VILLAGE OF RIVER FOREST
REGULAR VILLAGE BOARD MEETING

Monday, April 25, 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. You may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 812 9563 3190 or by clicking here: https://us02web.zoom.us/j/81295633190 . If you would like to speak during public comment, please email ebebora@vrf.us by 4:00 PM on Monday, April 25, 2022. If you would like to watch the livestream, please go to the Village website: https://www.vrf.us/events/event/2179 .

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Citizen Comments
4. Elected Official Comments & Announcements
   a. Recognition of Fire Department Personnel
   b. Recognition of Lisa Scheiner - Proclamation
5. Consent Agenda
   a. Committee of the Whole Meeting Minutes - April 11, 2022
   b. Village Board of Trustees Meeting Minutes - April 11, 2022
   c. Older Americans Month - Proclamation
   d. Bike Month - Proclamation
   e. Compost Awareness Week - Resolution
   f. International Risk Management Agency (IRMA) Delegate Change - Resolution
   g. Approval of the Fiscal Year 2022-2023 Compensation Plan - Ordinance
   h. Financial Report - March 2022
6. Consent Items for Separate Consideration
7. Recommendations of Boards, Commissions and Committees
   a. Sustainability Commission - Recommendation for Standalone Text Amendments for Solar Energy Systems
8. Unfinished Business
   a. Authorization to Execute an Agreement for Solid Waste Collection and Disposal Services Between the Village of River Forest and Lakeshore Recycling Systems, LLC - Resolution
9. New Business
   a. Fiscal Year 2023 Annual Operating and Capital Budget - Ordinance
   b. Ethics Amendments - Ordinance
10. Executive Session
11. Adjournment

MEMORANDUM

DATE: April 14, 2022

TO: Brian Murphy
Village Administrator

FROM: Thomas Gaertner
Fire Chief

SUBJECT: Recognition of Fire Dept. & Police Dept. Personnel

At the next Village Board Meeting being held on Monday, April 25, 2022 we will recognize members from the Fire Department and Police Department, for life saving actions at the scene of a structure fire at 805 Franklin on Thursday, March 31, 2022. Below is a narrative that we will share at the meeting. I will also hand out recognition plaques to each of the members involved to show our appreciation.

RECOGNITION OF MEMBERS OF THE RIVER FOREST FIRE DEPARTMENT AND POLICE DEPARTMENT

On Thursday, March 31st at 10:15am a fire was reported in the home located at 805 Franklin Avenue. The River Forest Fire Department and Police Department were dispatched and arrived on the scene within three (3) minutes.

On arrival the officer of RFFD Engine 213 (Lieutenant John Carter) reported smoke showing from the eves and roof vents of a one story residential structure. Prior to the RFFD arrival RFPD Detective Sergeant Justin Labriola arrived on the scene and was advised of someone possibly trapped in the home. Detective Sergeant Labriola kicked in the side door of the residence in attempt to make contact with the homeowner. After trying to enter into the home he was immediately faced with a very heavy and extremely dangerous smoke condition and had to evacuate.

The crew of RFFD Engine 213 and RFFD Truck 219 stretched one 1-3/4" hose-line into the side entrance of the home and began to extinguish the growing fire. Simultaneously personnel from River Forest FD and Forest Park FD began a primary search of the residence in an attempt to locate the trapped victim. While searching in complete blackout conditions they located the female victim in a rear hallway near a bedroom, unconscious and not breathing. She was immediately removed to the front of the house where crews

provided immediate Advanced Life Support and transport to Loyola Hospital. Extinguishment of the fire continued as well as a secondary search in case of any other unknown trapped victims of which none were found.

The fire was placed under control at 11:00am. Due to inhaling a large amount of poisonous smoke, Sergeant Labriola was also transported to Loyola Hospital with smoke inhalation.

I would like to acknowledge assistance from our Mutual Aid MABAS Division 11 towns. These towns include fire companies from Forest Park, Oak Park, Elmwood Park, North Riverside, Berwyn, Cicero, Maywood and River Grove. Ambulances from Forest Park, Berwyn, Cicero and Elmhurst. Fire Chiefs from Forest Park and North Riverside.

As of today the fire victim is still hospitalized but her condition is improving and expected to recover. So tonight I would like to present a Unit Citation to Lt. John Carter and all of the Firefighter/Paramedics of Red Shift which include Firefighter/Paramedic Chris Doran, Firefighter/Paramedic Adam Howe, Firefighter/Paramedic Adam Seablom and Firefighter Paramedic Matt Basa for their life saving actions at the structure fire on March 31, 2022. I would also like to present a Life Saving Award to Detective Sergeant Justin Labriola for his life saving actions at the structure fire on March 31, 2022.

Respectfully submitted,

Thomas D. Gaertner

Fire Chief

Cc: Personnel Files

J. Carter, C. Doran, A. Howe, A. Seablom, M. Basa, J. Labriola

Proclamation Recognizing Lisa Scheiner

WHEREAS, Lisa Scheiner is a dedicated public servant and has served the Village of River Forest with distinction, beginning her tenure as Assistant Village Administrator in 2013; and

WHEREAS, Among her myriad duties, Lisa guided the Village's budget and capital planning processes, managed the building division, oversaw the human resources and labor relations functions for the organization, and supported the efforts of the Village's land use and development-related advisory bodies, as well as administered the Village's Zoning Ordinance; and

WHEREAS, Lisa served as a key advisor to both Staff and the Village Board alike; and

WHEREAS, With grateful appreciation, Lisa is recognized for her steadfast advocacy for taxpayer dollars and fiscal responsibility, as well as her commitment to the Village's diversity, equity, and inclusion initiative; and

WHEREAS, Among her significant contributions to the Village, Lisa worked tirelessly as part of the team that formulated, adopted, and implemented the Village's Comprehensive Plan update; and

WHEREAS, Lisa played an instrumental role in developing the Village's COVID-19 safety campaign and its policy implementation, including the deployment of new land management software, allowing the Village to streamline its permitting process and accept and review applications remotely; and

WHEREAS, During her time in River Forest, Lisa's contributions to the Village are immeasurable and she has displayed an unmatched tenacity to take on new assignments and responsibilities, including serving as Acting Village Administrator from February 2021 through December 2021; and

WHEREAS, Lisa will leave an indelible and heartfelt impact on Village Staff and the community as a whole.

NOW, THEREFORE, I, CATHERINE ADDUCI, VILLAGE PRESIDENT OF THE VILLAGE OF RIVER FOREST, do hereby thank Lisa Scheiner for her dedicated service to the Village of River Forest and offer our sincere gratitude and best wishes for future success.

IN WITNESS, THEREOF, I have hereto set my hand officially and caused to be affixed the seal of the Village of River Forest, this 25th day of April, 2022.

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Catherine Adduci
Village President

VILLAGE OF RIVER FOREST
SPECIAL COMMUNITY OF THE WHOLE MEETING MINUTES
Monday, April 11, 2022

A special Committee of the Whole meeting was held on Monday, April 11, 2022, at 6:00 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 6:02p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Bachner, Brennan, Gillis, Johnson, Vazquez, O'Connell, Village Clerk Keller
Absent: None
Also, Present: Village Administrator Brian Murphy, Assistant Village Administrator Lisa Scheiner, Management Analyst Sara Phyfer, Management Analyst/Deputy Clerk Elijah Bebora, Fire Chief Thomas Gaertner, Police Chief James O'Shea, Finance Director Rosemary McAdams, Director of Public Works and Development Services Jeff Loster, Village Attorney Greg Smith

2. CITIZEN COMMENT

None.

3. DISCUSSION: FY 2023 VILLAGE OPERATING BUDGET

Finance Director Rosemary McAdams stated that The Fiscal Year 2022 Budget received the GFOA Distinguished Budget Award, and the Fiscal Year 2023 document as presented is designed to continue receiving this prestigious award. She remarked that the goals & accomplishments in the budget are tied directly to the Village Board's goals and focused on our three guiding principles: Ensure that the Village provides a safe and welcoming community for its residents, business owners, and institutional partners, enhance property values through strengthening quality of life, and implement strategies to stabilize property taxes. She remarked that The General Fund operating budget, as presented, is balanced for Fiscal Year 2023. She commented that the surplus in the Fiscal Year 2022 budget was due to a budget amendment to account for the first tranche payment from the American Rescue Plan Act of 2021 (ARPA). She remarked that Fiscal Year 2023 non-recurring expenditures include $25,000 for a Permit Rate Structure Study, $262,000 for the annual contribution to IRMA for liability insurance, and $246,818 for Police pre-hires. She remarked that these expenditures are intended to be funded with reserves.

General Fund - Revenues
Finance Director McAdams stated that property, sales, and income taxes make up approximately 63.09% of General Fund revenues. She remarked that sales tax revenues show an increase from the Fiscal Year 2022 budget and are slightly below Fiscal Year 2022 projections. She commented that Fiscal Year 2022 projections are high due to the passage of the Leveling the Playing Field for Illinois Retailers' Occupational tax (ROT) and Use Tax (UT) in early 2021. She stated that the law

requires many remote sellers to charge state and local ROT instead of UT. She commented that property taxes increased $375,018 from the Fiscal Year 2022 budget. She stated that the increase is due to the 1.4% CPI increase and new property, and projections are based on the 2021 extended levy. She stated that The budget includes a 4.75%, or $70,274, increase over the Fiscal Year 2022 projections in income tax revenues based on the Illinois Municipal League projections. She commented that the Governor's proposed 2023 budget that is being proposed could also affect these estimates. She remarked that building permit revenues are down 3.07%. she commented that projected Fiscal Year 2022 revenues include building permits for the Lake & Lathrop mixed-use project. She remarked that residential and commercial construction activity continues throughout the Village and is expected to keep building, plumbing, and electrical permit revenues steady. She remarked that refuse revenues will increase over projected Fiscal Year 2022 revenues. She stated that A new contract has been negotiated and will be considered for approval by the Village Board tonight. She stated that The Fiscal Year 2023 budget includes no increase in solid waste collection fees and a new tiered rate option for composting fees. She remarked that the cost of waste tags will not be increased. She commented that no other fee increases are proposed in the General Fund for Fiscal Year 2023; however, Village Staff continues to evaluate and review any possible fee adjustments for future Village Board consideration.

General Fund - Expenditures
She commented that the Village and the International Union of Operating Engineers, Local 150 contract is valid through April 30, 2022. She remarked that the Village and the Fraternal Order of Police ratified a contract in September 2021, expiring on April 30, 2023. She stated that the Fire union contracts will be executed pending an arbitrator's ruling; the Village and IAFF reached an agreement on wages before arbitration. She stated that Future salary increases for all employees range from 2.00% to 2.75%, depending on the labor contract. She remarked that the budget includes a 2.50% adjustment proposed for all non-union employees to contribute to the Village's position as a desirable employer. She commented that The FY 2023 budget includes an additional part-time Community Service Officer in the Police Department and a full-time Human Resources Generalist in the Finance Department.

General Fund - Benefits
Ms. McAdams stated that Police pension contributions to increase by $24,961 or 1.29%. She remarked that Fire pension contributions to increase by $20,218 or 1.18%. She commented that the Village continues to beat industry trends with health insurance premiums through its membership in Intergovernmental Personnel Benefit Cooperative (IPBC). She stated that the budget includes decreases in HMO and Dental premiums, and a very modest increase in the PPO premiums for FY 2023.

General Fund - Contractual
Ms. McAdams stated that contractual expenses include Refuse collection of $1,176,068 based on actual projections for FY 2022. There is no increase in FY 2023. She remarked that the 9-1-1 dispatch contribution to WSCDC $224,144, a 23.02% increase from last fiscal year due to communities leaving the center. She commented that IT Support will be $204,585 (Includes consultant fees, subscriptions, website, licenses, etc.). She commented that the liability insurance & deductible $261,353 (fiscal year reserves will be used to fund this expense). She remarked that Consulting services will be $324,000 (including consultants for the following Boards and

Commissions: DEI, Age-friendly, Traffic and Safety, and Sustainability. She commented that other consulting projects include a professional land-use study, permit fees structure, and miscellaneous consulting for Village operations).

General Fund- Administration, Finance, Boards & Commissions

She stated that in Fiscal Year 2023, the Village will Continue implementing recommendations of the Comprehensive Plan and Affordable Housing Plan, which includes a review of the Village's Zoning Ordinance. She commented that the Village will pursue development of key properties in the TIF District and commercial corridors. She remarked that the Village will continue to Support the mission and goals of the Village's advisory boards, commissions, and committees including the Economic Development Commission, Historic Preservation Commission, Age-Friendly Committee, DEI Advisory Group, and Collaboration Committee. She commented that there will be a continuation of collaborative efforts for the possible expansion/improvement of the River Forest Civic Center Authority Building.

General Fund - Police

She remarked that the Police Department will continue to Improve Police Officer Candidate training and evaluation process to ensure quality candidates are attracted and retained. She stated the Police Department will continue the expansion of the use of smart city technology to act as a force multiplier. She commented that the Department will Continue to examine police revenue by evaluating police fines and applying for grant funds. She commented that the Department will continue using Community/Problem Policing Oriented Strategies through attending block parties and expand the Police Department's presence at community events and functions, and continue public education and community outreach initiatives.

General Fund - Fire

Ms. McAdams stated that in Fiscal Year 2023 there will be an update to the rules and regulations for the Fire Department. She remarked that there will be an improved Firefighter Candidate training and evaluation process to attract and retain quality candidates. She commented that there will be a continuation of public outreach and educational programs, attending community events and providing classes and training on various topics.

Water/Sewer Fund

Ms. McAdams commented that the Village sources Lake Michigan water from the City of Chicago. She stated that annual water rate increases from the City of Chicago are typically passed on directly to Village residents. The FY 2023 budget includes a water rate increase on 6/1/22 to offset the cost of water purchased from the City of Chicago. She remarked that the City of Chicago's code provides for an increase in the water rate on June 1 of each year by 5% or the January to January increase in the CPI, whichever is lower. She commented that The City announced a rate increase of 5.00% effective June 1, 2022. She remarked that following the water rate increase from the City of Chicago and the water and sewer rate study results that provides funding for ongoing capital improvements and promotes new programs, the FY 2023 budget includes a 6.02% increase in water and sewer rates. Without these increases, the Village would not satisfy its policy that requires a minimum fund balance of 25%.

Pension Funds
Finance Director McAdams stated that The Police and Firefighters Pension Funding Policies were amended in FY 2019. She commented that the contributions included in the FY 2023 Budget align with those changes to the policies. She commented that some adjustments to projections were made to account for actual results. She stated that the recommended interest rate assumption for both funds is 7.0%. Both funds are assuming 7.0%. She commented that the FY 2023 budget represents the expected amount of the 2022 property tax levy. She stated that the FY 2022 budget was based on actuarially required contributions determined by the Village's actuary. She remarked that the projected future levy amounts are using the actuarial assumptions. She stated that Pension fund contributions are projected to increase by 1.24% in FY 2023.

Motor Fuel Tax
She stated that the Motor Fuel Tax (MFT) Fund is used to fund the following Street Improvement Programs: $350,000 for road resurfacing of Iowa Street (Dead End east of Park Ave to Harlem Ave), Monroe Ave (Augusta to Chicago), and William St (Augusta to Chicago). 54,766 for Snow and ice control expenditures, $50,000 for Crack sealing, and $90,000 for Street patching.

Capital Equipment Replacement Fund
Director McAdams stated that although the Village temporarily suspended transfers from the General Fund, the Village continued to make substantive investments, with General Fund items funded at 84.26% and Water and Sewer Fund items funded at 59.81%. She commented that overall, the Capital Equipment Replacement Fund is 80.58% funded. She remarked that the expected amount of interest revenue reduces the required annual transfer to the fund during the fiscal year. She stated that Water and Sewer Fund contributions are steady to account for future replacements. She stated that the General Fund contributions are slightly increased to account for the two-year suspension and future replacements of new purchases.

Capital Improvement Fund
Finance Director McAdams stated that the fund was created in FY 2014 and is funded by automated traffic control enforcement system revenue (considered non-recurring for budgetary purposes), grants, and the portion of parking lot fees that are to be included in the parking fund reserve. She remarked that it accounts for various capital improvements, including computer systems, alleys, commuter parking lots, streetscape, Village Hall, and Public Works Garage Improvements. She commented that projects that are included in the FY 2023 budget include: Village Hall improvements at a cost of $43,000, Public Works Garage improvements $35,000, information technology improvements $386,720, alley improvements $2,522,582, bicycle plan implementation $46,000, street Camera system strategic plan $105,144, parking lot improvements $150,000, evaluation of electric vehicle charging stations $25,000.

Future Years - General Fund
Finance Director McAdams stated that FY 2023 budget includes $533,818 in one-time expenditures in the General Fund including consulting services, payment of the annual liability insurance premium and salary items. She remarked that all will be financed using available reserves. She remarked that the General Fund operating budget, as presented, is balanced for FY 2023. She commented that as discussed previously, deficits are projected in FY 2024 and FY 2025.

She stated that the Village continues to beat industry trends for health insurance premiums & property/casualty/WC. She remarked that the Village continues to budget conservatively and strategically draw down on fund balance for non-reoccurring expenditures in lieu of revenue enhancements. She stated that to maintain nominal salary growth to remain competitive as an employer, and evaluate pension contributions. She commented that the Village is a service organization striving to achieve the goals set by our Village President and Board of Trustees with over 93% of the General Fund budget allocated for Salaries and Benefits (72.6%) and Contractual Services (21.15%). She remarked that the 2022 Property Tax Levy can include up to a 5.00% increase or the increase in the Consumer Price Index (CPI), whichever is less as permitted per the Property Tax Extension Limitation Law (PTELL). She stated that the increase in the CPI from December 2020 – December 2021 was 7.0%.

Director McAdams stated that despite challenges, the Village's finances are in strong position. Departments remain focused on critical items and limiting non-essential spending. Shared & state-reported revenues are on a three-month delay (April sales tax from sales incurred in January). Staff will evaluate other fee and fine charges for future Board discussion. She remarked that the Village will continue to aggressively pursue grant funding for eligible Village projects.

4. AJOURNMENT

Motion to adjourn by Trustee Vazquez, seconded by Trustee O'Connell. The Village Board of Trustees Special Committee of the Whole Meeting concluded at 6:55 p.m.

Roll call:
Ayes: Trustees Bachner, Brennan, Gillis, Johnson, O'Connell, Vazquez
Absent: None
Nays: None
Motion Passes.

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Jonathan Keller, Village Clerk

VILLAGE OF RIVER FOREST
REGULAR VILLAGE BOARD OF TRUSTEES MINUTES
Monday, April 11, 2022

A regular meeting of the Village of River Forest Board of Trustees was held on Monday, April 11, 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 7:05 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Bachner, Brennan, Gillis, Johnson, Vazquez, O'Connell, Village Clerk Keller
Absent: None
Also, Present: Village Administrator Brian Murphy, Assistant Village Administrator Lisa Scheiner, Management Analyst/Deputy Clerk Elijah Bebora, Fire Chief Thomas Gaertner, Police Chief James O'Shea, Finance Director Rosemary McAdams, Director of Public Works and Development Services Jeff Loster, Village Attorney Greg Smith.

2. PLEDGE OF ALLEGIANCE

President Adduci led the pledge of allegiance.

3. CITIZEN COMMENTS

Village Resident Phyllis Ruben of 411 Ashland Avenue stated that she thinks that the refuse contract looks wonderful. She stated that she thinks it is terrific that in the proposed refuse contract, electronics will be picked up twice a year. She commented that she would like to know what kind of plastic recyclables will be accepted. She remarked that she would like to see how the plastic is collected and how it is processed.

4.ELECTED OFFICIAL COMMENTS & ANNOUNCEMENTS

Trustee Bachner began with a land acknowledgment, stating that this land was once and still is inhabited by Indigenous people and that River Forest continues to be a place that people from diverse backgrounds live and gather. She stated that she is excited that the first black female Supreme Court Justice Kentanji Brown was confirmed and that it is a pivotal moment for our nation. She commented that on March 24, she joined other Trustees in Springfield to speak with State legislators on the Local Government Distributive Fund, infrastructure, and other Village related topics. She remarked that she attended the annual Unity Day organized by the Latino Policy Forum to discuss issues affecting the Latino community and it was a wonderful event.

Trustee Gillis stated she would like to wish everyone a happy Easter, Passover, and Ramadan. She stated on April 9, she attended the River Forest Bike Exchange. She stated that 45 bikes were registered and the event raised $1900 for District 90's Green for Good program. She stated that she met with a Village Resident about trees and the need for a strong tree canopy.

Trustee Vazquez stated that on March 31, he attended a meeting hosted by the Metropolitan Mayors Caucus on behalf of President Adduci. He remarked that the meeting was on the topic of how to maximize AARP resources and whether to pursue the AARP regional group member approach. He commented that and it was decided that the Village would pursue the group member approach. He stated that there was also a discussion during the meeting on how detailed a proposal should be that would be submitted to the AARP. He stated on April9, he attended the Metropolitan Mayors Caucus Diversity, Equity, and Inclusion Working Group. The topic of the meeting was on strategies to get a more diverse group of candidates. He stated that he is thankful for the hard work Village staff did to get the red light camera permit approved.

Village Clerk Keller stated he had nothing to add to the public record.

Trustee Brennan stated that she attended the Truth and Racial Healing, and Reconciliation meeting hosted by Dominican University. She stated that she continues to forward Village Staff different events and is thankful to Staff for posting the events on Village publications. She stated that her and her leadership cohort and working on Juneteenth events in the greater West Villages area including the Juneteenth Parade and the flag raising.

Trustee Johnson stated the Diversity, Equity, and Inclusion Advisory Group met on April 4. He commented that the group broke up into 7 subgroups to being their group work. He remarked that he, Trustee Bachner, and Mr. Murphy have noticed that there is a lot of excitement now that subgroup work has begun.

