Section 10 of the Illinois Constitution of 1970, and also public agencies, as that term is defined in the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, Elmwood Park and River Forest are desirous of improving the streetscape of the North Avenue corridor from Thatcher Avenue to Harlem Avenue (hereinafter “Project”), in order to create a more walkable and pedestrian friendly environment; and

WHEREAS, Elmwood Park and River Forest are desirous of sharing the costs of such improvements for the Project.

NOW, THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, the sufficiency of which is hereby acknowledged, and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Elmwood Park hereby agrees to enter into a contract with Christopher B. Burke Engineering, Ltd. (hereinafter "CBBEL") to provide professional design engineering services for the Phase I Engineering Study required for the Project, in accordance with the proposal attached hereto as Exhibit A and made a part hereof (hereinafter the "Proposal"), for an estimated amount of \$274,303.00.

2. River Forest agrees to pay for fifty percent (50%) of the cost of the services described in the Proposal. CBBEL shall issue invoices to Elmwood Park once each month for the work performed by CBBEL during the preceding monthly period. Elmwood Park shall then invoice River Forest for fifty percent (50%) of the CBBEL invoice, and shall provide River Forest with a copy of the CBBEL invoice for that same monthly period. River Forest shall pay to Elmwood Park fifty percent (50%) of the CBBEL invoice within thirty (30) days of its receipt of the invoice from Elmwood Park. CBBEL's Proposal requires Elmwood Park to pay interest at the rate of eighteen percent (18%) per annum (or the maximum interest rate permitted under applicable law, whichever is less), if payment is not received from Elmwood Park within thirty (30) days of its receipt of an invoice from CBBEL. If River Forest has not paid Elmwood Park within the thirty (30) day period following Elmwood Park's transmittal of an invoice to River Forest, River Forest shall reimburse Elmwood Park for any interest that Elmwood Park is liable to pay to CBBEL for that monthly period.

3. Notices. All notices shall be sent to the parties as follows:

To Elmwood Park: Village of Elmwood Park  
Attn: Village Manager  
11 Conti Parkway  
Elmwood Park, Illinois 60707

To River Forest: Village of River Forest  
Attn: Village Administrator  
400 Park Avenue  
River Forest, Illinois 60305

4. This Agreement may be amended only by written agreement executed by the duly authorized representatives of River Forest and Elmwood Park.

5. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Village of Elmwood Park and Village of River Forest have caused this Agreement to be executed on the dates set forth below.

VILLAGE OF ELMWOOD PARK

VILLAGE OF RIVER FOREST

By: \_\_\_\_\_  
Village President

By: \_\_\_\_\_  
Village President

Attest: \_\_\_\_\_  
Village Clerk

Attest: \_\_\_\_\_  
Village Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**





**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

November 17, 2022

Village of Elmwood Park  
11 Conti Parkway  
Elmwood Park, Illinois 60707

Attention: Paul Volpe, Village Manager

Subject: North Avenue Streetscape Project – Phase I Engineering Study

Dear Mr. Volpe:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal for professional design engineering services related to the North Avenue Streetscape Phase I Engineering Study. Included in this proposal is our Scope of Services and Fee Estimate.

**UNDERSTANDING OF THE ASSIGNMENT**

CBBEL understands that the Village of Elmwood Park desires to implement streetscape enhancements to the North Avenue corridor from Thatcher Avenue to Harlem Avenue. The Village of River Forest will be a participating co-sponsor of this project, as North Avenue is the municipal boundary between the two communities. The objective of the streetscape enhancements is to create a more walkable and pedestrian friendly environment along this vital economic retail/commercial and transportation corridor. The objective of completing the Phase I Engineering Study is to improve the project readiness scoring on future grant applications as well as advance the project funding that has been made available through DCEO appropriations.

North Avenue is under Illinois Department of Transportation (IDOT) jurisdiction and is marked IL Route 64. It is a Class II state-maintained truck route carrying over 30,000 vehicles per day with PACE bus transit service (Route 318). There are three signalized intersections, one at each end of the project termini at Thatcher Avenue (un-marked state route) and Harlem Avenue (IL Route 43), and at 76<sup>th</sup> Avenue/Lathrop Avenue (Elmwood Park north leg; River Forest South leg). There is existing on-street parallel parking along a significant portion of North Avenue on both sides of the street, which supports the commercial/retail, residential, and community resources. There are twelve (12) local side streets along the north side of North Avenue typically alternating one-way direction, which also have on-street angled parking and connect to a rear alley. There are nine (9) local side streets along the south side of North Avenue which are bi-directional with parallel parking. Left turns from North Avenue are typically restricted to both north and south sides of the streets due to the lack of center turn lane on North Avenue and high volume of traffic on North Avenue. There are thirty-eight driveways along North Avenue between Thatcher Avenue and Harlem Avenue, nineteen on each side, which serve commercial and residential properties. There are thirteen (13) PACE bus stops, seven (7) along the north side and six (6) along the south side. There is existing continuous roadway lighting along North Avenue and Harlem Avenue. No roadway lighting exists along Thatcher Avenue. There is a larger existing tree canopy along the south side of North Avenue that is desired to be

maintained to the extent possible. The Des Plaines River floodway abuts Thatcher Avenue, and the floodplain extends into the Thatcher Avenue and North Avenue intersection. The entire North Avenue corridor has a closed drainage system.

The Village of Elmwood Park and Village of River Forest have been evaluating streetscape enhancements and have consistently applied for funding to advance the project forward. In 2017 PACE prepared a corridor study of North Avenue, which recommended improving bus stops, pedestrian accessibility, lighting, and streetscape elements. The Village of Elmwood Park and the Village of River Forest submitted a joint ITEP application in 2020 for streetscape enhancements to North Avenue from 76<sup>th</sup> Avenue/Lathrop Avenue to Harlem Avenue. In 2021, the Illinois Department of Commerce & Economic Opportunity (DCEO) appropriated \$27.4 million in their FY 22 Capital Appropriations (from BUILD Illinois Bond Fund) to the City of Chicago, Village of Oak Park, and Village of Elmwood Park (appropriation 971-420-03-44007700) for costs associated with North Avenue Streetscape and business Development. The Village Elmwood Park and the Village of River Forest have met with Representative Lilly's office to discuss the implementation of this North Avenue corridor project, specifically the section within Rep Lilly's District between Harlem Avenue and Lathrop Ave (76<sup>th</sup> Ave).