Trustee O'Connell stated he would like to wish all a happy holiday. He remarked that he attended the River Forest Bike Exchange and he congratulated the group for the event success. He commented that he would like to thank the Public Works Department for their work clearing the streets with the street sweepers.

President Adduci stated that she attended and spoke at the Dominican University Presidential Inauguration of Dr. Temple. She remarked that she made a presentation to a District 90 third grade class on local government at the Village. She commented that she attended the Illinois Municipal League lobby day event and gained a lot of great ideas on grants that address environmental concerns. She stated that the Lake and Lathrop groundbreaking event is taking place on Thursday, April 14 and the public is invited to attend.

5. PUBLIC HEARING - FY 2023 VILLAGE OPERATING BUDGET

President Adduci opened the public hearing

Village Administrator Brian Murphy stated that The Fiscal Year 2023 budget was presented at the Committee of the whole earlier this evening. He commented that pursuant to state law, the Village is required to hold a public hearing on its annual budget prior it's adoption. He remarked that the notice of the Public hearing was published on March 30, 2022. He stated that notice must be published at least one week prior to the hearing. He commented that the budget is available to the public for inspection at Village Hall and on the Village website. He remarked that he invites the public to make comments at this time. He stated that The Board will consider final approval of the budget at the April 25th 7:00pm meeting Village Board meeting.

Motion by Trustee O'Connell to adjourn the public hearing. Second by Trustee Johnson. The public hearing adjourned at 7:32.

6. CONSENT AGENDA

a. Village Board of Trustees Meeting Minutes - March 14, 2022
b. Support of the Local Government Distributive Fund - Resolution
c. Tax Increment Financing - Resolution
d. Approval of a Contract in the Amount of $580,331.10 to Capitol Cement Company, Inc. for the Green Alley Improvement Project (Phase 1) and Authorize the Village Administrator to Execute the Contract Agreement
e. Approve an Agreement with Thomas Engineering Group to Perform Construction Engineering Services for a not-to-Exceed Cost of $55,991.52 and Authorize the Village Administrator to Execute the Contract Agreement
f. Approval of a Payment in the Amount of $23,117.22 to Springbrook Holding Company LLC for Annual Maintenance for the Period from May 1, 2022 to April 30,2023
g. Approval of a Payment in the Amount of $26,117.41 to Klein, Thorpe and Jenkins, Ltd. for Legal Services
h. Authorize the Village Administrator to Execute a Right-of-way Encroachment Waiver and Agreement for an Irrigation System in the Public Right-of-Way with the Property Owners at 1138 Park Avenue
i. Authorization of Sale by Internet Auction of Municipal Property Owned by the Village of River Forest - Ordinance
j. Monthly Department Reports - March 2022
k. Financial Report - March 2022
l. Accounts Payable - March 2022 - $1,941,948.83
m. Village Administrator's Report

Motion by Trustee O'Connell to approve consent agenda items A - M. Second by Trustee Johnson.

Roll call:

Ayes: Trustees Bachner, Gillis, Brennan, Johnson, O'Connell, Vazquez
Absent: None
Nays: None

Motion Passes.

7. CONSENT ITEMS FOR SEPARATE CONSIDERATION

a. Accounts Payable from the General Fund to McDonald's-Karavites totaling $58.60 *(Trustee O'Connell Common Law Conflict of Interest)*

Motion by Trustee Vazquez to approve Accounts Payable from the General Fund to McDonald's-Karavites totaling $58.60 *(Trustee O'Connell Common Law Conflict of Interest)*. Second by Trustee Brennan.

Roll call:
Ayes: Trustees Bachner, Gillis, Brennan, Johnson, Vazquez
Absent: None
Nays: None

Motion Passes.

8. RECOMMENDATIONS OF BOARDS, COMMISSIONS AND COMMITTEES

a. Traffic and Safety Commission - Recommendation to Install Temporary Bollards at the Limits of the Parking Lanes in the Eastbound/Westbound Directions of Washington Boulevard at its Intersection with Keystone Avenue.

Public Works/Development Services Director Jeff Loster stated that a resident expressed concern regarding traffic volumes, speeds and erratic driver behavior at the intersection of Keystone and Washington. He remarked that anecdotal evidence suggests that oftentimes impatient drivers will use eastbound and westbound parking lanes to circumvent traffic that may be stacked at the stop signs in addition to some drivers that disregard the stop signs altogether. He stated that this leads to dangerous situations with multiple vehicles entering the intersection at the same time and occasionally at perceived high rates of speed. He remarked that although enforcement actions appear to be productive in reducing this cut-through traffic, the Police Department is unable to station equipment/personnel at these locations for extended periods of time as there are numerous other areas in River Forest that require similar attention. He remarked that in lieu of added Police Department enforcement efforts, a recommendation was made to install temporary bollards (during non-winter months) at the limits of the parking lanes to prevent vehicles from using them as driving lanes. He commented that curb bump-outs were also discussed, however, the Commission felt that this intermediate step was a better attempt at solving this issue in a more efficient manner.

Mr. Loster stated that the Traffic and Safety Commission recommends that temporary bollards be installed at the limits of the parking lanes in the eastbound/westbound directions of Washington Boulevard at its intersection with Keystone Avenue. He remarked that the implementation would be consistent with another recommendation recently made for Chicago Avenue at its intersection with William Street.

The Village Board reached a consensus to accept the recommendations from the Traffic and Safety Commission.

9. UNFINISHED BUSINESS

a. Authorization to Execute an Agreement for Solid Waste Collection and Disposal Services Between the Village of River Forest and Lakeshore Recycling Systems, LLC - Resolution

Village Resident Susan Charrette stated that she has been a Village resident of River Forest for the past 23 years. She commented that there are several elements of the waste haul contract under consideration that concern me, but I would like to focus tonight on the cost. She remarked that when she moved to River Forest and until 2007, the refuse collection fee was $135.50 per year. She commented that since 2007, the fee has increased to $363.50 or 2.7 times that amount or a 268% increase compared to core inflation of 36% over the same period. She stated that the Village refuse collection fees have increased 10 times more than the inflation rate over the past 15 years. She commented that the proposed contract incorporates an even higher rate of yearly fee increases than the past five years, 3% beginning next year which could be locked in for the next *ten years* if the Village exercises the option included in this contract to extend for another five years. She remarked that one of the main reasons River Forest's refuse collection is so expensive is because of the special white glove "walk-up" collection service "not commonly offered in the industry today" according to LRS. She stated that River Forest residents pay this higher rate whether or not they benefit from it. She commented that the agenda packet states that 434 residences are on an alley where a much labor-intensive collection service is employed, and yet they are charged the same rate as their non-alley neighbors. She stated that when she asked Village staff why our rate under negotiation is *significantly* higher than Oak Park's recently negotiated contract with LRS at $316.70 a year, she was told it was due to the white glove service *some* residents receive. She remarked that using Oak Park's rate as a comparison, alley residences currently pay $46.80 more per year than Oak Parkers despite not benefitting from this service. She stated that over the 5-year period covered by the proposed contract, this amounts to over a $100,000 cross subsidy from alley residences to their non-alley neighbor. She commented that some of the most affordable homes in the Village are located on alleys, making the cross-subsidy a completely regressive policy. She remarked that the Village offers different rates for basic and unlimited service, and there's no reason it could not offer a different rate for people living on alleys with a much less labor-intensive collection route.

She stated that she proposes the Village Board reject the $100,000 cross subsidy and charge alley residences Oak Park's current fees which would result in only a $0.50 increase per month for non-alley residences who benefit from and rely on custom white-glove walk-up service.

Public Works and Development Service Director Jeff Loster stated that there are major components in the proposed contract that are not provided in the current contract. He remarked that there would rates are frozen in the first year of the contract and 3% thereafter. He commented that household hazardous waste and electronic waste would be eligible for refuse collection. He stated that these options are not in the current contract. He commented that a lot of resident communications and brochures will be sent to residents on general refuse information.

The Trustees reached a consensus and requested Staff make amendments to The "51%" language in appendix F regarding Opt-Out Composting and section 12 of the overall contract regarding Unlimited Household Waste Removal Day.

10. NEW BUSINESS

a. Police Department Training - Presentation

The Police Department Crime Prevention and Community Policing Officer Benjamin Ransom and Police Department Training Supervisor Sergeant Michael Swierczynski presented to the Village Board of Trustees on their Police Officer training program. Sergeant Michael Swierczynski began the presentation by stating that Officers have attended over 111 different training courses, over 7,000 hours of training, 700 hours of community policing and crisis intervention training, 200 hours of medical and wellness training and over 550 hours of training geared towards legal updates. He remarked that Village Police Officers undergo training such as procedural justice/human rights/cultural competency/implicit bias, defensive tactics, crisis intervention, domestic violence, emergency medical response, and much more. Officer Benjamin Ransom spoke on the Active Bystander for Law Enforcement (ABLE) program. He remarked that the goal of the program is to prepare Police Officers to successfully intervene to prevent harm and create a law enforcement culture that supports peer intervention. He commented that the program offers certification and training portals for instructors to teach their agencies, ongoing implementation and technical assistance, and adds additional transparency and accountability for all stakeholders. He remarked that currently, the Police Chief has prepared a letter of support and intent to adopt the Georgetown University ABLE program, letters of support have been received from Dominican University and River Forest Public School District 90 as part of the application process. He stated the final step is a letter of support from the Village President which is being drafted at this time. He concluded by stating that the Village President and Board of Trustees will be provided with status updates on this initiative.

b. Amendments to the Ethics Ordinance - Discussion

Village Attorney Greg Smith stated that the in the fall of 2021, the Commission began a review of the ethics ordinance and discussed potential improvements to it. He commented that over the course of several meetings, in conjunction with Village Staff and the Village Attorney, the Commission prepared an amended ethics ordinance. He remarked that on March 9, 2022, the Commission voted to recommend that the Village President and Board of Trustees adopt the attached ordinance making the Commission's recommended amendments.
He stated that the substantive changes proposed by the Commission include the following:
1. Expanding the scope of the ethics ordinance to include Village contractors.
2. In Section 1-23-1, adding a preamble expressing the Village's intent that its ethics ordinance is meant to meet or exceed ethics requirements in State and Federal laws, and listing significant State ethics laws
3. In Section 1-23-2, expanding the scope of prohibited sources to include lobbyists and agents, spouses and immediate family members of prohibited sources.
4. In Section 1-23-3, changing the standard for prohibited political activities from "intentionally" to "knowingly."
5. In Section 1-23-4, expanding the scope of the gift ban to immediate family members of Village covered individuals.
6. In Section 1-23-5, expanding the scope of conflict of interests to include financial interests of immediate family members and an anti-nepotism clause.
7. In Section 1-23-6, adding a duty to report violations of the ethics ordinance.
8. In Section 1-23-8:
    a. Allowing the Commission to consider anonymous complaints.
    b. Requiring the Commission to keep complaints confidential to the extent permitted by law until and unless the Commission determines that the complaint is supported by sufficient evidence and there are reasonable grounds to establish a violation of the ordinance.
    c. Adding a new "screening" review step for complaints received by the Commission, with a list of potential dismissal criteria.
9. In Section 1-23-9, allowing the Village Board to bar a contractor who violates the ethics ordinance.

c. Contract Amendment with SAFEbuilt for Professional Plan Review Services – Approval

Public Works/Development Services Director Jeff Loster stated that since 2011, the Village has consistently utilized B&F Construction Code Services, Inc. to supplement Village Staff's permit review efforts. He remarked that they have regularly provided plan review for building, plumbing, electrical and HVAC reviews as designated by Village Staff. In addition to these reviews, they perform the majority of all inspections associated with Village-issued permits. He commented that beginning in 2021, the Village entered into an additional contract with SAFEbuilt to supplement. He stated

that in 2021, the Village implemented new online permit software in an effort to streamline the overall permit process. He remarked that in a focused effort to optimize the *review* portion of the permit process, Staff has also discussed ways in which review times can be minimized. He commented that by working more closely with SAFEbuilt, it is Staff's belief that permit review times can be substantially reduced which will result in a much shorter "submittal-to-issuance" timeline. He remarked that based on the attached contract, SAFEbuilt has provided review timelines that would improve upon those currently being met. He stated that, Staff recommends engaging with SAFEbuilt for all reviews pertaining to building, plumbing, electrical, HVAC and engineering. He remarked that Staff will continue to assess departmental needs and explore all opportunities to minimize permit review times and improve customer service for our residents.

Public Works/Development Services Director Loster stated that Staff is seeking consensus to move forward with a 1-year renewal of the contract with SAFEbuilt to perform permit reviews as designated by Village Staff.

The Village Board provided consensus for Staff to move forward with a 1-year renewal of the contract with SAFEbuilt.

11. EXECUTIVE SESSION

None

12. ADJOURNMENT

Motion to adjourn by Trustee Vazquez, seconded by Trustee Johnson, the Village Board of Trustees Meeting at 9:20 p.m.

Roll call:
Ayes: Trustees Bachner, Brennan, Gillis, Johnson, O'Connell, Vazquez
Absent: None
Nays: None
Motion Passes.

_____

Jonathan Keller, Village Clerk

Citizen Comment
Item 9a. Solid Waste Contract

My name is Susan Charrette and I've been a resident of River Forest for the past 23 years. There are several elements of the waste haul contract under consideration that concern me, but I would like to focus tonight on the cost.

When I moved to River Forest and until 2007, the refuse collection fee was $135.50 per year. Since 2007, the fee has increased to $363.50 or 2.7 times that amount (a 268% increase) compared to core inflation of 36% over the same period. So, our refuse collection fees have increased 10 times more than the inflation rate over the past 15 years.

The proposed contract incorporates an even higher rate of yearly fee increases than the past five years, 3% beginning next year which could be locked in for the next *ten years* if the Village exercises the option included in this contract to extend for another five years.

One of the main reasons River Forest's refuse collection is so expensive is because of the special white glove "walk-up" collection service "not commonly offered in the industry today" according to LRS.

River Forest residents will continue to receive customized service…This specialized service model includes our 'walk-up' method of collection service currently in-place to include servicing space restricted drives and alleys. This service requires a significant amount of time and manual labor not commonly offered in our industry today. This is very different compared with all other residential collection programs serviced from the curb or alley. This service is more labor intensive as it presents more service related challenges a service provider must navigate to include blocked driveways, locked gates, closed garages and dogs.

River Forest residents pay this higher rate whether or not they benefit from it. The agenda packet states that 434 residences (a little over 10% of the village) are on an alley where a much less labor-intensive collection service is employed, *and yet they are charged the same rate as their non-alley neighbors.*

When I asked Village staff why our rate under negotiation is *significantly* higher than Oak Park's recently negotiated contract with LRS ($316.70/year), I was told it was due to the white glove service *some* residents receive.

Using Oak Park's rate as a comparison, alley residences currently pay $46.80 more per year than Oak Parkers despite not benefitting from this service. Over the 5-year period covered by

the proposed contract, this amounts to over **a $100,000 cross subsidy from alley residences to their non-alley neighbors** ($248.47 x 434 residences = $107,836).

Further, some of the most affordable homes in the Village are located on alleys, making this cross-subsidy **a completely regressive policy.** The Village offers different rates for basic and unlimited service, and there's no reason it could not offer a different rate for people living on alleys with a much less labor-intensive collection route.

I propose the Village Board rejects this regressive $100,000 cross subsidy and charge alley residences Oak Park's current fees which would result in only a $0.50 increase per month for non-alley residences who benefit from and rely on custom white-glove walk-up service.

Thank you for your time and consideration,
Susan Charrette
42 Keystone Avenue

<u>Reference</u>
River Forest Waste Removal Fees

Fiscal Year Year	Monthly Rate	Annual Fee	Percent Change
2007	11.29	$135.48	0
2008	12.16	$145.92	7.7
2009	12.16	$145.92	0
2010	22.47	$269.64	84.8
2011	22.47	$269.64	0
2012	22.72	$272.64	1.1
2013	23.43	$281.16	3.1
2014	24.14	$289.68	3.0
2015	24.62	$295.44	2.0
2016	25.62	$307.44	4.1
2017	26.64	$319.68	4.0
2018	27.51	$330.12	3.3
2019	28.27	$339.24	2.8
2020	28.97	$347.64	2.5
2021	29.70	$356.40	2.5
2022	30.29	$363.48	2.0
2023	*30.29*	*$363.48*	*0*
2024	*31.20*	*$374.38*	*3*
2025	*32.13*	*$385.62*	*3*
2026	*33.10*	*$397.18*	*3*
2027	*34.09*	*$409.10*	*3*

A Proclamation Designating May 2022
Older Americans Month

Whereas, River Forest, Illinois is a community that includes over 2,506 citizens aged 60 and older; and

Whereas, the older adults in River Forest, Illinois are among of our most "treasured resources," united by historical experiences, strengthened by diversity, and interpreting events through varied perspectives and backgrounds to bring wisdom and insight to our community; and

Whereas, increasing numbers of adults are reaching retirement age and remaining strong and active for longer than ever before; and

Whereas, the older adults in River Forest, Illinois deserve recognitions for the contributions they have made and will continue to make to the culture, economy, and character of our community and our nation; and

Whereas, our community can provide that recognition and respect by improving the quality of life for older Americans by:

Increasing their opportunities to remain active and engaged in community life;

Providing individualized services and support systems to maintain the dignity, independence, and self-determination of older Americans as they age;

Combating ageist attitudes by honoring their past, present, and future contributions;

Now Therefore, the Village of River Forest, Illinois, joins with the federal Administration on Aging (AoA) to hereby proclaim May 2022 to be Older Americans Month. We also proclaim that the 12th through the 19th of the month of May 2022 be designated as "Celebrating Seniors Week". We urge every citizen to take time this month to honor our older adults and the professionals, family members, and volunteers who care for many of them. Our recognition and involvement of older Americans can enrich our entire community's quality of life

Dated this 25th day of April 2022

_____

Catherine Adduci
Village President

Proclamation Designating National Bike Month

WHEREAS, the Village of River Forest Biking Task Force developed the Bicycle Plan incorporating recommendations from the Comprehensive Plan; and

WHEREAS, the Plan utilizes bicycle crash data, survey responses, and community and Task Force input to map preferred routes for bike lanes, marked shared lanes, and signed posted route; and

WHEREAS, the Plan connects bicyclists to trails and major destinations and promotes bicycle safety; and

WHEREAS, the Village of River Forest adopted its first Bicycle Plan on July 22, 2019; and

WHEREAS, the Village of River Forest began implementing the Plan in April of 2021; and

WHEREAS, the bicycle is an economical, healthy, convenient, and environmentally sound method of transportation and an excellent tool for recreation and enjoyment of River Forest's, beauty; and

WHEREAS, creating a bicycling-friendly community has been shown to improve the health, well-being, and quality of life of residents, to boost community spirit, to improve traffic safety, and to reduce pollution and congestion, and to contribute to the growing economy of the community; and

WHEREAS, the River Forest community attracts bicyclists each year, and the implementation of the Bicycle Plan offers economic, health, transportation, and scenic benefits to the community.

NOW, THEREFORE, I, CATHERINE ADDUCI, VILLAGE PRESIDENT OF THE VILLAGE OF RIVER FOREST, do hereby proclaim the month of May to be National Bike Month in the Village of River Forest, Illinois, and I strongly encourage our community members who are able to celebrate with a bicycle ride!

IN WITNESS, THEREOF, I have hereto set my hand officially and caused to be affixed the seal of the Village of River Forest, this 25th day of April.

_____

Catherine M. Adduci
Village President

RESOLUTION NO. 22-XX

A RESOLUTION RECOGNIZING MAY 1 – 7, 2022 AS COMPOST AWARENESS WEEK

WHEREAS, Composting is an effective form of waste reduction, reuse, and recycling, and since organic materials make up approximately 30 percent of the material going to landfills, composting is becoming one of the primary methods communities use to reach waste diversion goals and create sustainable communities; and

WHEREAS, Organic residual materials, including yard trimmings, vegetable cuttings, biosolids, food scraps, manures, and hay shavings, have been composted and converted into a beneficial product known as compost; and

WHEREAS, Returning organic resources, remanufactured in compost, to the soil reduces water consumption by over 30 percent for all soil types, conserves water during extreme drought or flooding conditions, decreases dependence on chemical fertilizers and pesticides, and decreases erosion and nonpoint source pollution; and

WHEREAS, Communities, through their local governments, highway departments, soil conservation services, and public works professionals, can have positive impacts on clean water, soil, climate change, and landfill diversion by using compost for public works projects; and

WHEREAS, Composting creates green jobs and infrastructure for cities and states that implement composting programs; and

WHEREAS, International Compost Awareness Week, scheduled for May 1–7, 2022, is a multimedia publicity and educational initiative designed to showcase compost production and demonstrate compost use and is supported by compost industry organizations from around the world; and

WHEREAS, The theme for 2022 is "Recipe for Regeneration: Compost", which recognizes and promotes the importance of composting and the use of compost in growing healthier food, supporting healthier soils and, ultimately, creating a more just and sustainable world.

NOW, THEREFORE BE IT RESOLVED, That the Village President and Board of Trustees hereby recognize the week of May 1 through May 7, 2022 as "Compost Awareness Week" in the Village of River Forest.

AYES:

NAYS:

ABSENT:

_____

Catherine Adduci, Village President

APPROVED by me this 25th day of April, 2022.

_____

Jonathan Keller, Village Clerk

Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 18, 2022

To: Catherine Adduci, Village President
Village Board of Trustees

From: Brian Murphy, Village Administrator

Subj: Change in IRMA Delegate/Alternate

Issue

The Village's liability insurance carrier, IRMA (Intergovernmental Risk Management Agency) requires that the Village designate a delegate and alternate delegate to attend meetings of the Board of Directors. The Assistant Village Administrator and Public Works Management Analyst currently serve as the IRMA delegate and alternate delegate, respectively. With the resignation of Lisa Scheiner from the Assistant Village Administrator position, and the recent hiring of Matt Walsh to fill the Assistant to the Village Administrator position, the Village needs to update and identify its delegate and alternate delegate as follows:

Delegate: Matthew Walsh, Assistant to the Village Administrator
Alternate Delegate: Sara Phyfer, Public Works & Development Services Management Analyst

Such appointments are routine and require an official resolution adopted by the corporate authorities.