IDOT has two programmed improvements along North Avenue in the coming years:

- IL Route 64 SMART Corridor (IDOT; Programmed FY23) – The general scope of work consists of the implementation of several Intelligent Transportation Systems (ITS) elements to improve local and regional mobility by addressing arterial congestion and supporting transit. Includes ITS signal improvements, including the intersections of North Avenue with Thatcher Avenue, 76<sup>th</sup> Avenue/Lathrop Avenue, and Harlem Avenue. This includes also includes ADA and access to transit improvements.
- IL Route 64 Road Maintenance (IDOT; Programmed FY24) – The general scope of work consists of a pavement overlay and ADA improvements.

The overall scope of work includes streetscape enhancements from Thatcher Avenue on the west to Harlem Avenue on the east. Improvements to both intersections will be omitted with this project, as all legs of those intersections are fully under IDOT jurisdiction, and improvements are being made to those intersections prior to the implementation of this project. The North Avenue typical section will be evaluated to maximize streetscape enhancement opportunities within the existing right-of-way. Detailed improvements may include curb line modifications, bump-outs, sidewalk/pavers, cross walk/curb ramps, planters/trees, wayfinding, gateway features, bus stop enhancements, and roadway lighting. The existing lane configuration of North Avenue will be maintained.

The project will be processed through IDOT Bureau of Local Roads and Street (BLRS) following federal project development procedures allowing the project to receive state and/or federal funding for subsequent phases of project implementation. Due to the state route designation of North Avenue, the project design will follow IDOT Bureau of Programming Manual Chapter 49-4 (3R Guidelines for Rural and Urban Highways – Urban Arterial Highways and Streets) and will require IDOT Bureau of Programming (Geometric & Hydraulic) and Bureau of Traffic approvals, along with IDOT Bureau of BLRS Phase I approval.

The objective of this project is to work within the existing North Avenue right-of-way and avoid property acquisition (permanent or temporary). As part of Phase I Engineering, IDOT Bureau of Programming requires ADA design to be performed for all curb ramps and cross-sectional analysis of all driveways to assure ADA compliance and acceptable driveway grades meet IDOT design standards. Design exceptions will be submitted to non-compliant driveway grades to avoid property acquisition. IDOT will also require that all on-street parking be evaluated for compliance with their current design standards.

The approach to this project will initially start with data collection, which includes traffic counts, crash analysis, topographic survey, and required environmental surveys. With the proximity of the Des Plaines River to the Thatcher Avenue intersection and its associated floodway/floodplain plain and fringe wetlands, some minimal environmental studies will be required, however, it is assumed that there will be no environmental impacts. From existing information evaluated, no historic resources (individual structures or districts) were identified along the North Avenue corridor, and therefore it is assumed there will be no adverse effects to historic resources. An existing parking and utilization analysis will be performed along North Avenue to confirm existing parking and access to off-street parking. This analysis also includes confirming parking on adjacent side streets and private parking lots, which also supports the North Avenue commercial corridor. We understand removal of parking is not desirable but may occur to implement an improvement according to IDOT design standards. This analysis will inform the project team during design of the streetscape improvements and help in coordinating with corridor property/business stakeholders.

The streetscape enhancement design will initiate with a typical section analysis and concept design, which will be coordinated with IDOT for feasibility. Several concept alternatives will be developed and coordinated with both Villages for input, and a desired improvement will be selected for preliminary engineering. CBBEL will utilize prior concept streetscape designs performed as part of the prior ITEP applications as a starting point for concept design. A sight distance evaluation will be performed for all side streets and driveways, which will factor into determining what on-street parking can remain. An auto turn analysis will be performed to determine the design of side street curb bump outs and assure compliance with IDOT design standards. Intersection counts will be conducted to confirm storage of turn lanes, as it is anticipated that North Avenue will be resurfaced with this improvement.

During the concept design, the project team will conduct a survey of property/business stakeholders along North Avenue to obtain information of existing issues they have and desired improvements. A final Public Information Meeting will be held to seek input from the general public on the proposed recommended improvement. One-on-one meetings are anticipated throughout the project with various agencies and key stakeholders.

The Phase I Engineering study will include all work necessary to receive Design Approval from IDOT-Bureau of Local Roads and Streets, with Phase I Engineering developed in compliance with federal project development procedures. On the above basis, the detailed scope of services required to complete Phase I Engineering is as follows:

## **SCOPE OF SERVICES**

We have proposed the following services to assist you in the completion of your project requirements.

### **TASK 1 – Data Collection:**

This task includes collecting, examining, reviewing and evaluating data to be utilized for Phase I engineering.

**Task 1.1 – Data Collection & Review:** This subtask may include but not be limited to the compilation and review of the following base information:

- Previous project information
- Existing Public/Private Utility Information
- Utility Atlases
- Available GIS Data
- Record Roadway Plans
- Existing Right-of-Way information (Plats)
- Survey Benchmarks
- Coordination with Village staff/departments to identify any known operations issues to be addressed by the project engineering.
- Prior studies and grant applications
- All other information necessary to complete the Phase I Engineering

This task also includes composition of all GIS data for use in Microstation, site visits, field verification of topographic survey, photo documentation of the site, review of project documents and reports and existing sign survey.

**Task 1.2 – Parking/Driveway Analysis & Site Review:** A driveway ingress/egress and parking analysis will be conducted. Site visits will be conducted (Task 1.3) to verify businesses, existing on-street parking, and ingress/egress from adjacent properties along North Avenue as well as ½ block to the north and south. A summary parking exhibit will be prepared documenting:

- Existing parking stalls along North Avenue
- Existing parking stalls on adjacent side streets (1/2 block north and south) serving the North Avenue corridor.
- Existing ADA stalls
- Prohibited parking areas
- Private surface parking lot stalls
- Driveway/Side Street access

Historical aerials using NearMaps will be utilized to perform a desktop parking utilization review.