Requested Board Action

Adopt a Resolution appointing a delegate an alternate delegate to the Intergovernmental Risk Management Agency (IRMA)

Attachment

Resolution

RESOLUTION NO. _____

A RESOLUTION APPOINTING A DELEGATE AND ALTERNATE DELEGATE TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA)

WHEREAS, the Village of River Forest adopted the Contract and By-Laws of the Intergovernmental Risk Management Agency by Ordinance and thereby became a member of said cooperative; and

WHEREAS, said contract provides that member units of local government shall by majority vote of its corporate authorities select one (1) person to represent that body on the Board of Directors of said Intergovernmental Agency;

NOW, THEREFORE, BE IT RESOLVED by the CORPORATE AUTHORITIES, of the Village of River Forest, Cook County, Illinois, as follows:

Section 1. Matthew Walsh, Assistant to Village Administrator, of the Village of River Forest is hereby appointed to represent the Village of River Forest on the Board of Directors of said Intergovernmental Risk Management Agency commencing April 25, 2022.

Section 2. Sara Phyfer, Management Analyst, of the Village of River Forest, is hereby selected as the alternate representative to serve if Matthew Walsh is unable to carry out the aforesaid duties as the representative of the Village of River Forest to said Intergovernmental Agency.

Section 3. That this Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED by the Board of Trustees of the Village of River Forest, Illinois, this 25th day of April, 2022.

Ayes:

Nays:

Absent:

APPROVED by me this 25th day of April, 2022.

_____

Catherine Adduci, Village President

ATTEST:

_____

Jonathan Keller, Village Clerk

Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 18, 2022

To: Brian Murphy, Village Administrator

From: Lisa Scheiner, Assistant Village Administrator

Subj: Adoption of Fiscal Year 2022-2023 Compensation Plan

Issue:

The Village of River Forest's compensation plan is intended to provide an attractive, flexible, and market-based compensation plan tied to performance and aligned with Village goals and interests. The goal is for the Village of River Forest to be competitive in recruiting and retaining employees through its high-quality compensation practices. Equally important, compensation practices are a means for communicating the Village's performance standards and motivating and rewarding employees relative to their achievements.

In 2012 the Village completed an analysis of its Compensation Plan for non-union employees, including the plan structure and the pay levels of non-union Village employees. The review indicated that salaries were at 75% of the market average per the Board's compensation philosophy. However, changes to the compensation plan incorporated structured pay grades, a mechanism for moving employees through pay ranges, and best management practices. As a result, the Village Board adopted a new Compensation Plan in 2012. The Staff reviews this plan annually, and it may also be reviewed periodically by the Village's compensation consultant. Recommended revisions are presented to the Village Board for annual adoption in advance of the new Fiscal Year.

Analysis:

The Compensation Plan adopted in 2012 eliminated automatic annual cost-of-living adjustments and shifted toward a performance-based pay plan with opportunities for range adjustments relative to market conditions. To ensure that the Village maintains its compensation strategy of paying at approximately 75% of the average market rate, Staff examines the internal and external market and the hiring climate to determine appropriate adjustments to salary ranges. The FY 2022-2023 budget includes a 2.5% increase in non-union salary ranges.

Request for Board Action:

A motion to approve an Ordinance adopting the Fiscal Year 2022-2023 Compensation Plan.

Document(s) Attached:

- Ordinance
- Ordinance Attachment A – Fiscal Year 2022-2023 Compensation Plan

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE FISCAL YEAR 2022-2023 COMPENSATION PLAN

WHEREAS, in Fiscal Year 2013 the Board of Trustees considered the salary structure of the municipal employees and determined that a comprehensive analysis and revision of the compensation system was required;

WHEREAS, upon completion of a Compensation Study conducted by Voorhees Associates, the Board of Trustees implemented a compensation system with established pay grades and pay ranges and salary adjustments based on merit and performance;

WHEREAS, the Fiscal Year of the Village of River Forest begins on May 1, 2022, and the Budget Ordinance for the Village has been adopted.

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

Section 1: The President and Board of Trustees find that all of the recitals set forth above are true and correct, and there are hereby incorporated by reference as if set forth fully.

Section 2: The amended Fiscal Year 2022-2023 Compensation Plan is hereby approved, as shown as attached Exhibit A and applies to all non-union employees.

Section 3: The Village Administrator is hereby authorized and directed to take all necessary steps to carry out this Ordinance, as shown in the Fiscal Year 2022-2023 Compensation Plan for all non-union employees, attached as Exhibit A and accordingly, is authorized to adjust the compensation of non-union employees in accordance with the established pay ranges as set forth in Exhibit A.

Section 4: This Ordinance shall take effect on May 1, 2022.

PASSED on a roll call vote of the Corporate Authorities on the 265th day of April, 2022.

AYES:

NAYS:

ABSENT:

APPROVED by me this 25th day of April, 2022.

_____

Village President

APPROVED and FILED in my office this 25th day of April, 2022 and published in pamphlet form in the Village of River Forest, Cook County, Illinois.

ATTEST:

_____

Village Clerk

VILLAGE OF RIVER FOREST, ILLINOIS
FY 2023 SALARY SCHEDULES

Ordinance Attachment A

Grades 1 - 4 - Defined Merit - Clerical/Service 11 Defined Merit Increments; 5% between grades; 2.75% between increments; 30% range												Exemplary Performance Zones	
Grade	**Min**	**Prob.**	a	b	c	d	e	f	g	h	**Max**	2%	4%
1	**$45,322**	$46,569	$47,849	$49,165	$50,517	$51,907	$53,334	$54,801	$56,308	$57,856	**$59,447**	$1,189	$2,378
2	**$47,589**	$48,897	$50,242	$51,624	$53,043	$54,502	$56,001	$57,541	$59,123	$60,749	**$62,420**	$1,248	$2,497
3	**$49,968**	$51,342	$52,754	$54,205	$55,695	$57,227	$58,801	$60,418	$62,079	$63,786	**$65,541**	$1,311	$2,622
4	**$52,466**	$53,909	$55,392	$56,915	$58,480	$60,088	$61,741	$63,439	$65,183	$66,976	**$68,818**	$1,376	$2,753

Grades 5 - 9 - Defined Merit/Open Range Blend - Administrative Support/Technical 6 Defined Merit Increments to final increment; 2.75% between increments Open Range from the final increment to the max 5% between grades; 45% total range									Exemplary Performance Zones	
Grade	**Min**	**Prob.**	a	b	c	d		**Max.**	2%	4%
5	**$54,425**	$55,922	$57,460	$59,040	$60,664	$62,332		**$79,162**	$1,583	$3,166
6	**$57,147**	$58,718	$60,333	$61,992	$63,697	$65,449		**$83,120**	$1,662	$3,325
7	**$60,004**	$61,654	$63,350	$65,092	$66,882	$68,721		**$87,276**	$1,746	$3,491
8	**$63,004**	$64,737	$66,517	$68,346	$70,226	$72,157		**$91,640**	$1,833	$3,666
9	**$66,154**	$67,974	$69,843	$71,764	$73,737	$75,765		**$96,221**	$1,924	$3,849

Grades 10 - 14 - Open Range Plan Professional/Supervisory 5.5% between grades; 35% range				Exemplary Performance Zones	
Grade	**Min.**		**Max.**	2%	4%
10	**$75,239**		**$101,573**	$2,031	$4,063
11	**$79,377**		**$107,159**	$2,143	$4,286
12	**$83,743**		**$113,053**	$2,261	$4,522
13	**$88,349**		**$119,271**	$2,385	$4,771
14	**$93,208**		**$125,831**	$2,517	$5,033

Grades 15 - 18 - Open Range Plan Management 5.5% between grades; 35% range				Exemplary Performance Zones	
Grade	**Min.**		**Max.**	2%	4%
15	**$105,063**		**$141,834**	$2,837	$5,673
16	**$110,841**		**$149,635**	$2,993	$5,985
17	**$116,937**		**$157,865**	$3,157	$6,315
18	**$130,098**		**$175,387**	$3,508	$7,015

Grade 19 - Open Range Plan Village Administrator 35% range				Exemplary Performance Zones	
Grade	**Min.**		**Max.**	2%	4%
19	**$154,540**		**$207,926**	$4,159	$8,317

Grade	**Positions**
1	Custodian Accounting Clerk/Customer Service
2	Accounting Clerk/Accounts Payable
3	Community Service Officer Administrative Clerk Permit Clerk Police Records Clerk Utility Billing Clerk
4	Building Maintenance Technician
5	Administrative Assistant Police Records Supervisor
6	Building & Zoning Inspector
7	Executive Assistant
8	Building Official Fire Marshal Management Analyst (Admin & PW/Dev. Svcs.)
9	Staff Engineer Human Resources Generalist
10 13	Assistant to the Village Administrator Public Works Superintendent Assistant Finance Director
14	Police Commander
15	Deputy Police Chief Deputy Fire Chief
18	Assistant Village Administrator Police Chief Fire Chief Finance Director Public Works & Development Services Director
19	Village Administrator

Village of River Forest

MONTHLY FINANCE REPORT
Fiscal Year 2022 through March 31, 2022

This report includes financial information for Fiscal Year 2022 through March 31, 2022 which represents 91.67% of the fiscal year. A revenue and expenditure report by fund and account and an investment report for March 2022 are attached.

GENERAL FUND

Revenues, Expenditures and Changes in Fund Balance
Fiscal Year 2022 through March 31, 2022

	2022		Percent
	Budget	Actual	Rec/Exp
REVENUES			
Taxes			
Property Taxes	$6,556,697	$7,173,212	109.40%
General Sales Taxes	1,832,850	2,074,872	113.20%
Non Home Rule Sales Tax	643,341	962,716	149.64%
Utility Taxes	642,990	670,272	104.24%
Restaurant Tax	145,101	152,758	105.28%
Telecommunications Tax	184,990	175,648	94.95%
Real Estate Transfer Tax	128,614	154,643	120.24%
Local Gasoline Tax	95,000	97,610	102.75%
Cannabis State Excise Tax	8,935	16,088	180.06%
Intergovernmental Revenue			
Personal Property Replacement Tax	146,818	292,781	199.42%
Use Tax	497,154	403,704	81.20%
State Income Taxes	1,238,975	1,457,259	117.62%
Licenses and Permits	1,295,257	1,430,746	110.46%
Charges for Services			
Garbage Collections	1,142,598	1,044,515	91.42%
Other Charges for Services	626,305	861,828	137.61%
Fines	269,469	206,942	76.80%
Investment Income	75,227	(73,159)	-97.25%
Grants and Contributions	776,148	763,262	98.34%
Miscellaneous Revenues	430,606	211,964	49.22%
TOTAL REVENUES	**$16,737,075**	**$18,077,661**	**108.01%**
EXPENDITURES			
Administration	$ 1,596,857	$ 1,463,389	91.64%
E911	200,749	194,807	97.04%
Boards & Commissions	60,837	64,114	105.39%
Building and Development	538,123	481,077	89.40%
Legal Services	162,000	208,471	128.69%
Police Department	6,507,454	5,863,599	90.11%
Fire Department	4,886,937	4,617,405	94.48%
Public Works	2,701,525	2,276,467	84.27%
TOTAL EXPENDITURES	**$16,654,482**	**$15,169,329**	**91.08%**
NET CHANGE IN FUND BALANCE	**$82,593**	**$2,908,332**	

Revenues

Fiscal year-to-date revenue collections are at 108.01%. This is 17.61% higher than last fiscal year to date collections. Property Tax Revenue is at 109.40%. A significant portion of the 2nd installment of the 2020 levy was collected in October and November. Collection of the 1nd installment of the 2021 levy was collected in February and March. Sales tax and non-home rule sales tax revenues continue to come in far above projected

amounts which is a positive sign for the economy. The Consumer Price Index (CPI) rose 7.0% for the twelve months ending December, the largest increase since the period ending June 1982.

In early 2021 the passage of the leveling the Playing Field for Illinois Retailers' Occupation Tax (ROT) and Use Tax (UT) requiring many remote sellers to charge state and local ROT instead of UT has been noticeable. Continued economic growth has also been seen over the past few months. Real Estate Transfer Tax revenues continue to exceed projections due to the timing of real estate sales and the increase being seen in 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 March is for February 2022 collections. We continue to see higher revenue collections each month. The FY 2023 State budget will include an additional .10% in LGDF payments to municipalities. The new local gasoline tax that was imposed in July of 2020 is generating what has been projected. License and permit revenue includes spring building permit activity. The large increase in grants and contributions is because the Village has received the first tranche payment from The American Rescue Plan Act of 2021. Allocations to communities are made on a per-capita basis and will be distributed in two payments.

Expenditures

Expenditures are at 91.08% of the budgeted amount. Salaries and benefits, with the exception of overtime, include payment for services rendered through the end of the month. Legal Services expenses are above projections but all other expenditures are in line with projections or below 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 2022 through March 31, 2022

	2022		Percent
	Budget	Actual	Rec/Exp
Operating Revenues			
Permit Fees	$ 22,780	$ 30,993	136.05%
Water Sales	3,244,387	3,059,863	94.31%
Sewer Sales	2,084,213	1,958,498	93.97%
Water Penalties	29,217	24,463	83.73%
Miscellaneous	20,475	19,816	96.78%
Total Operating Revenues	$ 5,401,072	$ 5,093,633	94.31%
Operating Expenses			
Salaries and Benefits	$ 1,280,981	$ 1,095,949	85.56%
Contractual Services	1,144,342	684,145	59.79%
Water From Chicago	1,850,897	1,460,222	78.89%
Materials and Supplies	261,724	79,128	30.23%
Depreciation/Debt Service	1,272,146	917,146	72.09%
Transfer to CERF	126,235	0	0.00%
Operating Expenses including Depreciation	$ 5,936,325	$ 4,236,590	71.37%
Operating Revenues over Operating Exp	$ (535,253)	$ 857,043	
Capital Improvements	$ (1,893,000)	$ (1,402,948)	74.11%
Loan Proceeds	$ 1,400,000	$ -	0.00%
Total Revenues over Expenses	$ (1,028,253)	$ (545,905)	

Water and Sewer revenues are above what was expected because they include summer consumption. Overall expenses are lower due to the delay in receiving and paying invoices for commodities and contractual services. Personnel expenses are slightly below projections. The Advanced Metering Infrastructure (AMI) project is included in the capital improvement expenditures. There is a one-month lag in payments to the City of Chicago for FY 2022 water usage. Debt Service expenses include the two payments on the IEPA loan.

REVENUES AND EXPENDITURES VS. BUDGET – OTHER FUNDS

		Revenues			Expenditures		
Fund #	Fund	2022 Budget	2022 YTD Actual	% Rec	2022 Budget	2022 YTD Actual	% Exp
03	Motor Fuel Tax	$ 686,154	$ 651,456	94.94%	$ 544,488	$ 501,999	92.20%
05	Debt Service Fund	$ 269,146	$ 260,271	96.70%	$ 265,511	$ 265,650	100.05%
13	Cap Equipmnt Replcmnt	$ 186,464	$ (65,779)	-35.28%	$ 684,710	$ 230,128	33.61%
14	Capital Improvement	$ 4,910,449	$ 34,258	0.70%	$ 2,447,120	$ 1,010,373	41.29%
31	TIF-Madison	$ 332,550	$ 811,052	243.89%	$ 126,490	$ 59,809	47.28%
32	TIF-North	$ 520,200	$ 523,575	100.65%	$ 17,000	$ 918	5.40%
35	Infrastructure Imp Bond	$ 225	$ 550,207	100.00%	$ 250,000	$ 235,878	94.35%

CASH AND INVESTMENTS

Fund #	Fund	Cash and Money Markets	IMET Convenience Fund	Investments	Total
1	General	$ 4,057,039	$ 20,127	$ 2,951,348	$ 7,028,514
3	Motor Fuel Tax	$ 576,527	$ -	$ 244,739	$ 821,266
5	Debt Service Fund	$ 198,758	$ 34,420	$ -	$ 233,178
13	Capital Equip Replacemen	$ 1,003,461	$ 237,874	$ 2,559,861	$ 3,801,196
14	Capital Improvement	$ -	$ -	$ -	$ -
31	TIF-Madison Street	$ 1,130,216	$ -	$ -	$ 1,130,216
32	TIF- North Avenue	$ 554,903	$ -	$ -	$ 554,903
35	Infrastructure Imp Bond	$ 567,051	$ -	$ -	$ 567,051
2	Water & Sewer	$ 487,909	$ 177,665	$ 490,465	$ 1,156,039
	Total	**$ 8,575,864**	**$ 470,086**	**$ 6,246,413**	**$ 15,292,363**

MARCH 2022 FINANCE ACTIVITIES

1. The proposed FY 2023 budget was prepared.
2. Baxter and Woodman completed the Water and Sewer Rate Study update.
3. Staff began preparing for the 2022 Vehicle Sticker season.
4. The Village Administrator and the Finance Director had a bond ratings call with Moody's Investors Service. Moody's assigned the Village an Aa2 rating.
5. The 2022 series General Obligation Debt Certificates were offered for sale on March 22, 2022 with a closing date of April 5, 2022.

General Ledger
Village of River Forest

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Period 11 - 11
Fiscal Year 2022

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01	**General Fund**							
00								
01-00-00-41-1000	Property Tax-Prior Years	3,153,861.00	3,629,184.40	0.00	2,885.80	3,632,070.20	-478,209.20	115.16
01-00-00-41-1021	Property Tax-Current Year	3,402,836.00	1,041,624.91	0.00	2,499,516.39	3,541,141.30	-138,305.30	104.06
	Property Taxes	**6,556,697.00**	**4,670,809.31**	**0.00**	**2,502,402.19**	**7,173,211.50**	**-616,514.50**	**109.40**
01-00-00-41-1150	Replacement Tax	146,818.00	227,408.64	0.00	65,372.84	292,781.48	-145,963.48	199.42
01-00-00-41-1190	Restaurant Tax	145,101.00	137,437.65	0.00	15,320.15	152,757.80	-7,656.80	105.28
01-00-00-41-1200	Sales Tax	1,832,850.00	1,853,703.56	0.00	221,168.15	2,074,871.71	-242,021.71	113.20
01-00-00-41-1205	State Use Tax	497,154.00	350,409.20	0.00	53,294.79	403,703.99	93,450.01	81.20
01-00-00-41-1210	Non-Home Rule Sales Tax	643,341.00	853,327.70	0.00	109,388.13	962,715.83	-319,374.83	149.64
01-00-00-41-1250	Income Tax	1,238,975.00	1,370,975.57	0.00	86,283.08	1,457,258.65	-218,283.65	117.62
01-00-00-41-1450	Transfer Tax	128,614.00	140,805.00	0.00	13,838.00	154,643.00	-26,029.00	120.24
01-00-00-41-1460	Communication Tax	184,990.00	161,236.08	0.00	14,412.40	175,648.48	9,341.52	94.95
01-00-00-41-1475	Utility Tax Elec	466,494.00	388,948.47	1,258.85	41,801.75	429,491.37	37,002.63	92.07
01-00-00-41-1480	Utility Tax Gas	176,496.00	190,164.05	0.00	50,616.48	240,780.53	-64,284.53	136.42
01-00-00-41-1490	Local Gasoline Tax	95,000.00	86,089.65	0.00	11,520.38	97,610.03	-2,610.03	102.75
01-00-00-41-1600	Cannabis State Excise Tax	8,935.00	14,366.16	0.00	1,722.12	16,088.28	-7,153.28	180.06
	Other Taxes	**5,564,768.00**	**5,774,871.73**	**1,258.85**	**684,738.27**	**6,458,351.15**	**-893,583.15**	**116.06**
01-00-00-42-2115	Pet Licenses	2,000.00	1,670.00	0.00	30.00	1,700.00	300.00	85.00
01-00-00-42-2120	Vehicle Licenses	290,000.00	259,950.00	75.00	792.50	260,667.50	29,332.50	89.89
01-00-00-42-2345	Contractor's License Fees	99,511.00	100,975.00	0.00	9,125.00	110,100.00	-10,589.00	110.64
01-00-00-42-2350	Business Licenses	21,000.00	4,817.50	125.00	6,400.00	11,092.50	9,907.50	52.82
01-00-00-42-2355	Tent Licenses	300.00	120.00	0.00	0.00	120.00	180.00	40.00
01-00-00-42-2360	Building Permits	541,605.00	693,757.40	0.00	59,607.06	753,364.46	-211,759.46	139.10
01-00-00-42-2361	Plumbing Permits	42,630.00	27,090.00	0.00	3,260.00	30,350.00	12,280.00	71.19
01-00-00-42-2362	Electrical Permits	50,600.00	32,202.62	0.00	2,559.00	34,761.62	15,838.38	68.70
01-00-00-42-2364	Reinspection Fees	5,000.00	6,375.00	0.00	2,175.00	8,550.00	-3,550.00	171.00
01-00-00-42-2365	Bonfire Permits	60.00	0.00	0.00	0.00	0.00	60.00	0.00
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	550.00	0.00	0.00	550.00	650.00	45.83
01-00-00-42-2369	Zoning Variation Fee	3,000.00	750.00	0.00	0.00	750.00	2,250.00	25.00