**Task 1.3 – Site Visits:** Two site visits will be conducted to perform the parking/driveway analysis (Task 1.2) and also conduct a photo log of the project corridor.

### **TASK 2 – Topographic Survey:**

Topographic surveying will be conducted for the project study area. The survey limits are from the Thatcher Avenue right-of-way and east to the Harlem Avenue right-of-way. Both intersection are being improved in 2023 by IDOT and therefore will not be surveyed. The survey will extend past the existing right-of-way lines at least ten (10) feet and twenty-five (25) feet down all side streets. The survey will include the following specific tasks:

- Horizontal Control: Utilizing state plane coordinates, set recoverable primary control utilizing state of the art GPS equipment based on NGS Control Monumentation.
- Vertical Control: Perform a level circuit throughout the entire length of the project establishing benchmarks and assigning elevations to the horizontal control points. This will be based on NGS Control Monumentation (NAVD88 vertical control datum).
- Existing Right-of-Way: Establish the approximate existing right-of-way of the roadways within the project limits based on monumentation found in the field, plats of highways, subdivision plats and any other available information.
- Topographic Survey: Field locate all pavements, driveways, curb and gutters, pavement markings, signs, manholes, utility vaults, drainage structures, driveway culverts, cross road culverts (with structure details), streams, ditches etc.
- Cross Sections: Survey cross sections along the project limits at 50-foot intervals, at driveways, and at all other grade controlling features. Survey will be obtained for 10 feet beyond the existing right-of-way line.
- Utility Survey: Survey existing storm and sanitary sewers to determine rim and invert elevations and pipe sizes. Above ground facilities of any additional underground utilities including water main, gas, electric, cable, etc. will also be located.
- Tree Survey: Locate all trees 1-inch and above within the existing right-of-way and 10-feet beyond the existing right-of-way for the project in order to assess potential tree impacts.
- Prepare Base Mapping: Office calculations and plotting of field and record data
- Drafting of an Existing Conditions Plan at a scale of 1"=20'

Preparation of Plat of Highway and Legal Descriptions are not included within this scope of work. If any permanent right-of-way, permanent easements, or temporary construction easements are needed, a Plat of Highway and Legal Descriptions will be required according to IDOT Bureau of Land Acquisition requirements.

### **TASK 3 – Utility Coordination, Drafting & Conflict Identification**

Coordination with all known private utility companies within the project area, which will require preparing formal requests for their atlases or plans of their facilities within the project limits. This information will be drafted into a JULIE design file and utilized to supplement the topographic survey information.

A conflict evaluation will be prepared to identify potential utility conflicts.

### **TASK 4 – Traffic Counts and Analysis:**

This task includes the following work related to collection of existing traffic data, volume exhibits, capacity analysis, and preparing queue tables.

Task 4.1 – Traffic Volume Counts: CBBEL will use Quality Counts for turning movement traffic counts to be conducted at the following intersections along IL Route 64 (North Avenue), which will include all through and turning movements and vehicle classifications, pedestrians and bikes:

- 76<sup>th</sup> Avenue/Lathrop Avenue; 12-hour count (6 a.m. to 6 p.m.); for capacity analysis at this existing signalized intersection.
- Two 24-hour counts along IL Route 64 (North Avenue) at:
  - Immediately east of Thatcher Avenue
  - Immediately west of IL Route 43 (Harlem Avenue)

Counts at Harlem Avenue and Thatcher Avenue are not included. |

**Task 4.2 – Traffic Analysis:** CBBEL will develop prepare volume exhibits based on the count information collected. Using the count data CBBEL will prepare AM/PM Peak capacity analyses for the 76<sup>th</sup> Avenue/Lathrop Avenue intersection utilizing HCS/Synchro and prepare queue tables based on the analyses. Capacity analyses, queue tables will only be prepared for one scenario, existing conditions.

### **TASK 5 – Crash Analysis:**

This task includes obtaining five (5) years of crash data from IDOT including segment and intersection crash data, in order to prepare a project Crash Analysis Report (CAR). Five years of data is required by IDOT for evaluation within the Phase I Study. The data will be tabulated and collision diagrams will be prepared. Any crash countermeasures recommended in the CAR will be considered for inclusion in the proposed improvement.

### **TASK 6 - Environmental:**

This task includes performing the necessary environmental investigations per IDOT Bureau of Local Roads requirements.

It is assumed that no local special waste investigations will be required by the local agency and will be conducted by IDOT as the entire project is adjacent to State right-of-way. From the IDNR Historic & Architectural Resources Geographic information System (HARGIS), there are no National Register (NR) Historic Districts or properties, or eligible NR properties within the study limits. No adverse effects to historic/cultural resources are anticipated with the project. No effects to Section 4(f) properties are anticipated, including publicly owned parks, recreational areas, wildlife and waterfowl refuges, or public/private historical sites.

**Task 6.1 – Environmental Survey Request:** An Environmental Survey Request will be prepared and submitted to IDOT for review and approval to obtain biological clearance, cultural clearance, and special waste (State ROW) clearance. This includes preparation of necessary exhibits per current IDOT Bureau of Local Roads requirements along with project photo log. A historic photo log is not anticipated since Google StreetView is available for the study limits. A Bridge/Culvert Bat Assessment is not anticipated to be required for this project.

**Task 6.2 – Wetlands Evaluation:** An environmental field review of the project area will be completed to determine the presence of wetlands within the study limits. Per IDOT requirements, if any mapped wetland is within 250 of the project study area, a wetland review is needed of the project. There are mapped Waters of the U.S./Wetlands within 250 feet of the western project limit at Thatcher Avenue. It is anticipated that no wetlands will be identified within the study limits and a letter with NWI exhibit will be required for IDOT documentation.

### **TASK 7 – Concept Alternative Design (15%):**

This task includes preparation of a concept design for review by the Villages and IDOT. Input from the IDOT kickoff meeting with help inform the project team on potential lane width changes along North Avenue.

**Task 7.1 – Civil/Landscape Concept Design:** A color concept design plan will be prepared at 20-scale and includes landscape design with location of proposed elements/treatments. A larger scale separate overall landscape plan will be prepared. It is assumed that the existing roadway lane configuration will be maintained and as well as no new uncontrolled pedestrian crossings of North Avenue. Left turn lane storage at the 76<sup>th</sup> Avenue/Lathrop Avenue intersection may be adjusted based on the queue analysis results. The streetscape design will be contained within the existing North Avenue right-of-way. The adjacent side streets will not be included with this project. Typical sections illustrations will be provided.

Task 7.2 – Parking Design & Sight Distance Analysis: The existing parking locations will be included in the concept design, and will be evaluated for compliance with IDOT on-street parking standards and also meeting intersection sight distance requirements. There are 22 local side streets with 36 movements onto North Avenue and 38 driveways with 58 movements onto North Avenue between Thatcher Avenue and Harlem Avenue that will require sight distance analysis to assure that parked cars do not block sight lines. A summary sight distance/parking exhibit will be prepared for submittal to IDOT with the concept design. An overall existing/proposed parking exhibit will be prepared to provide information on parking that will be included with this project. IDOT does not allow new on-street parking on their routes, which will be confirmed at the IDOT kick-off meeting.

Task 7.3 – Vehicle Turning Movement Template/Auto-Turn Analysis: Vehicle turning movements will be developed to establish the allowable curb bumpouts. IDOT will require analysis under two scenarios, one for the design vehicle with no encroachment (typically school bus) and the another for WB-65 multi-unit truck. Per State law, local side streets that connect to a state route must allow a WB-65 multi-unit truck to turn onto the street with encroachment. Turning movement exhibits will be prepared and submitted to IDOT with the concept design. There are 36 turning movements off of North Avenue onto local side streets and 38 off of local side streets to North Avenue.

### **TASK 8 – Preliminary Design (30%):**

This task includes the preparation of preliminary design (30% plan development) for the selected concept design. Materials will be prepared to obtain both Villages and IDOT Bureau of Programming geometric approval. It is anticipated two design submittals will be made to IDOT following the initial concept design submittal made as part of Tas x.

Task 8.1 – Preliminary Design: Plan and profile sheets will be prepared at a scale of 1"=20' to meet applicable IDOT and Village design criteria. Nine (9) plan and profile sheets are anticipated. Typical sections for the proposed improvement will be developed concurrently. Cross sections will be developed showing existing/proposed conditions at 50-foot intervals and at all side streets, driveways and other grade controlling features to confirm no property acquisition will be required. The cross sectional analysis will confirm ADA compliance and that cross sectional elements meet IDOT design standards. The cross-sections will show existing right-of-way, existing grade, and proposed grade (top surface only). It is anticipated that approximately 150 cross sections will be developed and submitted to IDOT for review and approval.

Task 8.2 – Curb Ramp Details: Curb ramp details will be prepared per IDOT requirements at all crossings within the study limits. It is anticipated there will be 56 curb ramps as part of the proposed improvement plan.

Task 8.3 – Design Exception Forms: It is anticipated the design exceptions will need to be submitted for various design elements that do not meet IDOT design standards. The objective is to keep the improvement within the existing right-of-way. Ten (10) design exceptions are anticipated to be submitted for IDOT Bureau of Programming approval utilizing the BDE 3100 form.

Task 8.4 – Landscape Design: The landscape site plan design and typical sections will be advanced to a 30% level.

Task 8.5 – Engineers Estimate of Cost: This task will also include calculation of project quantities and preparation of a preliminary project cost estimate for inclusion in the Phase I

Report. The cost estimate will include project implementation costs, including construction, right-of-way acquisition, engineering and appropriate contingencies.

### **TASK 9 – Location Drainage Technical Memorandum:**

This task includes preparation of a Location Drainage Technical Memorandum (LDTM) for approval by IDOT Bureau of Programming – Hydraulics Studies Unit. This will include an evaluation of the existing drainage system, and coordination with the roadway agencies to identify existing drainage patterns and drainage deficiencies within the project limits. The proposed trunk line is anticipated to be maintained with the proposed streetscape improvements, and will , alleviate any existing drainage deficiencies to the extent possible, and to comply with all Village, County, and IDOT requirements as applicable. Other key issues to be evaluated will be accommodating storm water detention requirements (if any).

The proposed streetscape improvements include curb bumpouts and curb line modifications. No new lanes will be added with this improvement and the current lane configuration will be maintained on North Avenue. Therefore, it is anticipated that detention is unlikely to be required based on the anticipated proposed improvements. However, if detention is required, in-line oversized storm sewers will be proposed based on the limited right-of-way space within the highly urban environment. There will be no adjustments to the roadway profile.

Based on current FEMA floodplain mapping, designated floodplain is shown within the westmost portions of the project limits at the intersection of North Avenue and Thatcher Avenue. It is expected that the proposed improvements will begin just outside the intersection limits, and no intersection impacts will be proposed. Therefore, floodplain encroachment evaluations and compensatory storage is not anticipated. Additionally, no coordination with IDNR-OWR is expected.

If more extensive improvements are included in the proposed improvement, such as an additional center turn lane, or if IDOT requests a more detailed analysis due to existing drainage sensitivities, a Location Drainage Study would likely be required by IDOT.

Task 9.1 – Existing Drainage Plan: This task includes development of an Existing Drainage Plan (EDP) within the limits of the proposed streetscape improvement. Development of the EDP will be based on historic roadway plans, sewer atlases, field observation, and new field survey.

Task 9.2 – Proposed Drainage Plan: This task includes development of a Proposed Drainage Plan (PDP) within the limits of the proposed streetscape improvement. The PDP will include an evaluation of proposed drainage conditions for the proposed streetscape improvement. The existing trunk line is anticipated to be maintained with new laterals and inlets to accommodate the curb bumpouts and curb line modifications. Existing drainage patterns are proposed to be maintained where possible, however, separated storm sewers will be proposed if detention is required. It is anticipated that all work will be within the existing right-of-way

Task 9.3 – Location Drainage Technical Memorandum: The EDP and PDP, along with supporting information, will be compiled into a Location Drainage Technical Memorandum (LDTM). A draft LDTM will be submitted to IDOT for review prior to the Public Information Meeting. Subsequent to the Public Information Meeting, the final LDTM will be prepared and submitted to IDOT for review and approval.