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-00-00-42-2370	Film Crew License	4,813.00	3,550.00	0.00	600.00	4,150.00	663.00	86.22
01-00-00-42-2520	Liquor Licenses	23,500.00	23,700.00	0.00	0.00	23,700.00	-200.00	100.85
01-00-00-42-2570	CableVideo Svc Provider Fees	209,888.00	190,889.66	0.00	0.00	190,889.66	18,998.34	90.95
	Licenses & Permits	**1,295,257.00**	**1,346,397.18**	**200.00**	**84,548.56**	**1,430,745.74**	**-135,488.74**	**110.46**
01-00-00-43-3065	Police Reports	2,200.00	1,931.40	0.00	175.00	2,106.40	93.60	95.75
01-00-00-43-3070	Fire Reports	400.00	300.00	0.00	0.00	300.00	100.00	75.00
01-00-00-43-3180	Garbage Collection	1,142,598.00	968,794.70	46.91	75,767.34	1,044,515.13	98,082.87	91.42
01-00-00-43-3185	Penalties on Garbage Fees	7,625.00	6,309.76	33.22	507.11	6,783.65	841.35	88.97
01-00-00-43-3200	Metra Daily Parking	8,790.00	8,188.13	0.00	1,082.89	9,271.02	-481.02	105.47
01-00-00-43-3220	Parking Lot Permit Fees	75,000.00	99,845.16	0.00	8,004.43	107,849.59	-32,849.59	143.80
01-00-00-43-3225	Administrative Towing Fees	102,175.00	85,000.00	0.00	10,000.00	95,000.00	7,175.00	92.98
01-00-00-43-3230	Animal Release Fees	0.00	5.00	0.00	0.00	5.00	-5.00	0.00
01-00-00-43-3515	NSF Fees	200.00	0.00	0.00	0.00	0.00	200.00	0.00
01-00-00-43-3530	5050 Sidewalk Program	10,000.00	8,041.51	0.00	0.00	8,041.51	1,958.49	80.42
01-00-00-43-3536	Elevator Inspection Fees	4,450.00	0.00	0.00	4,050.00	4,050.00	400.00	91.01
01-00-00-43-3537	Elevator Reinspection Fees	400.00	0.00	0.00	0.00	0.00	400.00	0.00
01-00-00-43-3540	ROW Encroachment Fees	0.00	900.00	0.00	100.00	1,000.00	-1,000.00	0.00
01-00-00-43-3550	Ambulance Fees	350,000.00	489,083.92	0.00	103,814.95	592,898.87	-242,898.87	169.40
01-00-00-43-3554	CPR Fees	1,000.00	1,840.00	0.00	280.00	2,120.00	-1,120.00	212.00
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	32,402.00	0.00	0.00	32,402.00	31,163.00	50.97
	Charges for Services	**1,768,903.00**	**1,702,641.58**	**80.13**	**203,781.72**	**1,906,343.17**	**-137,440.17**	**107.77**
01-00-00-44-4230	Police Tickets	162,126.00	107,889.33	60.00	13,092.65	120,921.98	41,204.02	74.59
01-00-00-44-4240	Automated Traffic Enf Fines	41,904.00	0.00	0.00	0.00	0.00	41,904.00	0.00
01-00-00-44-4300	Local Ordinance Tickets	6,256.00	619.94	0.00	0.00	619.94	5,636.06	9.91
01-00-00-44-4430	Court Fines	46,143.00	72,876.13	0.00	2,295.29	75,171.42	-29,028.42	162.91
01-00-00-44-4435	DUI Fines	4,851.00	3,418.73	0.00	0.00	3,418.73	1,432.27	70.47
01-00-00-44-4436	Drug Forfeiture Revenue	318.00	0.00	0.00	0.00	0.00	318.00	0.00
01-00-00-44-4439	Article 36 Forfeited Funds	1,871.00	0.00	0.00	0.00	0.00	1,871.00	0.00
01-00-00-44-4440	Building Construction Citation	6,000.00	4,360.00	0.00	2,450.00	6,810.00	-810.00	113.50
	Fines & Forfeits	**269,469.00**	**189,164.13**	**60.00**	**17,837.94**	**206,942.07**	**62,526.93**	**76.80**
01-00-00-45-5100	Interest	75,227.00	15,994.76	365.69	1,828.86	17,457.93	57,769.07	23.21
01-00-00-45-5200	Net Change in Fair Value	0.00	-53,259.99	37,357.09	0.00	-90,617.08	90,617.08	0.00
	Interest	**75,227.00**	**-37,265.23**	**37,722.78**	**1,828.86**	**-73,159.15**	**148,386.15**	**-97.25**
01-00-00-46-6408	Cash OverShort	0.00	-9.90	0.00	0.00	-9.90	9.90	0.00
01-00-00-46-6410	Miscellaneous	10,000.00	5,115.00	200.00	2,875.08	7,790.08	2,209.92	77.90
01-00-00-46-6411	Miscellaneous Public	2,750.00	14,991.30	0.00	280.00	15,271.30	-12,521.30	555.32

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
	Safety							
01-00-00-46-6412	Reimbursements-Crossing Guards	67,286.00	37,823.00	0.00	0.00	37,823.00	29,463.00	56.21
01-00-00-46-6415	Reimbursement of Expenses	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
01-00-00-46-6417	IRMA Reimbursements	50,000.00	43,068.68	0.00	17,536.85	60,605.53	-10,605.53	121.21
01-00-00-46-6510	T-Mobile Lease	36,000.00	30,000.00	0.00	6,000.00	36,000.00	0.00	100.00
01-00-00-46-6511	WSCDC Rental Income	53,570.00	49,736.54	0.00	4,747.38	54,483.92	-913.92	101.71
01-00-00-46-8001	IRMA Excess	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0.00
	Miscellaneous	**429,606.00**	**180,724.62**	**200.00**	**31,439.31**	**211,963.93**	**217,642.07**	**49.34**
01-00-00-46-6521	Law Enforcement Training Reimb	5,700.00	14,211.60	0.00	0.00	14,211.60	-8,511.60	249.33
01-00-00-46-6524	ISEARCH Grant	8,925.00	0.00	0.00	0.00	0.00	8,925.00	0.00
01-00-00-46-6525	Bullet Proof Vest Reimb-DOJ	4,000.00	0.00	0.00	605.00	605.00	3,395.00	15.13
01-00-00-46-6528	IDOT Traffic Safety Grant	10,861.00	0.00	0.00	0.00	0.00	10,861.00	0.00
01-00-00-46-6532	Grants	745,187.00	748,445.78	0.00	0.00	748,445.78	-3,258.78	100.44
01-00-00-46-6620	State Fire Marshal Training	1,475.00	0.00	0.00	0.00	0.00	1,475.00	0.00
01-00-00-46-7388	Sustainability Comm Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Grants & Contributions	**776,148.00**	**762,657.38**	**0.00**	**605.00**	**763,262.38**	**12,885.62**	**98.34**
01-00-00-48-8000	Sale of Property	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
	Other Financing Sources	**1,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,000.00**	**0.00**
00		**16,737,075.00**	**14,590,000.70**	**39,521.76**	**3,527,181.85**	**18,077,660.79**	**-1,340,585.79**	**108.01**
	Revenue	**16,737,075.00**	**14,590,000.70**	**39,521.76**	**3,527,181.85**	**18,077,660.79**	**-1,340,585.79**	**108.01**
10	**Administration**							
01-10-00-51-0200	Salaries Regular	663,793.00	446,143.66	57,314.73	0.00	503,458.39	160,334.61	75.85
01-10-00-51-1700	Overtime	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-10-00-51-3000	Part-Time Salaries	0.00	16,520.00	0.00	0.00	16,520.00	-16,520.00	0.00
	Personal Services	**664,293.00**	**462,663.66**	**57,314.73**	**0.00**	**519,978.39**	**144,314.61**	**78.28**
01-10-00-52-0320	FICA	37,470.00	27,046.51	3,511.54	0.00	30,558.05	6,911.95	81.55
01-10-00-52-0325	Medicare	9,733.00	6,600.57	821.23	0.00	7,421.80	2,311.20	76.25
01-10-00-52-0330	IMRF	74,202.00	46,187.62	4,951.75	0.02	51,139.35	23,062.65	68.92
01-10-00-52-0350	Employee Assistance Program	1,850.00	0.00	1,966.05	0.00	1,966.05	-116.05	106.27
01-10-00-52-0375	Fringe Benefits	10,224.00	4,373.18	706.00	0.00	5,079.18	5,144.82	49.68
01-10-00-52-0400	Health Insurance	79,936.00	53,322.37	6,348.86	886.11	58,785.12	21,150.88	73.54

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-10-00-52-0420	Health Insurance - Retirees	0.00	756.69	748.55	6.10	1,499.14	-1,499.14	0.00
01-10-00-52-0425	Life Insurance	774.00	287.69	72.95	4.50	356.14	417.86	46.01
01-10-00-52-0430	VEBA Contributions	15,044.00	13,003.89	0.00	0.00	13,003.89	2,040.11	86.44
01-10-00-52-0500	Wellness Program	0.00	3,869.60	0.00	0.00	3,869.60	-3,869.60	0.00
	Benefits	**229,233.00**	**155,448.12**	**19,126.93**	**896.73**	**173,678.32**	**55,554.68**	**75.76**
01-10-00-53-0200	Communications	32,785.00	40,119.24	3,808.60	0.00	43,927.84	-11,142.84	133.99
01-10-00-53-0300	Audit Services	24,500.00	23,957.00	0.00	0.00	23,957.00	543.00	97.78
01-10-00-53-0350	Actuarial Services	6,680.00	6,430.00	0.00	0.00	6,430.00	250.00	96.26
01-10-00-53-0380	Consulting Services	112,000.00	147,657.51	17,851.65	0.00	165,509.16	-53,509.16	147.78
01-10-00-53-0410	IT Support	113,072.00	124,272.26	12,030.02	0.00	136,302.28	-23,230.28	120.54
01-10-00-53-0429	Vehicle Sticker Program	18,625.00	17,150.51	0.00	0.00	17,150.51	1,474.49	92.08
01-10-00-53-1100	HealthInspection Services	15,450.00	11,587.50	0.00	0.00	11,587.50	3,862.50	75.00
01-10-00-53-1250	Unemployment Claims	5,000.00	16,805.63	0.00	0.00	16,805.63	-11,805.63	336.11
01-10-00-53-2100	Bank Fees	13,911.00	14,197.33	1,200.19	0.00	15,397.52	-1,486.52	110.69
01-10-00-53-2200	Liability Insurance	229,396.00	183,613.98	0.00	0.00	183,613.98	45,782.02	80.04
01-10-00-53-2250	IRMA Liability Deductible	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
01-10-00-53-3300	Maint of Office Equipment	11,040.00	7,529.01	904.26	0.00	8,433.27	2,606.73	76.39
01-10-00-53-4100	Training	5,500.00	10,248.56	537.50	2,499.00	8,287.06	-2,787.06	150.67
01-10-00-53-4250	Travel & Meeting	7,875.00	7,162.94	0.00	350.00	6,812.94	1,062.06	86.51
01-10-00-53-4300	Dues & Subscriptions	33,070.00	31,343.60	1,778.10	0.00	33,121.70	-51.70	100.16
01-10-00-53-4350	Printing	2,200.00	611.91	0.00	0.00	611.91	1,588.09	27.81
01-10-00-53-4400	Medical & Screening	1,500.00	692.00	0.00	0.00	692.00	808.00	46.13
01-10-00-53-5300	AdvertisingLegal Notice	2,000.00	4,407.50	100.00	0.00	4,507.50	-2,507.50	225.38
01-10-00-53-5600	Community and Emp Programs	29,250.00	31,302.60	22,498.00	0.00	53,800.60	-24,550.60	183.93
	Contractual Services	**673,854.00**	**679,089.08**	**60,708.32**	**2,849.00**	**736,948.40**	**-63,094.40**	**109.36**
01-10-00-54-0100	Office Supplies	15,085.00	13,938.70	2,826.55	21.97	16,743.28	-1,658.28	110.99
01-10-00-54-0150	Office Equipment	3,000.00	7,804.74	0.00	0.00	7,804.74	-4,804.74	260.16
01-10-00-54-0600	Operating Supplies	0.00	-241.02	0.00	0.00	-241.02	241.02	0.00
01-10-00-54-1300	Postage	11,392.00	7,475.30	1,001.25	0.00	8,476.55	2,915.45	74.41
	Materials & Supplies	**29,477.00**	**28,977.72**	**3,827.80**	**21.97**	**32,783.55**	**-3,306.55**	**111.22**
10	**Administration**	**1,596,857.00**	**1,326,178.58**	**140,977.78**	**3,767.70**	**1,463,388.66**	**133,468.34**	**91.64**
14	**E911**							
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	8,840.00	0.00	0.00	8,840.00	-340.00	104.00
01-14-00-53-3100	Maintenance of Equipment	500.00	0.00	0.00	0.00	0.00	500.00	0.00
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	182,199.00	167,000.32	18,966.98	0.00	185,967.30	-3,768.30	102.07
01-14-00-53-4277	Citizens Corps Council	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-14-00-53-4278	Medical Reserve Corp	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	Contractual Services	**200,749.00**	**175,840.32**	**18,966.98**	**0.00**	**194,807.30**	**5,941.70**	**97.04**
14	**E911**	**200,749.00**	**175,840.32**	**18,966.98**	**0.00**	**194,807.30**	**5,941.70**	**97.04**
15	**Boards and Commissions**							
01-15-00-52-0320	FICA	310.00	470.83	45.06	0.00	515.89	-205.89	166.42
01-15-00-52-0325	Medicare	73.00	110.11	10.54	0.00	120.65	-47.65	165.27
01-15-00-52-0330	IMRF	559.00	805.77	64.03	0.00	869.80	-310.80	155.60
01-15-00-52-0375	Fringe Benefits	720.00	600.00	60.00	0.00	660.00	60.00	91.67
	Benefits	**1,662.00**	**1,986.71**	**179.63**	**0.00**	**2,166.34**	**-504.34**	**130.35**
01-15-00-53-0380	Consulting Services	28,500.00	3,492.55	0.00	0.00	3,492.55	25,007.45	12.25
01-15-00-53-0400	Secretarial Services	5,000.00	7,594.00	726.87	0.00	8,320.87	-3,320.87	166.42
01-15-00-53-0420	Legal Services	10,000.00	4,588.50	0.00	0.00	4,588.50	5,411.50	45.89
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	175.00	98.25	52.82	0.00	151.07	23.93	86.33
01-15-00-53-4300	Dues & Subscriptions	375.00	385.17	0.00	0.00	385.17	-10.17	102.71
01-15-00-53-4400	Medical & Screening	4,000.00	18,947.00	0.00	0.00	18,947.00	-14,947.00	473.68
01-15-00-53-4450	Testing	6,000.00	15,057.38	3,568.06	0.00	18,625.44	-12,625.44	310.42
01-15-00-53-5300	AdvertisingLegal Notice	4,500.00	7,184.70	252.00	0.00	7,436.70	-2,936.70	165.26
	Contractual Services	**59,050.00**	**57,347.55**	**4,599.75**	**0.00**	**61,947.30**	**-2,897.30**	**104.91**
01-15-00-54-0100	Office Supplies	100.00	0.00	0.00	0.00	0.00	100.00	0.00
01-15-00-54-1300	Postage	25.00	0.00	0.00	0.00	0.00	25.00	0.00
	Materials & Supplies	**125.00**	**0.00**	**0.00**	**0.00**	**0.00**	**125.00**	**0.00**
15	**Boards and Commissions**	**60,837.00**	**59,334.26**	**4,779.38**	**0.00**	**64,113.64**	**-3,276.64**	**105.39**
20	**Building and Development**							
01-20-00-51-0200	Full-Time Salaries	309,917.00	245,858.90	24,848.42	0.00	270,707.32	39,209.68	87.35
01-20-00-51-1700	Overtime	500.00	2,190.24	0.00	0.00	2,190.24	-1,690.24	438.05
01-20-00-51-1950	Insurance Refusal Reimbursemnt	0.00	900.00	112.50	0.00	1,012.50	-1,012.50	0.00
01-20-00-51-3000	Part-Time Salaries	0.00	1,264.89	86.98	0.00	1,351.87	-1,351.87	0.00
	Personal Services	**310,417.00**	**250,214.03**	**25,047.90**	**0.00**	**275,261.93**	**35,155.07**	**88.67**
01-20-00-52-0320	FICA	18,229.00	14,504.78	1,519.19	0.00	16,023.97	2,205.03	87.90
01-20-00-52-0325	Medicare	4,530.00	3,552.36	355.28	0.00	3,907.64	622.36	86.26
01-20-00-52-0330	IMRF	34,729.00	25,460.32	2,132.32	0.00	27,592.64	7,136.36	79.45
01-20-00-52-0375	Fringe Benefits	2,376.00	1,878.00	178.00	0.00	2,056.00	320.00	86.53
01-20-00-52-0400	Health Insurance	49,429.00	41,532.04	3,934.60	523.22	44,943.42	4,485.58	90.93

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-20-00-52-0425	Life Insurance	148.00	156.61	12.00	0.00	168.61	-20.61	113.93
01-20-00-52-0430	VEBA Contributions	8,436.00	9,302.28	0.00	0.00	9,302.28	-866.28	110.27
	Benefits	**117,877.00**	**96,386.39**	**8,131.39**	**523.22**	**103,994.56**	**13,882.44**	**88.22**
01-20-00-53-0370	Professional Services	13,045.00	13,144.98	1,260.20	0.00	14,405.18	-1,360.18	110.43
01-20-00-53-0371	Recorder's Office Fees	0.00	264.00	0.00	0.00	264.00	-264.00	0.00
01-20-00-53-1300	Inspection Services	68,920.00	47,652.50	0.00	0.00	47,652.50	21,267.50	69.14
01-20-00-53-1305	Plan Review Services	20,000.00	36,365.55	1,660.00	0.00	38,025.55	-18,025.55	190.13
01-20-00-53-3200	Vehicle Maintenance	50.00	0.00	0.00	0.00	0.00	50.00	0.00
01-20-00-53-4100	Training	6,200.00	690.42	339.94	0.00	1,030.36	5,169.64	16.62
01-20-00-53-4300	Dues & Subscriptions	235.00	255.00	0.00	0.00	255.00	-20.00	108.51
	Contractual Services	**108,450.00**	**98,372.45**	**3,260.14**	**0.00**	**101,632.59**	**6,817.41**	**93.71**
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	229.00	87.64	0.00	0.00	87.64	141.36	38.27
01-20-00-54-0600	Operating Supplies	500.00	100.00	0.00	0.00	100.00	400.00	20.00
	Materials & Supplies	**1,379.00**	**187.64**	**0.00**	**0.00**	**187.64**	**1,191.36**	**13.61**
20	**Building and Development**	**538,123.00**	**445,160.51**	**36,439.43**	**523.22**	**481,076.72**	**57,046.28**	**89.40**
30	**Legal Services**							
01-30-00-53-0420	Labor and Employment Legal Svc	30,000.00	73,692.84	1,487.50	0.00	75,180.34	-45,180.34	250.60
01-30-00-53-0425	Village Attorney	120,000.00	125,676.12	0.00	0.00	125,676.12	-5,676.12	104.73
01-30-00-53-0426	Village Prosecutor	12,000.00	7,614.80	0.00	0.00	7,614.80	4,385.20	63.46
	Contractual Services	**162,000.00**	**206,983.76**	**1,487.50**	**0.00**	**208,471.26**	**-46,471.26**	**128.69**
30	**Legal Services**	**162,000.00**	**206,983.76**	**1,487.50**	**0.00**	**208,471.26**	**-46,471.26**	**128.69**
40	**Police Department**							
01-40-00-51-0100	Salaries Sworn	2,841,733.00	2,143,905.85	217,922.57	0.00	2,361,828.42	479,904.58	83.11
01-40-00-51-0200	Salaries Regular	136,860.00	103,535.18	10,725.00	0.00	114,260.18	22,599.82	83.49
01-40-00-51-1500	Specialist Pay	40,718.00	26,457.30	2,730.25	0.00	29,187.55	11,530.45	71.68
01-40-00-51-1600	Holiday Pay	125,988.00	57,961.79	0.00	0.00	57,961.79	68,026.21	46.01
01-40-00-51-1700	Overtime	218,229.00	245,656.24	22,992.71	0.00	268,648.95	-50,419.95	123.10
01-40-00-51-1727	IDOT STEP Overtime	10,861.00	0.00	1,194.64	0.00	1,194.64	9,666.36	11.00
01-40-00-51-1800	Educational Incentives	35,100.00	0.00	0.00	0.00	0.00	35,100.00	0.00
01-40-00-51-1950	Insurance Refusal Reim	900.00	2,250.00	375.00	0.00	2,625.00	-1,725.00	291.67
01-40-00-51-3000	Part-Time Salaries	49,198.00	30,320.72	5,775.01	0.00	36,095.73	13,102.27	73.37
	Personal Services	**3,459,587.00**	**2,610,087.08**	**261,715.18**	**0.00**	**2,871,802.26**	**587,784.74**	**83.01**
01-40-00-52-0320	FICA	12,956.00	7,941.79	1,039.71	0.00	8,981.50	3,974.50	69.32
01-40-00-52-0325	Medicare	50,164.00	35,918.54	3,640.13	0.00	39,558.67	10,605.33	78.86