### **TASK 10 – Preliminary Roadway Lighting Design:**

This task includes concept lighting design in accordance with current standards for the entire project limits to be included in the Phase 1 PDR. All existing lighting will be removed and replaced with new decorative type lighting. Elmwood Park owns lighting on the north side of the



street and River Forest owns lighting on the south side. CBBEL will assist in selecting a specific make/model for the proposed light pole and luminaire to be used throughout the project.

The lighting design will be in accordance with current IDOT Standards, Village Standards, and ANSI-IES RP-8-18 “American National Standard Practice for Roadway Lighting”, latest editions.

Based on the selected light pole and luminaire, CBBEL will perform proposed lighting photometric calculations to achieve the required lighting levels for the roadways and intersections. The photometric calculations will be performed using the last version of AGI32 photometric software. A Preliminary lighting report will be created including a project description, target lighting levels with justification, photometric calculations, cut sheets of the proposed preferred lighting equipment and a construction cost estimate.

### **11 – Public Involvement:**

This task includes meetings and coordination to facilitate public engagement, which includes a final Public Information Meeting.

Task 11.1 – Stakeholder Coordination: Preparation and attendance at two (2) individual stakeholder coordination meetings. This task also includes email/phone coordination with project stakeholders.

Task 11.2 – Initial Stakeholder Survey: A survey will be prepared and sent out to all property owners and tenants along the North Avenue corridor to solicit input on existing issues, understand how they use their property (i.e. where do they get drop offs/deliveries) and proposed needs. The survey will help inform the project team with developing concept alternatives.

Task 11.3 – Public Information Meeting: Based on the potential change to on-street parking and effect to adjacent property owners/tenants, a Public Information Meeting is anticipated to be required by IDOT and will allow project stakeholders and the general public an opportunity to review, comment on, and discuss the proposed improvement. One open house format Public Information Meeting is planned. Exhibits and handout materials will be prepared for the Public Information Meeting, to describe the overall project. Color exhibits will be prepared to illustrate the proposed improvement plan and streetscape elements. A power point presentation will not be presented at the meeting.

In accordance with IDOT/FHWA procedures, an announcement will be placed in a local newspaper and invitation letters will be sent to adjacent property owners. CBBEL will coordinate with both Villages on the mailing list area. A Public Information Meeting summary will be prepared, and comments documented. A response will be provided to any questions regarding the proposed improvement.

### **Task 12 – Agency/Village Coordination:**

This task includes agency coordination, including:

- IDOT BLRS (1)
- IDOT Programming - GSU (1)
- PACE (2)
- Village Design Workshop Meetings (2)

Phone/email coordination with agencies is included with this task.

**Task 13 – Project Development Report:**

This task includes preparation of a draft and final Categorical Exclusion (State Approved) Project Development Report (PDR) using BLRS form BLR 22211.

**Task 13.1 – Draft Project Development Report:** A draft Project Development Report BLR form 22211 will be prepared for submittal to IDOT prior to the Public Information Meeting. This task also includes preparation of supporting materials and compilation of necessary attachments. Attachments are anticipated to include: Location Map, Typical Sections, Traffic Data, Proposed Improvement Plans, Capacity/Queue Analysis, Design Exceptions, Engineers Estimate of Cost, Crash Analysis, Drainage, Environmental, Public Involvement, IDOT Coordination, and Agency/Utility Coordination.

**Task 13.2 – Final Project Development Report:** A final Project Development Report BLR form 22211 will be prepared addressing IDOT comments and incorporating final project information, and will be submitted for Phase I Design Approval.

**TASK 14 – Project Administration:**

This task includes overall project administration and management, as well as implementation of CBBEL’s Quality Assurance plan for Phase I Engineering. Quality Assurance reviews will occur as part of major project deliverables in accordance with CBBEL’s established Quality Assurance procedures. Project administration includes the day to day work effort on the project to ensure an efficient project development process including work force allocations, budget oversight, monthly progress reviews to ensure project milestones are being met to the extent possible, and periodic progress coordination meetings. Quarterly project status meetings will be held with both Villages. An 18 month project schedule is anticipated.

**COST ESTIMATE OF CONSULTANT SERVICES**

ITEM	FEE	IN-HOUSE DIRECT COSTS	OUTSIDE DIRECT COSTS	TOTAL
1. Data Collection	10,668.00			10,668.00
2. Topographic Survey	58,384.00			58,384.00
3. Utility Coordination, Drafting & Conflict Identification	4,614.00			4,614.00
4. Traffic Countys & Analysis	5,264.00		2,000.00	7,264.00
5. Crash Analysis	6,744.00			6,744.00
6. Environmental	3,311.00			3,311.00
7. Concept Alternative Design (15%)	27,440.00			27,440.00
8. Preliminary Design (30%)	58,544.00			58,544.00
9. Location Drainage Technical Memorandum	36,448.00			36,448.00
10. Preliminary Roadway Lighting Design	1,830.00			1,830.00
11. Public Involvement	21,078.00			21,078.00
12. Agency/Village Coordination	6,580.00			6,580.00
13. Project Development Report	11,094.00			11,094.00
14. Project Administration	16,804.00			16,804.00
15. Direct Costs	0.00	3,500.00		3,500.00
<b>TOTALS</b>	<b>268,803.00</b>	<b>3,500.00</b>	<b>2,000.00</b>	<b>274,303.00</b>

We will bill you at the hourly rates specified on the attached Schedule of Charges and establish our contract in accordance with the attached General Terms and Conditions. Direct costs for blueprints, photocopying, mailing, mileage, permit fees, overnight delivery, messenger services, and report binding are included in the Fee Estimate. These general terms and conditions are expressly incorporated into and are an integral part of this contract for professional services. It should be noted that any requested meetings or additional services are not included in the preceding fee estimate and will be billed at the previously accepted Schedule of Charges.