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-40-00-52-0330	IMRF	18,773.00	13,213.45	1,420.49	0.00	14,633.94	4,139.06	77.95
01-40-00-52-0375	Fringe Benefits	2,640.00	1,600.00	160.00	0.00	1,760.00	880.00	66.67
01-40-00-52-0400	Health Insurance	446,145.00	312,318.07	35,932.99	5,008.20	343,242.86	102,902.14	76.94
01-40-00-52-0420	Health Insurance - Retirees	92,838.00	85,259.44	21,046.75	13,277.82	93,028.37	-190.37	100.21
01-40-00-52-0425	Life Insurance	2,135.00	1,621.88	539.78	365.78	1,795.88	339.12	84.12
01-40-00-52-0430	VEBA Contributions	78,505.00	59,734.77	0.00	0.00	59,734.77	18,770.23	76.09
01-40-00-53-0009	Contribution to Police Pension	1,934,942.00	1,383,111.36	674,471.30	0.00	2,057,582.66	-122,640.66	106.34
	Benefits	**2,639,098.00**	**1,900,719.30**	**738,251.15**	**18,651.80**	**2,620,318.65**	**18,779.35**	**99.29**
01-40-00-53-0200	Communications	3,472.00	3,025.63	318.15	0.00	3,343.78	128.22	96.31
01-40-00-53-0385	Administrative Adjudication	23,740.00	11,686.24	2,500.00	0.00	14,186.24	9,553.76	59.76
01-40-00-53-0410	IT Support	17,601.00	15,077.23	2,307.27	0.00	17,384.50	216.50	98.77
01-40-00-53-0430	Animal Control	2,200.00	1,180.00	60.00	0.00	1,240.00	960.00	56.36
01-40-00-53-3100	Maint of Equipment	15,535.00	8,262.72	325.95	0.00	8,588.67	6,946.33	55.29
01-40-00-53-3200	Maintenance of Vehicles	55,085.00	31,592.60	10,204.52	0.00	41,797.12	13,287.88	75.88
01-40-00-53-3600	Maintenance of Buildings	850.00	311.52	417.73	0.00	729.25	120.75	85.79
01-40-00-53-4100	Training	33,450.00	21,691.49	2,633.88	0.00	24,325.37	9,124.63	72.72
01-40-00-53-4200	Community Support Services	95,421.00	73,363.77	24,110.86	0.00	97,474.63	-2,053.63	102.15
01-40-00-53-4250	Travel & Meeting	3,450.00	301.63	0.00	0.00	301.63	3,148.37	8.74
01-40-00-53-4300	Dues & Subscriptions	8,948.00	6,862.08	194.40	0.00	7,056.48	1,891.52	78.86
01-40-00-53-4350	Printing	4,300.00	577.86	1,224.97	0.00	1,802.83	2,497.17	41.93
01-40-00-53-4400	Medical & Screening	5,465.00	1,621.00	173.00	0.00	1,794.00	3,671.00	32.83
01-40-00-53-5400	Damage Claims	5,000.00	16,770.48	1,880.76	0.00	18,651.24	-13,651.24	373.02
	Contractual Services	**274,517.00**	**192,324.25**	**46,351.49**	**0.00**	**238,675.74**	**35,841.26**	**86.94**
01-40-00-54-0100	Office Supplies	9,500.00	10,673.71	387.00	0.00	11,060.71	-1,560.71	116.43
01-40-00-54-0150	Equipment	0.00	3,620.20	3,160.40	0.00	6,780.60	-6,780.60	0.00
01-40-00-54-0200	Gas & Oil	39,269.00	31,016.87	2,719.64	0.00	33,736.51	5,532.49	85.91
01-40-00-54-0300	Uniforms Sworn Personnel	27,683.00	32,145.31	7,073.95	4,335.07	34,884.19	-7,201.19	126.01
01-40-00-54-0310	Uniforms Other Personnel	1,200.00	1,897.92	342.20	0.00	2,240.12	-1,040.12	186.68
01-40-00-54-0400	Prisoner Care	3,650.00	2,927.37	795.20	0.00	3,722.57	-72.57	101.99
01-40-00-54-0600	Operating Supplies	6,805.00	4,198.82	0.00	0.00	4,198.82	2,606.18	61.70
01-40-00-54-0601	Radios	8,350.00	500.00	270.00	0.00	770.00	7,580.00	9.22
01-40-00-54-0602	Firearms and Range Supplies	18,640.00	15,456.54	1,630.40	0.00	17,086.94	1,553.06	91.67
01-40-00-54-0603	Evidence Supplies	7,650.00	2,528.52	0.00	0.00	2,528.52	5,121.48	33.05
01-40-00-54-0605	DUI Expenditures	4,851.00	218.50	0.00	0.00	218.50	4,632.50	4.50
01-40-00-54-0610	Drug Forfeiture Expenditures	318.00	0.00	0.00	0.00	0.00	318.00	0.00
01-40-00-54-0615	Article 36 Exp	1,871.00	0.00	0.00	0.00	0.00	1,871.00	0.00
01-40-00-54-0620	Cannabis Tax Act Expenditures	4,465.00	15,575.00	0.00	0.00	15,575.00	-11,110.00	348.82
	Materials & Supplies	**134,252.00**	**120,758.76**	**16,378.79**	**4,335.07**	**132,802.48**	**1,449.52**	**98.92**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
40	**Police Department**	**6,507,454.00**	**4,823,889.39**	**1,062,696.61**	**22,986.87**	**5,863,599.13**	**643,854.87**	**90.11**
50	**Fire Department**							
01-50-00-51-0100	Salaries Sworn	2,063,320.00	1,589,340.76	158,232.90	0.00	1,747,573.66	315,746.34	84.70
01-50-00-51-0200	Salaries Regular	88,583.00	75,276.84	7,306.50	0.00	82,583.34	5,999.66	93.23
01-50-00-51-1500	Specialist Pay	143,352.00	113,032.60	11,313.26	0.00	124,345.86	19,006.14	86.74
01-50-00-51-1600	Holiday Pay	87,227.00	39,793.16	0.00	0.00	39,793.16	47,433.84	45.62
01-50-00-51-1700	Overtime	136,000.00	96,175.82	9,244.24	0.00	105,420.06	30,579.94	77.51
01-50-00-51-1800	Educational Incentives	14,050.00	15,250.00	0.00	0.00	15,250.00	-1,200.00	108.54
01-50-00-51-3000	Part-Time Salaries	34,788.00	23,028.04	2,547.48	0.00	25,575.52	9,212.48	73.52
	Personal Services	**2,567,320.00**	**1,951,897.22**	**188,644.38**	**0.00**	**2,140,541.60**	**426,778.40**	**83.38**
01-50-00-51-1950	Insurance Refusal Reimb	1,525.00	1,250.00	125.00	0.00	1,375.00	150.00	90.16
01-50-00-52-0320	FICA	7,694.00	6,753.74	1,302.65	0.00	8,056.39	-362.39	104.71
01-50-00-52-0325	Medicare	37,247.00	26,938.71	2,616.08	0.00	29,554.79	7,692.21	79.35
01-50-00-52-0330	IMRF	13,780.00	9,801.61	827.32	0.00	10,628.93	3,151.07	77.13
01-50-00-52-0375	Fringe Benefits	1,440.00	1,150.92	120.00	0.00	1,270.92	169.08	88.26
01-50-00-52-0400	Health Insurance	280,469.00	243,562.71	27,590.07	3,930.32	267,222.46	13,246.54	95.28
01-50-00-52-0420	Health Insurance - Retirees	20,052.00	17,071.67	9,672.92	7,382.59	19,362.00	690.00	96.56
01-50-00-52-0425	Life Insurance	1,458.00	1,210.46	330.17	201.18	1,339.45	118.55	91.87
01-50-00-52-0430	VEBA Contributions	54,031.00	46,826.34	0.00	0.00	46,826.34	7,204.66	86.67
01-50-00-53-0010	Contribution to Fire Pension	1,713,382.00	1,271,190.72	623,654.29	0.00	1,894,845.01	-181,463.01	110.59
	Benefits	**2,131,078.00**	**1,625,756.88**	**666,238.50**	**11,514.09**	**2,280,481.29**	**-149,403.29**	**107.01**
01-50-00-53-0200	Communications	4,000.00	3,395.98	288.60	0.00	3,684.58	315.42	92.11
01-50-00-53-0410	IT Support	12,695.00	32.96	8,780.76	0.00	8,813.72	3,881.28	69.43
01-50-00-53-3100	Maintenance of Equipment	7,300.00	4,391.00	715.25	0.00	5,106.25	2,193.75	69.95
01-50-00-53-3200	Maintenance of Vehicles	50,500.00	37,358.81	6,229.08	30.00	43,557.89	6,942.11	86.25
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	1,000.00	1,146.75	0.00	0.00	1,146.75	-146.75	114.68
01-50-00-53-4100	Training	17,300.00	4,702.34	450.00	325.00	4,827.34	12,472.66	27.90
01-50-00-53-4200	Community Support Services	16,300.00	11,641.98	1,176.10	0.00	12,818.08	3,481.92	78.64
01-50-00-53-4250	Travel & Meeting	4,250.00	1,576.20	170.00	0.00	1,746.20	2,503.80	41.09
01-50-00-53-4300	Dues & Subscriptions	3,800.00	2,620.50	175.00	0.00	2,795.50	1,004.50	73.57
01-50-00-53-4400	Medical & Screening	15,000.00	14,335.00	0.00	0.00	14,335.00	665.00	95.57
01-50-00-53-5700	GEMT Expenses	0.00	46,874.42	0.00	0.00	46,874.42	-46,874.42	0.00
	Contractual Services	**132,645.00**	**128,075.94**	**17,984.79**	**355.00**	**145,705.73**	**-13,060.73**	**109.85**
01-50-00-54-0100	Office Supplies	1,500.00	739.97	110.95	0.00	850.92	649.08	56.73
01-50-00-54-0200	Gas & Oil	11,444.00	11,797.78	1,260.71	0.00	13,058.49	-1,614.49	114.11
01-50-00-54-0300	Uniforms Sworn	19,650.00	3,700.03	15,184.78	0.00	18,884.81	765.19	96.11

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
	Personnel							
01-50-00-54-0600	Operating Supplies	23,300.00	16,157.62	1,724.93	0.00	17,882.55	5,417.45	76.75
	Materials & Supplies	**55,894.00**	**32,395.40**	**18,281.37**	**0.00**	**50,676.77**	**5,217.23**	**90.67**
50	**Fire Department**	**4,886,937.00**	**3,738,125.44**	**891,149.04**	**11,869.09**	**4,617,405.39**	**269,531.61**	**94.48**
60	**Public Works**							
01-60-01-51-0200	Salaries Regular	530,820.00	450,378.57	43,977.83	0.00	494,356.40	36,463.60	93.13
01-60-01-51-1500	Certification Pay	6,650.00	5,600.00	0.00	0.00	5,600.00	1,050.00	84.21
01-60-01-51-1700	Overtime	50,000.00	42,387.25	11,716.91	0.00	54,104.16	-4,104.16	108.21
01-60-01-51-1950	Insurance Refusal Reim	8.00	0.00	0.00	0.00	0.00	8.00	0.00
01-60-01-51-3000	Part-Time Salaries	8,000.00	4,302.00	1,824.00	0.00	6,126.00	1,874.00	76.58
	Personal Services	**595,478.00**	**502,667.82**	**57,518.74**	**0.00**	**560,186.56**	**35,291.44**	**94.07**
01-60-01-52-0320	FICA	36,115.00	30,785.85	3,534.67	0.00	34,320.52	1,794.48	95.03
01-60-01-52-0325	Medicare	8,630.00	7,199.86	826.66	0.00	8,026.52	603.48	93.01
01-60-01-52-0330	IMRF	65,193.00	51,814.77	4,805.38	0.00	56,620.15	8,572.85	86.85
01-60-01-52-0375	Fringe Benefits	4,296.00	3,644.74	425.00	0.00	4,069.74	226.26	94.73
01-60-01-52-0400	Health Insurance	135,091.00	117,888.58	3,913.90	542.78	121,259.70	13,831.30	89.76
01-60-01-52-0420	Health Insurance - Retirees	15,297.00	19,431.18	3,862.91	3,639.16	19,654.93	-4,357.93	128.49
01-60-01-52-0425	Life Insurance	265.00	77.50	23.85	4.50	96.85	168.15	36.55
01-60-01-52-0430	VEBA Contributions	6,794.00	6,379.89	0.00	0.00	6,379.89	414.11	93.90
	Benefits	**271,681.00**	**237,222.37**	**17,392.37**	**4,186.44**	**250,428.30**	**21,252.70**	**92.18**
01-60-01-53-0200	Communications	1,740.00	607.15	65.41	0.00	672.56	1,067.44	38.65
01-60-01-53-0380	Consulting Services	34,500.00	31,716.06	0.00	0.00	31,716.06	2,783.94	91.93
01-60-01-53-0410	IT Support	21,540.00	17,715.25	1,788.42	0.00	19,503.67	2,036.33	90.55
01-60-01-53-1310	Julie Notifications	1,000.00	1,103.64	0.00	0.00	1,103.64	-103.64	110.36
01-60-01-53-3100	Maintenance of Equipment	3,500.00	1,881.40	0.00	0.00	1,881.40	1,618.60	53.75
01-60-01-53-3200	Maintenance of Vehicles	28,000.00	8,306.49	1,914.57	0.00	10,221.06	17,778.94	36.50
01-60-01-53-3400	Maintenance TrafficSt Lights	67,400.00	51,435.20	8,881.67	0.00	60,316.87	7,083.13	89.49
01-60-01-53-3550	Tree Maintenance	98,500.00	31,599.25	37,247.50	0.00	68,846.75	29,653.25	69.90
01-60-01-53-3600	Maintenance of Bldgs & Grounds	71,670.00	54,236.76	1,866.20	0.00	56,102.96	15,567.04	78.28
01-60-01-53-3610	Maintenance Sidewalks	55,000.00	62,326.98	0.00	0.00	62,326.98	-7,326.98	113.32
01-60-01-53-3620	Maintenance Streets	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
01-60-01-53-4100	Training	1,200.00	254.00	0.00	0.00	254.00	946.00	21.17
01-60-01-53-4250	Travel & Meeting	6,460.00	643.86	0.00	0.00	643.86	5,816.14	9.97
01-60-01-53-4300	Dues & Subscriptions	7,540.00	6,596.60	622.70	0.00	7,219.30	320.70	95.75
01-60-01-53-4400	Medical & Screening	1,300.00	268.00	480.00	0.00	748.00	552.00	57.54
01-60-01-53-5300	AdvertisingLegal Notice	1,000.00	609.00	196.00	0.00	805.00	195.00	80.50
01-60-01-53-5350	Dumping Fees	13,000.00	10,744.07	0.00	0.00	10,744.07	2,255.93	82.65
01-60-01-53-5400	Damage Claims	25,000.00	28,484.00	10,236.00	0.00	38,720.00	-13,720.00	154.88
01-60-01-53-5450	St Light Electricity	27,660.00	24,852.24	4,702.65	0.00	29,554.89	-1,894.89	106.85

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-60-05-53-5500	Collection & Disposal	1,142,598.00	781,670.07	96,875.43	0.00	878,545.50	264,052.50	76.89
01-60-05-53-5510	Leaf Disposal	72,000.00	58,213.63	0.00	0.00	58,213.63	13,786.37	80.85
	Contractual Services	**1,688,608.00**	**1,173,263.65**	**164,876.55**	**0.00**	**1,338,140.20**	**350,467.80**	**79.25**
01-60-01-54-0100	Office Supplies	1,000.00	632.06	0.00	0.00	632.06	367.94	63.21
01-60-01-54-0150	Equipment	24,828.00	24,827.80	0.00	0.00	24,827.80	0.20	100.00
01-60-01-54-0200	Gas & Oil	16,465.00	11,780.00	1,199.25	0.00	12,979.25	3,485.75	78.83
01-60-01-54-0310	Uniforms	5,450.00	2,557.98	608.90	0.00	3,166.88	2,283.12	58.11
01-60-01-54-0500	Vehicle Parts	10,000.00	3,641.33	300.64	0.00	3,941.97	6,058.03	39.42
01-60-01-54-0600	Operating Supplies & Equipment	51,515.00	52,889.12	1,809.51	0.00	54,698.63	-3,183.63	106.18
01-60-01-54-0800	Trees	36,000.00	19,415.00	0.00	0.00	19,415.00	16,585.00	53.93
01-60-01-54-2100	Snow & Ice Control	0.00	5,444.58	2,605.24	0.00	8,049.82	-8,049.82	0.00
01-60-05-54-0600	Operating Supplies	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	Materials & Supplies	**145,758.00**	**121,187.87**	**6,523.54**	**0.00**	**127,711.41**	**18,046.59**	**87.62**
60	**Public Works**	**2,701,525.00**	**2,034,341.71**	**246,311.20**	**4,186.44**	**2,276,466.47**	**425,058.53**	**84.27**
	Expense	**16,654,482.00**	**12,809,853.97**	**2,402,807.92**	**43,333.32**	**15,169,328.57**	**1,485,153.43**	**91.08**
01	**General Fund**	**-82,593.00**	**-1,780,146.73**	**2,442,329.68**	**3,570,515.17**	**-2,908,332.22**	**2,825,739.22**	**3,521.28**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
02	**Water & Sewer Fund**							
00								
02-00-00-42-2360	Permit Fees	22,780.00	28,593.00	0.00	2,400.00	30,993.00	-8,213.00	136.05
	Licenses & Permits	**22,780.00**	**28,593.00**	**0.00**	**2,400.00**	**30,993.00**	**-8,213.00**	**136.05**
02-00-00-43-3100	Water Sales	3,244,387.00	2,897,660.85	458.89	162,660.55	3,059,862.51	184,524.49	94.31
02-00-00-43-3150	Sewer Sales	2,084,213.00	1,854,342.79	79.04	104,234.32	1,958,498.07	125,714.93	93.97
02-00-00-43-3160	Water Penalties	29,217.00	23,089.64	77.37	1,450.64	24,462.91	4,754.09	83.73
02-00-00-43-3515	NSF Fees	200.00	125.00	0.00	25.00	150.00	50.00	75.00
	Charges for Services	**5,358,017.00**	**4,775,218.28**	**615.30**	**268,370.51**	**5,042,973.49**	**315,043.51**	**94.12**
02-00-00-45-5100	Interest	3,275.00	2,933.88	0.00	92.41	3,026.29	248.71	92.41
02-00-00-45-5200	Net Change in Fair Value	0.00	-6,257.62	2,579.88	0.00	-8,837.50	8,837.50	0.00
	Interest	**3,275.00**	**-3,323.74**	**2,579.88**	**92.41**	**-5,811.21**	**9,086.21**	**-177.44**
02-00-00-46-6410	Miscellaneous	5,000.00	374.36	0.00	0.00	374.36	4,625.64	7.49
02-00-00-46-6417	IRMA Reimbursements	2,000.00	13,016.04	0.00	0.00	13,016.04	-11,016.04	650.80
02-00-00-46-6580	Sale of Meters	10,000.00	10,698.98	368.00	1,756.00	12,086.98	-2,086.98	120.87
	Miscellaneous	**17,000.00**	**24,089.38**	**368.00**	**1,756.00**	**25,477.38**	**-8,477.38**	**149.87**
02-00-00-49-8001	Bond Proceeds	1,400,000.00	0.00	0.00	0.00	0.00	1,400,000.00	0.00
	Other Financing Sources	**1,400,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,400,000.00**	**0.00**
00		**6,801,072.00**	**4,824,576.92**	**3,563.18**	**272,618.92**	**5,093,632.66**	**1,707,439.34**	**74.89**
	Revenue	**6,801,072.00**	**4,824,576.92**	**3,563.18**	**272,618.92**	**5,093,632.66**	**1,707,439.34**	**74.89**
60	**Public Works**							
02-60-06-51-0200	Salaries Regular	870,435.00	681,011.57	67,031.95	0.00	748,043.52	122,391.48	85.94
02-60-06-51-1500	Specialists Pay	2,100.00	2,100.00	0.00	0.00	2,100.00	0.00	100.00
02-60-06-51-1700	Overtime	12,000.00	7,012.31	2,024.26	494.33	8,542.24	3,457.76	71.19
02-60-06-51-1950	Insurance Refusal Reimb	10.00	100.00	12.50	0.00	112.50	-102.50	1,125.00
02-60-06-51-3000	Part-Time Salaries	8,000.00	1,075.50	456.00	0.00	1,531.50	6,468.50	19.14
	Personal Services	**892,545.00**	**691,299.38**	**69,524.71**	**494.33**	**760,329.76**	**132,215.24**	**85.19**
02-60-06-52-0320	FICA	54,349.00	41,863.65	4,258.00	0.00	46,121.65	8,227.35	84.86
02-60-06-52-0325	Medicare	13,052.00	9,882.88	995.84	0.00	10,878.72	2,173.28	83.35
02-60-06-52-0330	IMRF	99,230.00	72,496.62	6,054.47	0.00	78,551.09	20,678.91	79.16
02-60-06-52-0375	Fringe Benefits	5,664.00	3,777.00	473.50	0.00	4,250.50	1,413.50	75.04
02-60-06-52-0400	Health Insurance	199,049.00	171,413.80	6,386.31	823.82	176,976.29	22,072.71	88.91
02-60-06-52-0420	Health Insurance - Retirees	3,156.00	4,596.06	0.00	510.66	4,085.40	-929.40	129.45