Please sign and return one copy of this agreement as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,



Michael E. Kerr, PE  
President

**THIS PROPOSAL, SCHEDULE OF CHARGES AND GENERAL TERMS AND CONDITIONS ACCEPTED FOR THE VILLAGE OF ELMWOOD PARK:**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

MJH

**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
**STANDARD CHARGES FOR PROFESSIONAL SERVICES**  
**APRIL, 2020**

<u>Personnel</u>	<u>Charges*</u> <u>(\$/Hr)</u>
Principal	275
Engineer VI	251
Engineer V	208
Engineer IV	170
Engineer III	152
Engineer I/II	121
Survey V	229
Survey IV	196
Survey III	172
Survey II	126
Survey I	100
Engineering Technician V	198
Engineering Technician IV	161
Engineering Technician III	146
Engineering Technician I/II	68
CAD Manager	177
Assistant CAD Manager	153
CAD II	135
GIS Specialist III	148
GIS Specialist I/II	94
Landscape Architect	170
Landscape Designer I/II	94
Environmental Resource Specialist V	216
Environmental Resource Specialist IV	170
Environmental Resource Specialist III	139
Environmental Resource Specialist I/II	94
Environmental Resource Technician	114
Administrative	104
Engineering Intern	63
Information Technician III	130
Information Technician I/II	116

Direct Costs

Outside Copies, Blueprints, Messenger, Delivery Services, Mileage      Cost + 12%

\*Charges include overhead and profit

Christopher B. Burke Engineering, Ltd. reserves the right to increase these rates and costs by 5% after December 31, 2020.

CHRISTOPHER B. BURKE ENGINEERING, LTD.  
GENERAL TERMS AND CONDITIONS

1. Relationship Between Engineer and Client: Christopher B. Burke Engineering, Ltd. (Engineer) shall serve as Client's professional engineer consultant in those phases of the Project to which this Agreement applies. This relationship is that of a buyer and seller of professional services and as such the Engineer is an independent contractor in the performance of this Agreement and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Client. Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the Client or Engineer.

Furthermore, causes of action between the parties to this Agreement pertaining to acts of failures to act shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of substantial completion.

2. Responsibility of the Engineer: Engineer will strive to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document, or otherwise.

Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the Client and any other party concerning the Project, the Engineer shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the Client, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. Nor shall the Engineer be responsible for the acts or omissions of the Client, or for the failure of the Client, any architect, engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the Engineer.

3. Changes: Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Engineer and Client shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes, if commercially possible.
4. Suspension of Services: Client may, at any time, by written order to Engineer (Suspension of Services Order) require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. Client, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the

resumptions of the services upon expiration of the Suspension of Services Order. Engineer will not be obligated to provide the same personnel employed prior to suspension, when the services are resumed, in the event that the period of suspension is greater than thirty (30) days.

5. Termination: This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by Engineer either before or after the termination date shall be reimbursed by Client.
6. Documents Delivered to Client: Drawings, specifications, reports, and any other Project Documents prepared by Engineer in connection with any or all of the services furnished hereunder shall be delivered to the Client for the use of the Client. Engineer shall have the right to retain originals of all Project Documents and drawings for its files. Furthermore, it is understood and agreed that the Project Documents such as, but not limited to reports, calculations, drawings, and specifications prepared for the Project, whether in hard copy or machine readable form, are instruments of professional service intended for one-time use in the construction of this Project. These Project Documents are and shall remain the property of the Engineer. The Client may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the occupancy and use of the Project.

When and if record drawings are to be provided by the Engineer, Client understands that information used in the preparation of record drawings is provided by others and Engineer is not responsible for accuracy, completeness, nor sufficiency of such information. Client also understands that the level of detail illustrated by record drawings will generally be the same as the level of detail illustrated by the design drawing used for project construction. If additional detail is requested by the Client to be included on the record drawings, then the Client understands and agrees that the Engineer will be due additional compensation for additional services.

It is also understood and agreed that because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, the Engineer reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of the Engineer in their preparation. The Engineer also reserves the right to retain hard copy originals of all Project Documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of information and data from the system and format used by the Engineer to an alternate system or format cannot be accomplished without the introduction of inexactitudes, anomalies, and errors. In the event Project Documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith and, to the fullest

extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.

The Client recognizes that changes or modifications to the Engineer's instruments of professional service introduced by anyone other than the Engineer may result in adverse consequences which the Engineer can neither predict nor control. Therefore, and in consideration of the Engineer's agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by others of the machine readable information and data provided by the Engineer under this Agreement. The foregoing indemnification applies, without limitation, to any use of the Project Documentation on other projects, for additions to this Project, or for completion of this Project by others, excepting only such use as may be authorized, in writing, by the Engineer.

7. Reuse of Documents: All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Engineer pursuant to this Agreement are intended for use on the Project only. They cannot be used by Client or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Engineer, shall be at Client's sole risk, and Client shall indemnify and hold harmless Engineer from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom.

The Engineer shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Engineer's promotional and professional materials. The Engineer's materials shall not include the Client's confidential and proprietary information if the Client has previously advised the Engineer in writing of the specific information considered by the Client to be confidential and proprietary.

8. Standard of Practice: The Engineer will strive to conduct services under this agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions as of the date of this Agreement.
9. Compliance With Laws: The Engineer will strive to exercise usual and customary professional care in his/her efforts to comply with those laws, codes, ordinance and regulations which are in effect as of the date of this Agreement.

With specific respect to prescribed requirements of the Americans with Disabilities Act of 1990 or certified state or local accessibility regulations (ADA), Client understands ADA is a civil rights legislation and that interpretation of ADA is a legal issue and not a design issue and, accordingly, retention of legal counsel (by Client) for purposes of interpretation is advisable. As such and with respect to ADA, Client agrees to waive any action against Engineer, and to indemnify and defend Engineer against any claim arising from Engineer's alleged failure to meet ADA requirements prescribed.