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
02-60-06-52-0425	Life Insurance	458.00	301.68	142.01	105.26	338.43	119.57	73.89
02-60-06-52-0430	VEBA Contributions	13,478.00	14,416.74	0.00	0.00	14,416.74	-938.74	106.96
	Benefits	**388,436.00**	**318,748.43**	**18,310.13**	**1,439.74**	**335,618.82**	**52,817.18**	**86.40**
02-60-06-53-0100	Electricity	33,000.00	28,930.87	5,234.58	0.00	34,165.45	-1,165.45	103.53
02-60-06-53-0200	Communications	8,160.00	4,861.49	201.80	0.00	5,063.29	3,096.71	62.05
02-60-06-53-0300	Auditing	9,900.00	9,933.00	0.00	0.00	9,933.00	-33.00	100.33
02-60-06-53-0380	Consulting Services	351,400.00	97,880.10	7,376.80	0.00	105,256.90	246,143.10	29.95
02-60-06-53-0410	IT Support	73,257.00	72,498.72	8,135.42	0.00	80,634.14	-7,377.14	110.07
02-60-06-53-1300	Inspections	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
02-60-06-53-1310	JULIE Participation	2,345.00	1,103.64	0.00	0.00	1,103.64	1,241.36	47.06
02-60-06-53-2100	Bank Fees	33,042.00	32,118.11	2,461.25	0.00	34,579.36	-1,537.36	104.65
02-60-06-53-2200	Liability Insurance	35,903.00	28,914.20	0.00	0.00	28,914.20	6,988.80	80.53
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	76,814.97	8,762.22	0.00	85,577.19	37,922.81	69.29
02-60-06-53-3055	Hydrant Maintenance	10,000.00	4,487.45	0.00	0.00	4,487.45	5,512.55	44.87
02-60-06-53-3200	Maintenance of Vehicles	8,000.00	6,054.05	59.50	0.00	6,113.55	1,886.45	76.42
02-60-06-53-3300	Maint of Office Equipment	1,000.00	991.57	77.86	0.00	1,069.43	-69.43	106.94
02-60-06-53-3600	Maintenance of Buildings	34,750.00	35,042.99	878.71	0.00	35,921.70	-1,171.70	103.37
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	84,850.00	4,000.00	0.00	88,850.00	-29,850.00	150.59
02-60-06-53-3631	Lead Service Line Program	250,000.00	115,743.18	2,906.00	0.00	118,649.18	131,350.82	47.46
02-60-06-53-3640	SewerCatch Basin Repair	50,000.00	7,582.69	0.00	0.00	7,582.69	42,417.31	15.17
02-60-06-53-4100	Training	1,150.00	305.00	0.00	0.00	305.00	845.00	26.52
02-60-06-53-4250	Travel & Meeting	1,685.00	1,064.25	0.00	0.00	1,064.25	620.75	63.16
02-60-06-53-4300	Dues & Subscriptions	1,460.00	631.00	0.00	0.00	631.00	829.00	43.22
02-60-06-53-4350	Printing	2,500.00	1,489.24	265.57	0.00	1,754.81	745.19	70.19
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	1,975.00	135.80	0.00	2,110.80	1,479.20	58.80
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	16,330.26	410.90	0.00	16,741.16	3,258.84	83.71
02-60-06-53-5400	Damage Claims	4,000.00	13,636.99	0.00	0.00	13,636.99	-9,636.99	340.92
	Contractual Services	**1,144,342.00**	**643,238.77**	**40,906.41**	**0.00**	**684,145.18**	**460,196.82**	**59.79**
02-60-06-54-0100	Office Supplies	500.00	445.00	0.00	0.00	445.00	55.00	89.00
02-60-06-54-0200	Gas & Oil	10,959.00	15,377.15	1,798.87	0.00	17,176.02	-6,217.02	156.73
02-60-06-54-0310	Uniforms	1,525.00	197.99	118.75	0.00	316.74	1,208.26	20.77
02-60-06-54-0500	Vehicle Parts	8,000.00	9,361.65	80.18	0.00	9,441.83	-1,441.83	118.02
02-60-06-54-0600	Operating Supplies	232,994.00	41,650.13	4,462.27	0.00	46,112.40	186,881.60	19.79
02-60-06-54-1300	Postage	7,746.00	4,931.51	704.91	0.00	5,636.42	2,109.58	72.77

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
02-60-06-54-2200	Water from Chicago	1,850,897.00	1,360,431.48	99,790.39	0.00	1,460,221.87	390,675.13	78.89
	Materials & Supplies	**2,112,621.00**	**1,432,394.91**	**106,955.37**	**0.00**	**1,539,350.28**	**573,270.72**	**72.86**
02-60-06-55-1150	Sewer System Improvements	375,000.00	197,824.00	0.00	0.00	197,824.00	177,176.00	52.75
02-60-06-55-1300	Water System Improvements	1,448,000.00	686,828.59	448,295.26	0.00	1,135,123.85	312,876.15	78.39
02-60-06-55-9100	Street Improvements	70,000.00	70,000.00	0.00	0.00	70,000.00	0.00	100.00
	Capital Outlay	**1,893,000.00**	**954,652.59**	**448,295.26**	**0.00**	**1,402,947.85**	**490,052.15**	**74.11**
02-60-06-55-0010	Depreciation Expense	355,000.00	0.00	0.00	0.00	0.00	355,000.00	0.00
	Depreciation	**355,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**355,000.00**	**0.00**
02-60-06-56-0104	IEPA Loan Principal	663,212.00	663,211.81	0.00	0.00	663,211.81	0.19	100.00
02-60-06-56-0105	IEPA Loan Interest	253,934.00	253,933.99	0.00	0.00	253,933.99	0.01	100.00
	Debt Service	**917,146.00**	**917,145.80**	**0.00**	**0.00**	**917,145.80**	**0.20**	**100.00**
02-60-06-57-5013	Transfer to CERF	126,235.00	0.00	0.00	0.00	0.00	126,235.00	0.00
	Other Financing Uses	**126,235.00**	**0.00**	**0.00**	**0.00**	**0.00**	**126,235.00**	**0.00**
60	**Public Works**	**7,829,325.00**	**4,957,479.88**	**683,991.88**	**1,934.07**	**5,639,537.69**	**2,189,787.31**	**72.03**
	Expense	**7,829,325.00**	**4,957,479.88**	**683,991.88**	**1,934.07**	**5,639,537.69**	**2,189,787.31**	**72.03**
02	**Water & Sewer Fund**	**1,028,253.00**	**132,902.96**	**687,555.06**	**274,552.99**	**545,905.03**	**482,347.97**	**53.09**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
03	**Motor Fuel Tax Fund**							
00								
03-00-00-45-5100	Interest	551.00	175.54	0.00	622.47	798.01	-247.01	144.83
03-00-00-45-5200	Net Change in Fair Value	0.00	0.00	2,261.28	0.00	-2,261.28	2,261.28	0.00
	Interest	**551.00**	**175.54**	**2,261.28**	**622.47**	**-1,463.27**	**2,014.27**	**-265.57**
03-00-00-47-7100	State Allotment	258,073.00	222,946.61	0.00	12,603.45	235,550.06	22,522.94	91.27
03-00-00-47-7200	State Renewal Allotment	182,104.00	158,310.92	0.00	13,631.63	171,942.55	10,161.45	94.42
03-00-00-47-7250	State Rebuild Bond Fund Disb	245,426.00	122,713.13	0.00	122,713.13	245,426.26	-0.26	100.00
	Intergovernmental	**685,603.00**	**503,970.66**	**0.00**	**148,948.21**	**652,918.87**	**32,684.13**	**95.23**
00		**686,154.00**	**504,146.20**	**2,261.28**	**149,570.68**	**651,455.60**	**34,698.40**	**94.94**
	Revenue	**686,154.00**	**504,146.20**	**2,261.28**	**149,570.68**	**651,455.60**	**34,698.40**	**94.94**
00								
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	106,735.97	0.00	0.00	106,735.97	33,264.03	76.24
	Contractual Services	**140,060.00**	**106,735.97**	**0.00**	**0.00**	**106,735.97**	**33,324.03**	**76.21**
03-00-00-54-2100	Snow & Ice Control	54,428.00	0.00	27,868.49	0.00	27,868.49	26,559.51	51.20
	Materials & Supplies	**54,428.00**	**0.00**	**27,868.49**	**0.00**	**27,868.49**	**26,559.51**	**51.20**
03-00-00-55-9100	Street Improvement	350,000.00	367,394.85	0.00	0.00	367,394.85	-17,394.85	104.97
	Capital Outlay	**350,000.00**	**367,394.85**	**0.00**	**0.00**	**367,394.85**	**-17,394.85**	**104.97**
00		**544,488.00**	**474,130.82**	**27,868.49**	**0.00**	**501,999.31**	**42,488.69**	**92.20**
	Expense	**544,488.00**	**474,130.82**	**27,868.49**	**0.00**	**501,999.31**	**42,488.69**	**92.20**
03	**Motor Fuel Tax Fund**	**-141,666.00**	**-30,015.38**	**30,129.77**	**149,570.68**	**-149,456.29**	**7,790.29**	**105.50**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
05	**Debt Service Fund**							
00								
05-00-00-41-1000	Prior Yrs Taxes	130,910.00	126,659.58	0.00	133.55	126,793.13	4,116.87	96.86
05-00-00-41-1021	Property Taxes Current	138,021.00	39,182.53	0.00	94,040.47	133,223.00	4,798.00	96.52
	Property Taxes	**268,931.00**	**165,842.11**	**0.00**	**94,174.02**	**260,016.13**	**8,914.87**	**96.69**
05-00-00-45-5100	Interest	215.00	207.82	0.00	47.07	254.89	-39.89	118.55
	Interest	**215.00**	**207.82**	**0.00**	**47.07**	**254.89**	**-39.89**	**118.55**
00		**269,146.00**	**166,049.93**	**0.00**	**94,221.09**	**260,271.02**	**8,874.98**	**96.70**
	Revenue	**269,146.00**	**166,049.93**	**0.00**	**94,221.09**	**260,271.02**	**8,874.98**	**96.70**
00								
05-00-00-53-2100	Bank Fees	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	Contractual Services	**500.00**	**0.00**	**0.00**	**0.00**	**0.00**	**500.00**	**0.00**
05-00-00-56-0035	2020 GO Bond Principal	262,500.00	262,500.00	0.00	0.00	262,500.00	0.00	100.00
05-00-00-56-0036	2020 GO Bond Interest	2,511.00	3,150.00	0.00	0.00	3,150.00	-639.00	125.45
	Debt Service	**265,011.00**	**265,650.00**	**0.00**	**0.00**	**265,650.00**	**-639.00**	**100.24**
00		**265,511.00**	**265,650.00**	**0.00**	**0.00**	**265,650.00**	**-139.00**	**100.05**
	Expense	**265,511.00**	**265,650.00**	**0.00**	**0.00**	**265,650.00**	**-139.00**	**100.05**
05	**Debt Service Fund**	**-3,635.00**	**99,600.07**	**0.00**	**94,221.09**	**5,378.98**	**-9,013.98**	**-147.98**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
09	**Police Pension Fund**							
00								
09-00-00-45-5100	Interest	512,140.00	420,554.17	0.00	0.00	420,554.17	91,585.83	82.12
09-00-00-45-5200	Net Change in Fair Value	1,866,195.00	-108,743.43	0.00	0.00	-108,743.43	1,974,938.43	-5.83
	Interest	**2,378,335.00**	**311,810.74**	**0.00**	**0.00**	**311,810.74**	**2,066,524.26**	**13.11**
09-00-00-41-1100	Employer Contribution	1,874,180.00	1,383,111.36	0.00	674,471.30	2,057,582.66	-183,402.66	109.79
09-00-00-46-7350	Employee Contribution	310,063.00	293,943.53	0.00	21,846.87	315,790.40	-5,727.40	101.85
	Grants & Contributions	**2,184,243.00**	**1,677,054.89**	**0.00**	**696,318.17**	**2,373,373.06**	**-189,130.06**	**108.66**
00		**4,562,578.00**	**1,988,865.63**	**0.00**	**696,318.17**	**2,685,183.80**	**1,877,394.20**	**58.85**
	Revenue	**4,562,578.00**	**1,988,865.63**	**0.00**	**696,318.17**	**2,685,183.80**	**1,877,394.20**	**58.85**
00								
09-00-00-52-6100	Pensions	2,725,138.00	1,950,911.86	0.00	0.00	1,950,911.86	774,226.14	71.59
09-00-00-52-6150	Pension Refund	50,000.00	358,564.48	0.00	0.00	358,564.48	-308,564.48	717.13
	Benefits	**2,775,138.00**	**2,309,476.34**	**0.00**	**0.00**	**2,309,476.34**	**465,661.66**	**83.22**
09-00-00-53-0300	Audit Services	2,310.00	2,310.00	0.00	0.00	2,310.00	0.00	100.00
09-00-00-53-0350	Actuarial Services	3,815.00	3,815.00	0.00	0.00	3,815.00	0.00	100.00
09-00-00-53-0360	Payroll Services	28,890.00	14,170.00	0.00	0.00	14,170.00	14,720.00	49.05
09-00-00-53-0380	Consulting Services	56,000.00	46,615.57	0.00	0.00	46,615.57	9,384.43	83.24
09-00-00-53-0420	Legal Services	18,000.00	2,306.25	0.00	0.00	2,306.25	15,693.75	12.81
09-00-00-53-2100	Bank Fees	100.00	564.98	0.00	0.00	564.98	-464.98	564.98
09-00-00-53-4100	Training	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
09-00-00-53-4250	Travel & Meeting	1,500.00	760.00	0.00	0.00	760.00	740.00	50.67
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	3,000.00	1,800.00	0.00	0.00	1,800.00	1,200.00	60.00
09-00-00-54-3100	Misc Expenditures	14,285.00	17,742.40	0.00	0.00	17,742.40	-3,457.40	124.20
	Contractual Services	**132,695.00**	**90,879.20**	**0.00**	**0.00**	**90,879.20**	**41,815.80**	**68.49**
00		**2,907,833.00**	**2,400,355.54**	**0.00**	**0.00**	**2,400,355.54**	**507,477.46**	**82.55**
	Expense	**2,907,833.00**	**2,400,355.54**	**0.00**	**0.00**	**2,400,355.54**	**507,477.46**	**82.55**
09	**Police Pension Fund**	**-1,654,745.00**	**411,489.91**	**0.00**	**696,318.17**	**-284,828.26**	**-1,369,916.74**	**17.21**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
10	**Fire Pension Fund**							
00								
10-00-00-45-5100	InterestDividends	447,444.00	150,773.70	0.00	0.00	150,773.70	296,670.30	33.70
10-00-00-45-5200	Net Change in Fair Value	708,201.00	33,584.92	0.00	0.00	33,584.92	674,616.08	4.74
	Interest	**1,155,645.00**	**184,358.62**	**0.00**	**0.00**	**184,358.62**	**971,286.38**	**15.95**
10-00-00-41-1100	Employer Contribution	1,764,606.00	1,271,190.72	0.00	623,654.29	1,894,845.01	-130,239.01	107.38
10-00-00-46-7350	Employee Contribution	217,664.00	163,220.95	0.00	14,931.42	178,152.37	39,511.63	81.85
	Grants & Contributions	**1,982,270.00**	**1,434,411.67**	**0.00**	**638,585.71**	**2,072,997.38**	**-90,727.38**	**104.58**
00		**3,137,915.00**	**1,618,770.29**	**0.00**	**638,585.71**	**2,257,356.00**	**880,559.00**	**71.94**
	Revenue	**3,137,915.00**	**1,618,770.29**	**0.00**	**638,585.71**	**2,257,356.00**	**880,559.00**	**71.94**
00								
10-00-00-52-6100	Pensions	2,069,383.00	1,647,017.47	0.00	0.00	1,647,017.47	422,365.53	79.59
	Benefits	**2,069,383.00**	**1,647,017.47**	**0.00**	**0.00**	**1,647,017.47**	**422,365.53**	**79.59**
10-00-00-53-0300	Audit Services	2,310.00	2,310.00	0.00	0.00	2,310.00	0.00	100.00
10-00-00-53-0350	Actuarial Services	3,815.00	3,905.00	0.00	0.00	3,905.00	-90.00	102.36
10-00-00-53-0360	Payroll Services	15,145.00	9,540.00	0.00	0.00	9,540.00	5,605.00	62.99
10-00-00-53-0380	Consulting Services	40,324.00	19,992.34	0.00	0.00	19,992.34	20,331.66	49.58
10-00-00-53-0420	Legal Services	6,000.00	2,512.50	0.00	0.00	2,512.50	3,487.50	41.88
10-00-00-53-2100	Bank Fees	8,200.00	6,580.38	0.00	0.00	6,580.38	1,619.62	80.25
10-00-00-53-4100	Training	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
10-00-00-53-4250	Travel & Meeting	1,000.00	370.00	0.00	0.00	370.00	630.00	37.00
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	17,910.00	12,954.65	0.00	0.00	12,954.65	4,955.35	72.33
	Contractual Services	**98,049.00**	**58,959.87**	**0.00**	**0.00**	**58,959.87**	**39,089.13**	**60.13**
00		**2,167,432.00**	**1,705,977.34**	**0.00**	**0.00**	**1,705,977.34**	**461,454.66**	**78.71**
	Expense	**2,167,432.00**	**1,705,977.34**	**0.00**	**0.00**	**1,705,977.34**	**461,454.66**	**78.71**
10	**Fire Pension Fund**	**-970,483.00**	**87,207.05**	**0.00**	**638,585.71**	**-551,378.66**	**-419,104.34**	**56.81**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
13	**Capital Equip Replacement Fund**							
00								
13-00-00-45-5100	Interest	35,229.00	21,839.98	0.00	584.44	22,424.42	12,804.58	63.65
13-00-00-45-5200	Net Change in Fair Value	0.00	-53,091.90	35,223.92	0.00	-88,315.82	88,315.82	0.00
	Interest	**35,229.00**	**-31,251.92**	**35,223.92**	**584.44**	**-65,891.40**	**101,120.40**	**-187.04**
13-00-00-46-6410	Miscellaneous	0.00	112.56	0.00	0.00	112.56	-112.56	0.00
	Miscellaneous	**0.00**	**112.56**	**0.00**	**0.00**	**112.56**	**-112.56**	**0.00**
13-00-00-47-7002	Transfer from Water and Sewer	126,235.00	0.00	0.00	0.00	0.00	126,235.00	0.00
13-00-00-48-8000	Sale of Property	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
	Other Financing Sources	**151,235.00**	**0.00**	**0.00**	**0.00**	**0.00**	**151,235.00**	**0.00**
00		**186,464.00**	**-31,139.36**	**35,223.92**	**584.44**	**-65,778.84**	**252,242.84**	**-35.28**
	Revenue	**186,464.00**	**-31,139.36**	**35,223.92**	**584.44**	**-65,778.84**	**252,242.84**	**-35.28**
00								
13-00-00-53-2100	Bank Fees	100.00	0.00	0.00	0.00	0.00	100.00	0.00
	Contractual Services	**100.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100.00**	**0.00**
13-00-00-55-8700	Police Vehicles	138,660.00	0.00	0.00	0.00	0.00	138,660.00	0.00
13-00-00-55-8720	Police Equipment	22,450.00	23,400.00	0.00	0.00	23,400.00	-950.00	104.23
13-00-00-55-8800	Fire Dept Vehicle	83,500.00	0.00	0.00	0.00	0.00	83,500.00	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	215,000.00	0.00	0.00	0.00	0.00	215,000.00	0.00
13-00-00-55-8925	PW Equipment	180,000.00	143,415.00	63,313.07	0.00	206,728.07	-26,728.07	114.85
	Capital Outlay	**684,610.00**	**166,815.00**	**63,313.07**	**0.00**	**230,128.07**	**454,481.93**	**33.61**
00		**684,710.00**	**166,815.00**	**63,313.07**	**0.00**	**230,128.07**	**454,581.93**	**33.61**
	Expense	**684,710.00**	**166,815.00**	**63,313.07**	**0.00**	**230,128.07**	**454,581.93**	**33.61**
13	**Capital Equip Replacement Fund**	**498,246.00**	**197,954.36**	**98,536.99**	**584.44**	**295,906.91**	**202,339.09**	**59.39**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
14	**Capital Improvement Fund**							
00								
14-00-00-43-3200	Metra Daily Parking Fees	15,100.00	1,143.56	0.00	0.00	1,143.56	13,956.44	7.57
14-00-00-43-3220	Parking Lot Permit Fees	43,236.00	9,855.61	0.00	0.00	9,855.61	33,380.39	22.79
	Charges for Services	**58,336.00**	**10,999.17**	**0.00**	**0.00**	**10,999.17**	**47,336.83**	**18.85**
14-00-00-44-4240	Automated Traffic Enf Fines	850,000.00	21,638.42	593.55	1,497.79	22,542.66	827,457.34	2.65
	Fines & Forfeits	**850,000.00**	**21,638.42**	**593.55**	**1,497.79**	**22,542.66**	**827,457.34**	**2.65**
14-00-00-45-5100	Interest	2,113.00	717.10	0.00	0.00	717.10	1,395.90	33.94
14-00-00-45-5200	Net Change in Fair Value	0.00	-0.97	0.00	0.00	-0.97	0.97	0.00
	Interest	**2,113.00**	**716.13**	**0.00**	**0.00**	**716.13**	**1,396.87**	**33.89**
14-00-00-48-7090	Bonds Issued	4,000,000.00	0.00	0.00	0.00	0.00	4,000,000.00	0.00
	Other Financing Sources	**4,000,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**4,000,000.00**	**0.00**
00		**4,910,449.00**	**33,353.72**	**593.55**	**1,497.79**	**34,257.96**	**4,876,191.04**	**0.70**
	Revenue	**4,910,449.00**	**33,353.72**	**593.55**	**1,497.79**	**34,257.96**	**4,876,191.04**	**0.70**
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
	Contractual Services	**12,000.00**	**12,000.00**	**0.00**	**0.00**	**12,000.00**	**0.00**	**100.00**
14-00-00-55-0500	Building Improvements	136,300.00	44,272.45	0.00	0.00	44,272.45	92,027.55	32.48
14-00-00-55-1205	Streetscape Improvements	46,000.00	8,875.65	0.00	0.00	8,875.65	37,124.35	19.29
14-00-00-55-1250	Alley Improvements	1,850,000.00	897,609.85	24,941.85	0.00	922,551.70	927,448.30	49.87
14-00-00-55-8620	Information Technology Equipme	402,820.00	22,673.50	0.00	0.00	22,673.50	380,146.50	5.63
	Capital Outlay	**2,435,120.00**	**973,431.45**	**24,941.85**	**0.00**	**998,373.30**	**1,436,746.70**	**41.00**
00		**2,447,120.00**	**985,431.45**	**24,941.85**	**0.00**	**1,010,373.30**	**1,436,746.70**	**41.29**
	Expense	**2,447,120.00**	**985,431.45**	**24,941.85**	**0.00**	**1,010,373.30**	**1,436,746.70**	**41.29**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
14	**Capital Improvement Fund**	**-2,463,329.00**	**952,077.73**	**25,535.40**	**1,497.79**	**976,115.34**	**-3,439,444.34**	**-39.63**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
31	**TIF-Madison Street**							
00								
31-00-00-41-1000	Property Taxes-Prior Years	164,402.00	482,023.79	0.00	0.00	482,023.79	-317,621.79	293.20
31-00-00-41-1021	Property Taxes-Current Year	167,690.00	111,573.21	0.00	216,922.49	328,495.70	-160,805.70	195.89
	Property Taxes	**332,092.00**	**593,597.00**	**0.00**	**216,922.49**	**810,519.49**	**-478,427.49**	**244.06**
31-00-00-45-5100	Interest	458.00	258.55	0.00	274.15	532.70	-74.70	116.31
	Interest	**458.00**	**258.55**	**0.00**	**274.15**	**532.70**	**-74.70**	**116.31**
00		**332,550.00**	**593,855.55**	**0.00**	**217,196.64**	**811,052.19**	**-478,502.19**	**243.89**
	Revenue	**332,550.00**	**593,855.55**	**0.00**	**217,196.64**	**811,052.19**	**-478,502.19**	**243.89**
00								
31-00-00-53-0100	Electricity & Natural Gas	1,000.00	1,556.06	297.55	0.00	1,853.61	-853.61	185.36
31-00-00-53-0300	Audit Services	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	100.00
31-00-00-53-0380	Consulting Services	5,000.00	1,875.00	0.00	0.00	1,875.00	3,125.00	37.50
31-00-00-53-0425	Village Attorney	2,500.00	1,522.50	0.00	0.00	1,522.50	977.50	60.90
31-00-00-53-0440	Property Taxes	0.00	51.36	0.00	0.00	51.36	-51.36	0.00
31-00-00-53-3600	Maintenance of Buildings	4,800.00	4,501.00	0.00	0.00	4,501.00	299.00	93.77
31-00-00-53-4350	Printing	1,000.00	1,490.00	0.00	0.00	1,490.00	-490.00	149.00
31-00-00-53-5300	AdvertisingLegal Notice	1,000.00	325.00	0.00	0.00	325.00	675.00	32.50
	Contractual Services	**16,300.00**	**12,320.92**	**297.55**	**0.00**	**12,618.47**	**3,681.53**	**77.41**
31-00-00-55-4300	Other Improvements	54,000.00	47,190.25	0.00	0.00	47,190.25	6,809.75	87.39
	Capital Outlay	**54,000.00**	**47,190.25**	**0.00**	**0.00**	**47,190.25**	**6,809.75**	**87.39**
31-00-00-56-0081	Interest on Interfund Loan	56,190.00	0.00	0.00	0.00	0.00	56,190.00	0.00
	Debt Service	**56,190.00**	**0.00**	**0.00**	**0.00**	**0.00**	**56,190.00**	**0.00**
00		**126,490.00**	**59,511.17**	**297.55**	**0.00**	**59,808.72**	**66,681.28**	**47.28**
	Expense	**126,490.00**	**59,511.17**	**297.55**	**0.00**	**59,808.72**	**66,681.28**	**47.28**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
31	**TIF-Madison Street**	**-206,060.00**	**-534,344.38**	**297.55**	**217,196.64**	**-751,243.47**	**545,183.47**	**364.58**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
32	**Tif - North Avenue**							
00								
32-00-00-41-1000	Property Taxes-Prior Years	345,000.00	343,415.26	0.00	0.00	343,415.26	1,584.74	99.54
32-00-00-41-1021	Property Taxes-Current Year	175,000.00	47,229.88	0.00	132,694.60	179,924.48	-4,924.48	102.81
	Property Taxes	**520,000.00**	**390,645.14**	**0.00**	**132,694.60**	**523,339.74**	**-3,339.74**	**100.64**
32-00-00-45-5100	Interest	200.00	104.04	0.00	131.08	235.12	-35.12	117.56
	Interest	**200.00**	**104.04**	**0.00**	**131.08**	**235.12**	**-35.12**	**117.56**
00		**520,200.00**	**390,749.18**	**0.00**	**132,825.68**	**523,574.86**	**-3,374.86**	**100.65**
	Revenue	**520,200.00**	**390,749.18**	**0.00**	**132,825.68**	**523,574.86**	**-3,374.86**	**100.65**
00								
32-00-00-53-0380	Consulting Services	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
32-00-00-53-0425	Village Attorney	5,000.00	592.50	0.00	0.00	592.50	4,407.50	11.85
32-00-00-53-4350	Printing	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
32-00-00-53-5300	AdvertisingLegal	1,000.00	325.00	0.00	0.00	325.00	675.00	32.50
	Contractual Services	**17,000.00**	**917.50**	**0.00**	**0.00**	**917.50**	**16,082.50**	**5.40**
00		**17,000.00**	**917.50**	**0.00**	**0.00**	**917.50**	**16,082.50**	**5.40**
	Expense	**17,000.00**	**917.50**	**0.00**	**0.00**	**917.50**	**16,082.50**	**5.40**
32	**Tif - North Avenue**	**-503,200.00**	**-389,831.68**	**0.00**	**132,825.68**	**-522,657.36**	**19,457.36**	**103.87**