Further to the law and code compliance, the Client understands that the Engineer will strive to provide designs in accordance with the prevailing Standards of Practice as previously set forth, but that the Engineer does not warrant that any reviewing agency having jurisdiction will not for its own purposes comment, request changes and/or additions to such designs. In the event such design requests are made by a reviewing agency, but which do not exist in the form of a written regulation, ordinance or other similar document as published by the reviewing agency, then such design changes (at substantial variance from the intended design developed by the Engineer), if effected and incorporated into the project documents by the Engineer, shall be considered as Supplementary Task(s) to the Engineer's Scope of Service and compensated for accordingly.

10. Indemnification: Engineer shall indemnify and hold harmless Client up to the amount of this contract fee (for services) from loss or expense, including reasonable attorney's fees for claims for personal injury (including death) or property damage to the extent caused by the sole negligent act, error or omission of Engineer.

Client shall indemnify and hold harmless Engineer under this Agreement, from loss or expense, including reasonable attorney's fees, for claims for personal injuries (including death) or property damage arising out of the sole negligent act, error omission of Client.

In the event of joint or concurrent negligence of Engineer and Client, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties), which caused the personal injury or property damage.

Engineer shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, claims of customers, cost of purchased or replacement power, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reasons of the services rendered under this Agreement.

11. Opinions of Probable Cost: Since Engineer has no control over the cost of labor, materials or equipment, or over the Contractor(s) method of determining process, or over competitive bidding or market conditions, his/her opinions of probable Project Construction Cost provided for herein are to be made on the basis of his/her experience and qualifications and represent his/her judgement as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposal, bids or the Construction Cost will not vary from opinions of probable construction cost prepared by him/her. If prior to the Bidding or Negotiating Phase, Client wishes greater accuracy as to the Construction Cost, the Client shall employ an independent cost estimator Consultant for the purpose of obtaining a second construction cost opinion independent from Engineer.
12. Governing Law & Dispute Resolutions: This Agreement shall be governed by and construed in accordance with Articles previously set forth by (Item 9 of) this Agreement, together with the laws of the **State of Illinois**.



Any claim, dispute or other matter in question arising out of or related to this Agreement, which can not be mutually resolved by the parties of this Agreement, shall be subject to mediation as a condition precedent to arbitration (if arbitration is agreed upon by the parties of this Agreement) or the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Engineer's services, the Engineer may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by arbitration.

The Client and Engineer shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Requests for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration but, in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

13. Successors and Assigns: The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns: provided, however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.
14. Waiver of Contract Breach: The waiver of one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.
15. Entire Understanding of Agreement: This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and the Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of the Agreement shall be null, void & without effect to the extent they conflict with the terms of this Agreement.
16. Amendment: This Agreement shall not be subject to amendment unless another instrument is duly executed by duly authorized representatives of each of the parties and entitled "Amendment of Agreement".

17. Severability of Invalid Provisions: If any provision of the Agreement shall be held to contravene or to be invalid under the laws of any particular state, county or jurisdiction where used, such contravention shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provisions held to be invalid in the particular state, country or jurisdiction and the rights or obligations of the parties hereto shall be construed and enforced accordingly.
18. Force Majeure: Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control including but not limited to acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
19. Subcontracts: Engineer may subcontract portions of the work, but each subcontractor must be approved by Client in writing.
20. Access and Permits: Client shall arrange for Engineer to enter upon public and private property and obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project. Client shall pay costs (including Engineer's employee salaries, overhead and fee) incident to any effort by Engineer toward assisting Client in such access, permits or approvals, if Engineer perform such services.
21. Designation of Authorized Representative: Each party (to this Agreement) shall designate one or more persons to act with authority in its behalf in respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the other party.
22. Notices: Any notice or designation required to be given to either party hereto shall be in writing, and unless receipt of such notice is expressly required by the terms hereof shall be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party to whom such notice is directed at such party's place of business or such other address as either party shall hereafter furnish to the other party by written notice as herein provided.
23. Limit of Liability: The Client and the Engineer have discussed the risks, rewards, and benefits of the project and the Engineer's total fee for services. In recognition of the relative risks and benefits of the Project to both the Client and the Engineer, the risks have been allocated such that the Client agrees that to the fullest extent permitted by law, the Engineer's total aggregate liability to the Client for any and all injuries, claims, costs, losses, expenses, damages of any nature whatsoever or claim expenses arising out of this Agreement from any cause or causes, including attorney's fees and costs, and expert witness fees and costs, shall not exceed the total Engineer's fee for professional engineering services rendered on this project as made part of this Agreement. Such causes included but are not limited to the Engineer's negligence, errors, omissions, strict liability or breach of contract. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

24. Client's Responsibilities: The Client agrees to provide full information regarding requirements for and about the Project, including a program which shall set forth the Client's objectives, schedule, constraints, criteria, special equipment, systems and site requirements.

The Client agrees to furnish and pay for all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services which the Client may require to verify the Contractor's Application for Payment or to ascertain how or for what purpose the Contractor has used the money paid by or on behalf of the Client.

The Client agrees to require the Contractor, to the fullest extent permitted by law, to indemnify, hold harmless, and defend the Engineer, its consultants, and the employees and agents of any of them from and against any and all claims, suits, demands, liabilities, losses, damages, and costs ("Losses"), including but not limited to costs of defense, arising in whole or in part out of the negligence of the Contractor, its subcontractors, the officers, employees, agents, and subcontractors of any of them, or anyone for whose acts any of them may be liable, regardless of whether or not such Losses are caused in part by a party indemnified hereunder. Specifically excluded from the foregoing are Losses arising out of the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, or specifications, and the giving of or failure to give directions by the Engineer, its consultants, and the agents and employees of any of them, provided such giving or failure to give is the primary cause of Loss. The Client also agrees to require the Contractor to provide to the Engineer the required certificate of insurance.

The Client further agrees to require the Contractor to name the Engineer, its agents and consultants as additional insureds on the Contractor's policy or policies of comprehensive or commercial general liability insurance. Such insurance shall include products and completed operations and contractual liability coverages, shall be primary and noncontributing with any insurance maintained by the Engineer or its agents and consultants, and shall provide that the Engineer be given thirty days, unqualified written notice prior to any cancellation thereof.