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
35	**Infrastructure Imp Bond Fund**							
00								
35-00-00-45-5100	Interest	225.00	54.98	0.00	152.13	207.11	17.89	92.05
	Interest	**225.00**	**54.98**	**0.00**	**152.13**	**207.11**	**17.89**	**92.05**
35-00-00-48-7090	Bond Proceeds	0.00	550,000.00	0.00	0.00	550,000.00	-550,000.00	0.00
	Other Financing Sources	**0.00**	**550,000.00**	**0.00**	**0.00**	**550,000.00**	**-550,000.00**	**0.00**
00		**225.00**	**550,054.98**	**0.00**	**152.13**	**550,207.11**	**-549,982.11**	**244,536.49**
	Revenue	**225.00**	**550,054.98**	**0.00**	**152.13**	**550,207.11**	**-549,982.11**	**244,536.49**
00								
35-00-00-53-0420	Legal Services	0.00	5,084.00	0.00	0.00	5,084.00	-5,084.00	0.00
	Contractual Services	**0.00**	**5,084.00**	**0.00**	**0.00**	**5,084.00**	**-5,084.00**	**0.00**
35-00-00-55-9100	Street Improvements	250,000.00	230,794.39	0.00	0.00	230,794.39	19,205.61	92.32
	Capital Outlay	**250,000.00**	**230,794.39**	**0.00**	**0.00**	**230,794.39**	**19,205.61**	**92.32**
00		**250,000.00**	**235,878.39**	**0.00**	**0.00**	**235,878.39**	**14,121.61**	**94.35**
	Expense	**250,000.00**	**235,878.39**	**0.00**	**0.00**	**235,878.39**	**14,121.61**	**94.35**
35	**Infrastructure Imp Bond Fund**	**249,775.00**	**-314,176.59**	**0.00**	**152.13**	**-314,328.72**	**564,103.72**	**-125.84**

Village of River Forest Investments

Fiscal Year 2022
Through 03/31/2022

Fun	ID	Bank	Interest Rate	Purchase Date	Maturity Date	Cost	Par Value	Market Value
01	2021-02	Customers Bank	00.200%	1/20/2021	7/14/2022	$249,200.00	$249,200.00	$249,200.00
01	2020-08	First Capital Bank, TN	00.300%	10/2/2020	10/3/2022	$248,500.00	$248,500.00	$248,500.00
01	2022-06	US Treasury	01.841%	3/22/2022	9/30/2023	$298,720.55	$306,000.00	$297,656.60
01	2021-19	Merrick Bank	00.500%	12/1/2021	11/20/2023	$249,040.93	$249,000.00	$243,661.44
01	2022-01	JP Morngan Chase	00.900%	1/31/2022	1/31/2024	$248,000.00	$248,000.00	$243,134.24
01	2021-04	Financial Federal Bank	00.150%	2/19/2021	2/20/2024	$248,800.00	$248,800.00	$248,800.00
01	2021-13	Goldman Sachs	00.500%	7/28/2021	7/29/2024	$249,000.00	$249,000.00	$238,932.93
01	2021-20	Bank United National	00.950%	12/8/2021	12/9/2024	$249,000.00	$249,000.00	$239,493.18
01	2021-09	FHLB	00.750%	3/20/2021	4/22/2025	$250,000.00	$250,000.00	$237,272.50
01	2021-14	FHLB	01.040%	10/28/2021	10/28/2025	$250,000.00	$250,000.00	$238,427.50
01	2021-11	US Treasury	00.770%	4/29/2021	4/30/2026	$500,000.00	$499,511.72	$466,269.50
								$2,951,347.89
02	2022-02	Israel Discount Bank	00.750%	1/28/2022	7/14/2023	$249,000.00	$249,000.00	$246,496.31
02	2021-16	Synchrony Bank	00.450%	10/22/2021	10/23/2023	$249,000.00	$249,000.00	$243,968.46
								$490,464.77
03	2022-05	American Express	01.600%	3/9/2022	3/11/2024	$247,000.00	$247,000.00	$244,738.72
								$244,738.72
13	2021-12	UBS Bank	00.250%	7/8/2021	7/10/2023	$249,000.00	$249,000.00	$244,974.92
13	2021-21	Sallie Mae Bank/Salt LKE	00.700%	12/15/2021	12/15/2023	$249,000.00	$249,000.00	$244,051.87

Village of River Forest Investments

Fiscal Year 2022
Through 03/31/2022

Fun	ID	Bank	Interest Rate	Purchase Date	Maturity Date	Cost	Par Value	Market Value
13	2021-22	BMW Bank North America	00.650%	12/17/2021	12/18/2023	$249,000.00	$249,000.00	$243,790.42
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	$241,318.35
13	2021-10	FHLB	00.440%	4/29/2021	4/29/2024	$250,000.00	$250,000.00	$240,255.00
13	2021-18	Capital One Bk	00.800%	11/24/2021	11/25/2024	$249,000.00	$249,000.00	$238,803.45
13	2021-17	State Bank of India	00.800%	11/29/2021	11/29/2024	$249,295.13	$249,000.00	$238,732.48
13	2022-04	FHLB	01.350%	2/11/2022	2/11/2025	$300,000.00	$300,000.00	$289,950.00
13	2021-15	FHLB	01.040%	10/28/2021	10/28/2025	$250,000.00	$250,000.00	$238,427.50
13	2021-07	FHLB	00.750%	2/18/2021	3/16/2026	$100,000.00	$100,000.00	$93,757.00
								$2,559,860.99
								$6,246,412.37

Village of River Forest
Public Works and Development Services
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 19, 2022

To: Catherine Adduci, Village President
Village Board of Trustees

From: Sara Phyfer, Management Analyst

Subj: Sustainability Commission Recommendation Related to Solar Energy Systems and SolSmart Silver

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One goal of the Sustainability Commission is to obtain the SolSmart Silver designation for the Village. SolSmart is a national organization that helps to reduce bureaucratic barriers to solar access, and in 2019, the Village was awarded the SolSmart Bronze designation. In order to obtain the Silver designation, the Village needs to meet the following criteria:

Total of 100 Points

The Village currently has 85 points and can satisfy the additional 15 points with the following:

1) PI-8 (20 points): *Provide an online process for solar PV permit submission and approval*
   In April of 2021, the Village launched permitting software which can be accessed at riverforest.onlama.com. The permit process is entirely online and includes a permit type specifically for solar energy systems.
2) MD-4 (20 points): S*upport a community solar program*
   In September of 2022, the Village Board of Trustees passed a resolution supporting the Community Solar Clearinghouse Solution Program (CS2).

Because these two items were completed after receiving the Bronze designation, the Village is eligible for these points.

Zoning Clarification

Pre-requisite credit PZ-4 states: *Post an online document from the Planning/Zoning Department that states accessory use solar PV is allowed by-right in all major zones. (e.g. via a zoning determination letter)*

The Village's Zoning Code, which governs definitions of accessory uses, does not currently contemplate solar energy systems. Staff has been interpreting them as *appliances* to the primary use, which has allowed the Village to issue these types of building permits. Use of the term "accessory use" is a strict requirement for this credit. In order to define these systems as

an accessory use, the Zoning Code must be amended. This is done through the text amendment process, and Staff does not have the authority to bypass this process and declare solar energy systems an accessory use.

At their April 12, 2022 meeting, the Sustainability Commission was presented with the following options to move forward:

- Option 1 is to wait for the Zoning Code overhaul, which will include an update related to solar energy systems, and resubmit once codified. This overhaul is planned for FY23, which begins May 1, 2022.
- Option 2 is to make a recommendation to the Village Board to proceed with a standalone text amendment for solar energy systems. If the Board is amenable, they would remand it to the Zoning Board of Appeals, who would then hold a public hearing and take their recommendation back to the Village Board for final consideration.

At their meeting, the Sustainability Commission made a recommendation to the Village Board to proceed with a standalone text amendment for solar energy systems. The Commission is also interested in reviewing and capping permitting fees for solar energy systems, however a modification to permit fees is not needed for the SolSmart Silver designation and there is no recommendation related to permitting fees at this time.

If the Village Board agrees with this recommendation, the following motion would be appropriate:

Motion to direct the Village Administrator to propose text amendments related to solar energy systems to the Zoning Board of Appeals for a public hearing and recommendation.

Attachments:
Example Solar Energy Standards
SolSmart Program Guide

Solar Farm.

1. No solar farm shall be erected on any lot less than four (4) acres in size.

2. A certified professional engineer shall certify that the foundation and design on the solar panels are within accepted professional standards, given local soil and climate conditions.

3. Power and communication lines running between banks of solar panels and to electric substations or interconnections with buildings shall be buried underground.

4. Systems, equipment, and structures shall not exceed thirty feet (30) in height when ground mounted.

5. Ground mounted solar energy collection systems as part of a solar farm shall have a minimum setback for all equipment, excluding fences, of:

   a. *Front and Corner Yards*: one hundred (100) feet,

   b. *Side and Rear Yards*: fifty (50) feet from nonresidential property lines and one hundred (100) feet from residential property lines.

6. Systems equipment and structures shall be fully enclosed and secured by a fence or wall with a height of eight (8) feet. Knox boxes and keys shall be provided at locked entrances for emergency personnel access.

   a. **Warnings.**

      (1) Warning signs shall be provided at the entrance to the facility and along the perimeter of the solar farm in locations determined necessary by the Zoning Officer.

      (2) The signs shall be made with letters and numbers at least three (3) inches in height and shall include the 911 address and an emergency phone number of the operator which shall be answered twenty-four (24) hours a day by a live operator. A nonemergency phone number for the operator shall also be displayed. These phone numbers shall remain active with all calls being voice recorded for verification purposes and with comments and complaints logged and reported to the Zoning Officer monthly. The recorded calls shall be maintained for at least twelve (12) months.

7. **Outdoor Storage.** Only the outdoor storage of materials, vehicles, and equipment that directly support the operation and maintenance of the wind farm shall be allowed except for outdoor storage that is expressly allowed in the zoning district specified elsewhere in this title.

8. **Materials Handling, Storage, and Disposal.**

   a. All solid wastes related to the construction, operation, and maintenance of the solar farm shall be removed from the site promptly and disposed of in accordance with all federal, state, and local laws.

   b. A list of hazardous fluids that may be used on site shall be provided. All hazardous materials related to the construction, operation, and maintenance of the solar farm shall be handled, stored, transported, and disposed of in accordance with all applicable local, state and federal laws.

9. **Decommissioning Plan.** Prior to receiving approval, the applicant shall submit a decommissioning plan to ensure that the solar farm project is properly decommissioned, which shall include:

   a. Provisions describing the triggering events for decommissioning the solar farm project. Any nonfunctioning solar panel/array of the project shall be decommissioned within thirty (30) days unless the operator has shown to the Zoning Administrator that it is diligently repairing such solar panel/array or component.

   b. Procedures for the removal of structures, debris, and cabling, including those below the soil surface,

c. Provisions for the restoration of the natural soil and vegetation,

d. An estimate of the decommissioning costs certified by a professional engineer, to be updated every three (3) years or as determined necessary by the Zoning Administrator. The Zoning Administrator may request an independent third-party verification of the decommissioning costs at any time. The costs for this verification shall be reimbursed by the applicant and/or operator.

e. Financial assurance, secured by the owner or operator, for the purpose of performing the decommissioning, in an amount equal to the professional engineer's certified estimate of the decommissioning cost.

f. A provision that the terms of the decommissioning plan shall be binding upon the owner or operator and any of his successors, assigns, or heirs.

Solar Energy Collection System, Canopy.

1. The height of canopy solar energy collection systems shall not exceed the height of the primary building that the parking area serves.

2. The minimum height of solar energy collection systems shall allow clearance for emergency and service vehicles.

Canopy Solar Energy Collection Systems

Solar Energy Collection System, Ground Mounted.

1. Ground mounted solar energy collection systems shall be permitted in the rear yard only.
2. An unlimited quantity of panels is permitted on all zoning lots with the exception of any lot in a RS, or RD district ten thousand (10,000) square feet or less in size, which are limited to a total of one hundred (100) square feet in area of panels.
3. The maximum height of ground mounted solar energy collection systems shall be five (5) feet in height, measured from the grade at the base of the pole to the highest edge of the system.
4. Minimum clearance between the lowest point of the system and the surface on which the system is mounted is twelve (12) inches.
5. All parts of the freestanding system shall be set back ten (10) feet from the side and rear lot lines and shall not be located in a public utility easement.

Ground Mounted Solar Energy Collection Systems

Solar Energy Collection System, Roof Mounted.

(1) Roof mounted solar energy collection systems may be located on any roof face of principal or accessory buildings. Systems should be flush mounted when possible.

(2) Systems on residential structures shall not extend beyond twelve (12) inches parallel to the roof surface of a pitched roof or flat roof.

(3) Systems on nonresidential structures shall not extend beyond thirty-six (36) inches parallel to the roof surface of a pitched roof or flat roof.

(4) Systems on all structures shall not extend above the highest peak of a pitched roof. Height is measured from the roof surface on which the system is mounted to the highest edge of the system.

(5) All materials used for racking, mounts, mounting clamps, and flashings shall be of a color consistent with the color of the roof surface to minimize visibility.

Roof Mounted Solar Energy Collection Systems

SOLSMART

NATIONALLY DISTINGUISHED. LOCALLY POWERED.

PROGRAM GUIDE

WWW.SOLSMART.ORG

JANUARY 2021

SolSmart Program Guide:

Recognizing Local Solar Achievements!

Welcome to the SolSmart Program Guide, a comprehensive resource to guide local governments through the SolSmart designation and technical assistance process.

Why SolSmart?

Across the United States, communities are turning to solar energy for clean, reliable, and affordable electricity to power their homes and businesses. Rapidly declining prices for solar technologies have brought vast amounts of solar energy into the mainstream within a few short years. Millions of Americans now rely on solar to power the necessities of modern life.

In addition to keeping the lights on, solar energy provides many environmental, social, and economic benefits. It is a carbon-free electricity source that is an essential part of any strategy to reduce greenhouse gas emissions. An increasing number of communities are now using solar to meet climate change goals or renewable energy targets. At the same time, solar energy is a primary driver for job creation and economic growth. Interstate Renewable Energy Council's *National Solar Jobs Census* found that solar employs nearly 250,000 American workers as of 2019, and since 2010 the size of the solar workforce has grown by 167 percent.[1]

Those who have taken advantage of the opportunity to install solar panels are finding that solar saves money. Homeowners, businesses, schools, and local governments are using solar energy to drastically reduce their utility costs. Meanwhile, in the face of costly natural disasters that threaten the reliability of the electricity grid, solar can be combined with battery storage to provide backup power and make communities more resilient.

Yet, solar "soft costs" have significant local impacts on the affordability of solar energy systems. "Soft costs" refer to business processes or administrative costs that can increase the time and money it takes to install a solar energy system — costs that are then passed on to customers. These costs arise due to sales and marketing, permitting processes, planning, and zoning considerations, financing, and a wide variety of other factors. Overall, these soft costs represent about 64% of the total cost of a solar energy system.[2]

To address solar soft costs at the local level, the U.S. Department of Energy's Solar Energy Technologies Office (SETO) funds SolSmart, a national designation and technical assistance program. SolSmart recognizes local governments that have taken key steps to address barriers to solar energy and provides no-cost technical assistance to accelerate the development of local solar energy markets.

SolSmart benefits three primary stakeholders at the local level. The first is solar customers that can enjoy a greater return on their investment if soft costs are reduced. Cumbersome local government processes can add up to $2,500 or more to the cost of a homeowner going solar.[3] Second, local governments benefit from the time and money saved by cutting red tape and making processes more efficient. For example, providing more accessible information on permit and inspection processes can decrease the volume of questions from installers and the number of incomplete applications, thereby reducing demands on staff time. Finally, local solar companies benefit from transparent and standardized processes that reduce barriers to entering the market, reduce administrative costs, and improve customer satisfaction.

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[1] Interstate Renewable Energy Council, *National Solar Jobs Census 2019*, February 2020, available at http://www.solarjobscensus.org

[2] U.S. Department of Energy, *Soft Costs Webpage, available at* https://www.energy.gov/eere/solar/soft-costs

[3] Jesse Burkhardt et al., "How Much Do Local Regulations Matter? Exploring the Impact of Permitting and Local Regulatory Processes on PV Prices in the United States," *Electricity Markets & Policy*, September 2014, https://emp.lbl.gov/publications/how-much-do-local-regulations-matter.

As of June 2021, more than 400 communities in 41 states plus the District of Columbia and U.S. Virgin Islands have achieved designation as SolSmart Gold, Silver, or Bronze. The program's broad national reach is helping communities in all parts of the country make it faster, easier, and more affordable to go solar. The designation program is led by the International City/County Management Association, while the technical assistance program is led by Interstate Renewable Energy Council.

SolSmart Designation Criteria

SolSmart uses objective criteria based on established solar energy best practices to measure local government progress toward creating a solar-friendly community. Local governments that complete the necessary requirements are awarded SolSmart Bronze, Silver, or Gold Designation.