In the event the foregoing requirements, or any of them, are not established by the Client and met by the Contractor, the Client agrees to indemnify and hold harmless the Engineer, its employees, agents, and consultants from and against any and all Losses which would have been indemnified and insured against by the Contractor, but were not.

When Contract Documents prepared under the Scope of Services of this contract require insurance(s) to be provided, obtained and/or otherwise maintained by the Contractor, the Client agrees to be wholly responsible for setting forth any and all such insurance requirements. Furthermore, any document provided for Client review by the Engineer under this Contract related to such insurance(s) shall be considered as sample insurance requirements and not the recommendation of the Engineer. Client agrees to have their own risk management department review any and all insurance requirements for adequacy and to determine specific types of insurance(s) required for the project. Client further agrees that decisions concerning types and amounts of insurance are

specific to the project and shall be the product of the Client. As such, any and all insurance requirements made part of Contract Documents prepared by the Engineer are not to be considered the Engineer's recommendation, and the Client shall make the final decision regarding insurance requirements.

25. Information Provided by Others: The Engineer shall indicate to the Client the information needed for rendering of the services of this Agreement. The Client shall provide to the Engineer such information as is available to the Client and the Client's consultants and contractors, and the Engineer shall be entitled to rely upon the accuracy and completeness thereof. The Client recognizes that it is impossible for the Engineer to assure the accuracy, completeness and sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the Client is providing. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Engineer and the Engineer's subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and cost of defense) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the Client to the Engineer.

26. Payment: Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. The client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law, whichever is the lesser) until paid. Client further agrees to pay Engineer's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees, as well as costs attributed to suspension of services accordingly and as follows:

Collection Costs. In the event legal action is necessary to enforce the payment provisions of this Agreement, the Engineer shall be entitled to collect from the Client any judgement or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by the Engineer in connection therewith and, in addition, the reasonable value of the Engineer's time and expenses spent in connection with such collection action, computed at the Engineer's prevailing fee schedule and expense policies.

Suspension of Services. If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Engineer may suspend performance of services upon five (5) calendar days' notice to the Client. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Client will reimburse Engineer for all associated costs as previously set forth in (Item 4 of) this Agreement.

27. When construction observation tasks are part of the service to be performed by the Engineer under this Agreement, the Client will include the following clause in the construction contract documents and Client agrees not to modify or delete it:

Kotecki Waiver. Contractor (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees, including without limitation claims under the **Illinois** Structural Work Act, asserted by persons allegedly injured on the Project; waives any limitation of liability defense based upon the Worker's Compensation Act, court interpretations of said Act or otherwise; and to the fullest extent permitted by law, agrees to indemnify and hold harmless and defend Owner and Engineer and their agents, employees and consultants (the "Indemnitees") from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that the Indemnitees may sustain as a result of such claims, except to the extent that **Illinois** law prohibits indemnity for the Indemnitees' own negligence. The Owner and Engineer are designated and recognized as explicit third party beneficiaries of the Kotecki Waiver within the general contract and all subcontracts entered into in furtherance of the general contract.

28. Job Site Safety/Supervision & Construction Observation: The Engineer shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the Work since they are solely the Contractor's rights and responsibilities. The Client agrees that the Contractor shall supervise and direct the work efficiently with his/her best skill and attention; and that the Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of construction and safety at the job site. The Client agrees and warrants that this intent shall be carried out in the Client's contract with the Contractor. The Client further agrees that the Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work; and that the Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the subject site and all other persons who may be affected thereby. The Engineer shall have no authority to stop the work of the Contractor or the work of any subcontractor on the project.

When construction observation services are included in the Scope of Services, the Engineer shall visit the site at intervals appropriate to the stage of the Contractor's operation, or as otherwise agreed to by the Client and the Engineer to: 1) become generally familiar with and to keep the Client informed about the progress and quality of the Work; 2) to strive to bring to the Client's attention defects and deficiencies in the Work and; 3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Engineer shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. If the Client desires more extensive project observation, the Client shall request that such services be provided by the Engineer as Additional and Supplemental Construction Observation Services in accordance with the terms of this Agreement.

The Engineer shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Engineer does not guarantee the performance of the

Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

When municipal review services are included in the Scope of Services, the Engineer (acting on behalf of the municipality), when acting in good faith in the discharge of its duties, shall not thereby render itself liable personally and is, to the maximum extent permitted by law, relieved from all liability for any damage that may accrue to persons or property by reason of any act or omission in the discharge of its duties. Any suit brought against the Engineer which involve the acts or omissions performed by it in the enforcement of any provisions of the Client's rules, regulation and/or ordinance shall be defended by the Client until final termination of the proceedings. The Engineer shall be entitled to all defenses and municipal immunities that are, or would be, available to the Client.

29. Insurance and Indemnification: The Engineer and the Client understand and agree that the Client will contractually require the Contractor to defend and indemnify the Engineer and/or any subconsultants from any claims arising from the Work. The Engineer and the Client further understand and agree that the Client will contractually require the Contractor to procure commercial general liability insurance naming the Engineer as an additional named insured with respect to the work. The Contractor shall provide to the Client certificates of insurance evidencing that the contractually required insurance coverage has been procured. However, the Contractor's failure to provide the Client with the requisite certificates of insurance shall not constitute a waiver of this provision by the Engineer.

The Client and Engineer waive all rights against each other and against the Contractor and consultants, agents and employees of each of them for damages to the extent covered by property insurance during construction. The Client and Engineer each shall require similar waivers from the Contractor, consultants, agents and persons or entities awarded separate contracts administered under the Client's own forces.

30. Hazardous Materials/Pollutants: Unless otherwise provided by this Agreement, the Engineer and Engineer's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials/pollutants in any form at the Project site, including but not limited to mold/mildew, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic/hazardous/pollutant type substances.

Furthermore, Client understands that the presence of mold/mildew and the like are results of prolonged or repeated exposure to moisture and the lack of corrective action. Client also understands that corrective action is a operation, maintenance and repair activity for which the Engineer is not responsible.