There are three levels of SolSmart designation for local governments. Below are the requirements for each level

Bronze	60 Total Points	3 Pre-requisite Credits
	☐ 20 Points in Permitting & Inspection ☐ 20 Points in Planning & Zoning ☐ 20 Points from any Special Focus category	☐ Complete the Solar Statement (PR-1) ☐ Complete solar permitting checklist (PI-1) ☐ Complete zoning review (PZ-1)
Silver	**100 Total Points**	**3 Pre-requisite Credits**
	☐ Complete bronze designation requirements	☐ Complete permit staff training (PI-2) ☐ Complete inspection staff training (PI-3) ☐ Complete zoning clarification (PZ-4)
Gold	**200 Total Points**	**2 Pre-requisite Credits**
	☐ Complete silver designation requirements	☐ Complete permit turnaround time (PI-4) ☐ Complete solar in zoning (PZ-5)

Special Award: Communities that earn 60% of the available points in a category are eligible for special recognition.

The SolSmart Designation Criteria is organized into 5 categories – 2 Foundation Categories and 3 Special Focus Categories. Below you will find a summary of the 5 categories and the number of credits and available points in each category.

Foundational Categories

Permitting and Inspection		Planning and Zoning	
Credits: 20	Points: 205	Credits: 23	Points: 185

Special Focus Categories

Government Operations		Community Engagement		Market Development	
Credits: 10	Points: 160	Credits: 12	Points: 70	Credits: 10	Points: 155

Permitting and Inspection | 20 Credits | 205 Points

Most local governments have direct oversight of the permitting and inspection policies and procedures within their jurisdiction. Communities that implement permitting best practices provide solar developers and installers with a transparent, efficient, and cost-effective approval process. Well-trained staff and completed permit applications can reduce staff time needed to review permits which allows them to focus on other priorities. Clear inspection procedures ensure compliance with applicable state and local codes while protecting public health and safety. *Many of the credits in the permitting and inspection category can be verified by providing information in a detailed permitting checklist. That publicly available document should be backed up by internal standard operating procedures that ensure a transparent and efficient permitting and inspection process.*

Planning and Zoning | 23 Credits | 185 Points

Local government planning and zoning regulations can help facilitate the rapid expansion of solar energy within a community while ensuring compliance with development standards. Communities can utilize planning and zoning regulations to provide maximum siting options for rooftop and ground-mounted solar energy while preserving community character and historic resources. Incorporating solar energy in local planning documents sets a community's vision for the integration of solar energy with other land uses. Zoning codes should contain language that provides clear and transparent regulations on the development and use of solar energy within the jurisdiction. *Many of the credits in the planning and zoning category can be verified by providing a link to a community's codes, ordinances, and community plans.*

Government Operations | 10 Credits | 160 Points

Local governments can lead the way by installing solar energy on public facilities and land. Communities can engage with their local utility to discuss goals for solar energy, net metering, interconnection, and community solar. These actions are high impact that can directly lead to more megawatts of solar energy on the local grid. *Many of the credits in the government operations category can be verified by providing documents demonstrating installed solar capacity such as news articles about solar installations, dashboards/metrics showing solar production, and contracts that demonstrate solar project construction.*

Community Engagement | 12 Credits | 70 Points

Local governments are an important and trusted source of information for residents, businesses, and solar installers. Posting information on the local government's website, providing public education, and engagement opportunities can help residents and businesses interested in solar energy make informed decisions. *Many of the credits in the community engagement category can be verified on a local government's solar webpage by providing information about a community's solar energy goals and processes in one centralized location.*

Market Development | 10 Credits | 155 Points

Local governments can collaborate and partner with organizations to promote solar development within their jurisdiction. Supporting a community solar program, promoting a solarize group-buy campaign, or partnering with a local financial institution can make solar energy more affordable and accessible for homes and businesses while improving business opportunities for solar installers. *Many of the credits in the market development category can be verified by providing news articles about the local governments role in supporting solar development or by providing official documents that established policies or programs.*

SolSmart Technical Assistance and Designation Process

Any local government, regardless of previous solar experience, is eligible for SolSmart designation.

The first step for any local government interested in pursuing SolSmart designation is to connect with one of our technical assistance providers through a consultation call. During this call, our technical assistance providers (TA provider) will describe the program and process, learn about a community's solar goals, and identify the applicable SolSmart Designation Criteria for the local government. The consultation call and all technical assistance is provided at no-cost because of a grant through the U.S. Department of Energy.

Once the local government decides to pursue SolSmart designation, they need to complete a Solar Statement and return it to a technical assistance provider. The Solar Statement demonstrates the community's commitment to work with the SolSmart team and achieve designation.

The local government then work with the TA provider to conduct a baseline assessment of the community's solar processes. This analysis helps determine how close the community is to designation and identifies what technical assistance pathway will achieve designation. After the baseline assessment, with guidance from the SolSmart team, the local government should complete any pre-requisite credits needed to achieve designation.

The local government may need to complete additional credits to be ready to submit for designation. In this case, the credits should balance recommendations from the SolSmart team and credits of interest to the local government.

Once the necessary credits are completed, the local government is ready to submit for designation review. The TA provider can assist the local government with the submission process through SolSmart's website. The submission is reviewed by the Designation Program Administrator within 10 business days and the local government is notified of their designation by email.

Designation Criteria

Three designation criteria are available to local governments depending on what processes are within their jurisdiction.

Local governments that control permitting, inspection, planning, and zoning use the **Standard Designation Criteria.**

Local governments that do not control permitting, inspection, planning, and/or zoning use the **Modified/County Designation Criteria.** This criteria is appropriate for certain counties that do not have control over one or more of those processes.

Regional organizations are eligible for SolSmart designation. Multi-jurisdictional organizations such as regional councils or councils of government use the **Regional Organization Designation Criteria.**

Local governments are encouraged to celebrate and publicize their designations. The designation email contains a Designation Toolkit with template press release, sample social media, and SolSmart Designation logos. SolSmart will also recognize local governments on the SolSmart website, on social media, and in the SolSmart newsletter.

SolSmart Definitions to Know

SolSmart - A national designation and technical assistance program. SolSmart recognizes local governments that have taken key steps to address barriers to solar energy and provides no-cost technical assistance to accelerate the development of local solar energy markets.

SolSmart Designation Program Administrators – A team of organizations that maintains the SolSmart Criteria, conducts designation reviews, awards designation.

SolSmart Technical Assistance Providers – A team of organizations that provide assistance to local governments pursuing SolSmart designation.

SolSmart Designation Criteria – A standardized collection of best practices that local governments can implement which aim to accelerate the development of local solar markets. SolSmart provides three Designation Criteria – Standard, Modified/County, and Regional Organization.

SolSmart Credit – A specific action that local governments can implement to encourage solar energy development in their community. SolSmart credits may include policies, processes, or programs that implement solar best practices. Each credit has a corresponding point value ranging from 5 to 20.

SolSmart Credit Overview

The SolSmart Designation Criteria is comprised of 75 credits organized into 5 Categories. Each credit is specific action that local governments can implement to encourage solar energy development in their community. Each credit has a corresponding point value ranging from 5 to 20.

Credit Identifier	Credit Points	Program Participation Pre-requisite Credit
PR-1	Req'd	Provide a document that demonstrates your local government's commitment to pursue SolSmart designation.

Credit Identifier	Credit Points	Permitting and Inspection Credits
PI-1	Req'd	Post an online checklist detailing the required permit(s), submittals, and steps of your community's permitting process for small rooftop solar PV. (Required for Bronze)
PI-2	10	Train permitting staff on best practices for permitting solar PV and/or solar and storage systems. Training must have occurred in the past five years. (Required for Silver).
PI-3	10	Train inspection staff on best practices for inspecting solar PV and/or solar and storage systems. Training must have occurred within the past five years. (Required for Silver).
PI-4	20	Post an online statement confirming a three-business day turnaround time for small rooftop solar PV. (Required for Gold)
PI-5	5	Distinguish between solar PV systems qualifying for streamlined and standard permit review.
PI-6	5	Require no more than one permit application form for a small rooftop solar PV system.
PI-7	10	Adopt a standard solar PV permit application form aligned with best practices (e.g. Solar ABCs).
PI-8	20	Provide an online process for solar PV permit submission and approval.
PI-9	20	Exempt or waive fees for residential solar PV permit applications.
PI-10	5	Demonstrate that residential permit fees for solar PV are $500 or less.
PI-11	10	Demonstrate that commercial permit fees for solar PV are based on cost-recovery and capped at a reasonable level so fees do not become a net revenue source. (e.g. fees cover the cost of the staff time required to review and process the permit application).

PI-12	10	Post solar PV inspection requirements online, including the inspection process and what details inspectors will review.
PI-13	10	Require no more than two inspections for small rooftop solar PV.
PI-14	10	Offer inspection appointment times in lieu of appointment windows for solar PV.
PI-15	10	Provide an online process for solar PV inspection scheduling.
PI-16	10	Train fire and safety staff on solar PV and/or solar and storage systems. Training must have occurred in the past five years.
PI-17	10	Train fire and safety staff on specific plans and procedures for responding to an emergency at a large-scale solar PV system within the jurisdiction. (This may include a walk-through of the site, coordinated with the project's owner/operator).
PI-18	10	Share site specific solar PV and/or solar and storage permit data, including addresses, with first responders and their departments. (e.g. through software that allows users to view searchable, filterable data about a specific site and system).
PI-19	10	Post an online checklist detailing the required permit(s), submittals, and steps of your community's energy storage system permitting process.
PI-20	10	Post energy storage system inspection requirements online, including the inspection process and what details inspectors will review.

Credit Identifier	Credit Points	Planning and Zoning Credits
PZ-1	Req'd	Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo. (Required for Bronze). Examples include: height restrictions, set-back requirements, screening requirements, visibility restrictions, etc.
PZ-2	5	Present PZ-1 memo findings to planning commission or relevant body.
PZ-3	5	Draft proposed language for changes to zoning code based on PZ-1 memo and PZ-2 dialogue. Involve planners and/or local zoning experts in the creation of the draft language.
PZ-4	0	Post an online document from the Planning/Zoning Department that states accessory use solar PV is allowed by-right in all major zones. (e.g. via a zoning determination letter). (Required for Silver unless Gold Requirement PZ-5 is achieved. If PZ-5 is achieved, PZ-4 is not necessary.)
PZ-5	20	Codify in the zoning ordinance that accessory use solar PV is explicitly allowed by-right in all major zones. Zoning ordinance language should not include intentional or unintentional barriers to accessory use solar, such as limits to visibility from public rights-of-way, excessive restrictions to system size, glare studies, subjective design reviews, and neighbor consent requirements. (Required for Gold, PZ-4 is optional)
PZ-6	5	Ensure the zoning ordinance exempts rooftop solar PV from certain restrictions on accessory uses (e.g. height limits, rooftop equipment screening requirements, or other restrictions).
PZ-7	5	Ensure the zoning ordinance permits small ground-mounted solar PV as an accessory use in at least one zoning district.
PZ-8	5	Ensure the zoning ordinance exempts small ground-mounted solar PV from certain restrictions on accessory uses (e.g. setbacks, coverage or impervious surface calculations, or other restrictions).
PZ-9	5	Ensure the zoning ordinance establishes a clear regulatory pathway for large-scale solar PV (e.g. through a special use permit or through inclusion among allowed conditional uses).
PZ-10	10	Ensure the zoning ordinance includes a native perennial vegetation and/or habitat-friendly ground cover requirement or standard for large-scale solar PV.
PZ-11	5	Ensure the zoning ordinance enables co-location of solar PV with an agricultural use such as grazing, apiaries, or crops (agrivoltaics).
PZ-12	5	Ensure the zoning ordinance requires a decommissioning plan that outlines the terms and conditions for a large-scale solar PV system's proper removal at the end of its useful life cycle or in the event of cessation of operation. (The decommissioning plan may include steps to remove the system, requirements for disposal and/or recycling of system components, and restoration as needed to allow for return to agriculture or other land use).

PZ-13	5	Ensure the zoning ordinance establishes solar energy zones and/or solar overlays for large-scale solar PV.
PZ-14	10	Require new construction to be solar ready in at least one zoning district by adopting Appendix U (International Code Council), Appendix RB (International Energy Conservation Code), or another mechanism.
PZ-15	20	Codify a solar requirement for new construction and/or retrofits meeting a specific threshold, in at least one zoning district.
PZ-16	10	Provide clear guidance for the installation of solar PV on historic properties and in special overlay districts.
PZ-17	5	Post an online fact sheet that provides an overview of what zoning allows for solar PV under what conditions (e.g. types and sizes of solar systems permitted, the processes required, and other relevant information).
PZ-18	10	Train planning and zoning staff on best practices in planning and zoning for solar PV. Training must have occurred in the past five years.
PZ-19	5	Draft new or updated language and provide a timeline for the inclusion of specific solar PV goals, metrics, and/or strategies into existing and/or future plans.
PZ-20	10	Include specific solar PV goals, metrics, and/or strategies in the most current version of relevant local plans (e.g. energy plan, climate plan, comprehensive plan).
PZ-21	10	Develop a solar PV assessment that identifies all feasible sites for large-scale solar PV development within a jurisdiction.
PZ-22	10	Enable solar rights through a local solar access ordinance.
PZ-23	20	Codify in the zoning ordinance that accessory use energy storage systems are explicitly allowed by-right in all major zones.

Credit Identifier	Credit Points	Government Operations Credits
GO-1	20	Demonstrate coordination between local government inspectors and utility staff to reduce Permission to Operate timeline for solar PV.
GO-2	10	Discuss community goals for solar PV, net metering, community solar, and/or interconnection processes with the local utility and explore areas for future collaboration. Compile summary and next steps in a memo.
GO-3	10	Coordinate with regional organizations and/or local governments to engage utilities on advancing solar policies such as utility procurement of solar PV, green tariffs, and/or interconnection process improvements.
GO-4	10	Conduct feasibility analysis for solar PV on local government facilities and/or local government-controlled land.
GO-5	20	Install solar PV on local government facilities and/or local government-controlled land.
GO-6	20	Install solar PV on local government-controlled brownfields and/or under-utilized properties.
GO-7	20	Install solar PV integrated with other technologies such as combined heat and power or electric vehicle charging on local government facilities and/or local government-controlled land.
GO-8	20	Install solar PV plus storage on local government facilities and/or local government-controlled land.
GO-9	10	Require new local government facilities and/or facility retrofits meeting a specific threshold to be solar ready.
GO-10	20	Procure solar energy for municipal operations through an offsite physical PPA, virtual PPA, green tariff, or similar structure.

Credit Identifier	Credit Points	Community Engagement Credits
CE-1	10	Post a solar landing page on local government's website with information that may include the community's solar goals, educational materials and tools that promote solar, and resources for solar development (e.g. permitting checklist, application forms, zoning regulations, etc.).
CE-2	5	Post online resources about solar installers and/or solar quote platforms for solar PV.

CE-3	5	Post online resources about residential and commercial solar PV financing options and incentives.
CE-4	5	Post online resources about consumer protection and solar PV.
CE-5	5	Post an online summary of state policies related to a property owner's solar access and solar rights, including links to state-level policy.
CE-6	5	Post an online summary of state policies related to Homeowner Associations (HOAs) ability to regulate and/or restrict solar PV, including links to state-level policy.
CE-7	5	Post an online dashboard or summary of the solar PV metrics for your community.
CE-8	5	Post an online solar map for your community.
CE-9	5	Support a solar informational session and/or solar tour explaining solar PV opportunities and policies. Session/Tour must have occurred within the last 5 years.
CE-10	5	Distribute solar job training and career opportunities in coordination with local colleges and/or workforce development organizations.
CE-11	5	Demonstrate local government support for local solar projects through speeches, press releases, opinion articles, etc.
CE-12	10	Discuss solar PV goals and/or strategies for increasing solar PV development within an appropriate committee, commission, taskforce, and/or working group. (e.g. solar is a recurring agenda item during monthly sustainability commission meetings).

Credit Identifier	Credit Points	Market Development Credits
MD-1	20	Demonstrate activity in state regulatory and/or legislative proceedings regarding solar PV.
MD-2	20	Support a community-wide group purchase program (e.g. Solarize). Program must have occurred within the last 5 years.
MD-3	10	Encourage low-to-moderate income (LMI) participation in community-wide group purchase program through program design and/or financing support options.
MD-4	20	Support a community solar program.
MD-5	10	Encourage low-to-moderate income (LMI) participation in a community solar program through program design and/or financing support options.
MD-6	20	Provide residents with Community Choice Aggregation/Energy that includes solar PV as a power generation source.
MD-7	10	Provide a PACE financing program that includes solar PV as an eligible technology.
MD-8	20	Provide local incentives or locally-enabled finance (e.g. a revolving loan fund) for solar PV.
MD-9	5	Provide local incentives for solar PV to low-to-moderate income (LMI) households, Disadvantaged Business Enterprises (DBEs), and/or non-profit organizations that provide community services.
MD-10	20	Partner with financial institutions and/or foundations to offer loans, rebates, grants, or other incentives for solar PV projects. (Financial institutions could include entities such as a local or regional bank, CDFI, or credit union).

Credit Identifier	Credit Points	Innovative Action Credit
IA-1	Varies	The actions identified in the categories above represent many of the most common and impactful efforts communities are taking to make going solar easier and more affordable for residents and businesses. However, we know that communities across the country are developing innovative ways to promote and deploy solar energy. If your community has taken action that was not captured in any of the credits above, please share it with us.

How to Use the SolSmart Program Guide

The following section of the SolSmart program guide contains specific actions, called credits, that local governments and community stakeholders can implement to encourage solar energy development in their community. Each credit has a brief description, recommended verification for designation review, community examples, templates, and/or resources. A SolSmart Scorecard is available to help track progress. Please contact your TA provider for more information.

The following provides an overview of the information that is provided for each SolSmart credit.

Credit Identifier	Credit Points	Credit Language	☐
Credit Objective and description.			
Recommended Verification: • Suggested options to verify the credit.			
Community Examples: • Examples of how an individual community has completed the credit.			
Templates: • Links to a template(s) that can help complete a credit.			
Resources: • Links to useful websites, reports, guidebooks, etc. that have up-to-date information about the topics addressed by the credit			

Solar Statement

PR-1	Req'd	Provide a document that demonstrates your local government's commitment to pursue SolSmart designation.	☐
Local governments interested in pursuing SolSmart designation must indicate their commitment to supporting solar development in their community by completing the PR-1 Solar Statement Pre-requisite. The solar statement should be signed by an individual who can speak on behalf of the local government. It is preferred that the statement is signed by a Department executive or an elected official, but it does not need to go through an official approval process. The solar statement demonstrates your community s commitment to pursue SolSmart designation. If possible, please place the solar statement on your local government's letterhead. The solar statement should address the items listed in the bullets below. The statement does not need to be more than one page in length.			
The solar statement should include: • A commitment to participate in the SolSmart designation process • A statement of solar goals, areas of focus or community priorities (e.g. streamlining the permitting process or supporting a non-profit led solar initiative) • Past achievements or programs related to solar PV and/or renewable energy • A commitment to tracking metrics related to solar PV and/or provide a benchmark of available solar metrics (e.g. the number of installed systems, capacity, growth in residential installations, etc.) • A commitment of staff time and resources to improve the local market for solar PV			
Community Examples: • Fitchburg, WI | SolSmart Bronze • Pulaski County, VA | SolSmart Gold			
Templates: • PR-1 SolSmart Solar Statement Template | SolSmart			

Permitting and Inspection

PI-1	Req'd	Post an online checklist detailing the required permit(s), submittals, and steps of your community's permitting process for small rooftop solar PV. (Required for Bronze)	☐

Providing a set of requirements for the local solar permitting process (for both residential and commercial solar) on an easy-to-find local government webpage represents a major step toward overcoming informational barriers. An online solar permit checklist can be a simple way for a community to accelerate permit approval timelines and save staff time by reducing the number of inquiries received from solar installers and requests for additional information associated with incomplete permit applications. Such checklists typically detail all the plans and forms required for approval and system design requirements.

Recommended Verification:

- Provide a link to the online solar PV permitting checklist.

Community Examples:

- Chapel Hill, NC | SolSmart Gold
- Philadelphia, PA | SolSmart Gold

Templates:

- PI-1 SolSmart Solar Permitting Checklist Template | SolSmart
- California Solar Permitting Guidebook (4th Edition) (pg. 22-24)

Resources:

- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-2	10	Train permitting staff on best practices for permitting solar PV and/or solar and storage systems. Training must have occurred in the past five years. (Required for Silver)	☐

Regular solar PV training, at least every few years, is a best practice to ensure permit technicians and plan reviewers are up-to-date on new procedures, codes, and products within the solar industry. Trainings increase staff knowledge of solar energy systems and ensures they know the best procedures for permit application review and processing to ensure applications and supporting documents are compliant with building and electrical codes. Increased staff knowledge can improve processing efficiency, thereby reducing demands on staff time and resources. Local governments can require staff to attend full or half-day workshops (either live or online) and provide resources designed to help keep staff informed about advances in solar and storage technologies.

Recommended Verification:

- Provide a memo with details about the permit training including name of training, name of trainer, attendees (name, title, department), date and time, location, agenda, and presentation/slides.

Templates:

- PI-2 SolSmart Solar Permit Training Template Memo | SolSmart

Resources:

- SolSmart Workshop: Best Practices for Solar PV Permitting and Inspection (session 1, permitting I) | SolSmart and Bill Brooks, P.E.
- SolSmart Workshop: Best Practices for Solar PV Permitting and Inspection (session 2, permitting II) | SolSmart and Bill Brooks, P.E.
- SolSmart Workshop: Best Practices for Solar PV Permitting and Inspection (session 3, inspection) | | SolSmart and Bill Brooks, P.E.
- Solar + Storage, A Guide for Local Governments | SolSmart Webinar

PI-3	10	Train inspection staff on best practices for inspecting solar PV and/or solar and storage systems. Training must have occurred within the past five years. (Required for Silver).	☐

Regular solar PV training, at least every few years, is a best practice to ensure field inspectors are up-to-date on new procedures, codes, and products within the solar industry. Trainings increase staff knowledge of solar energy systems and ensures they know the best procedures for field inspections to ensure compliance with applicable state and local building and electrical codes. Increased staff knowledge can improve inspection efficiency,

thereby reducing demands on staff time and resources. Local governments can require staff to attend full or half-day workshops (either live or online) and provide resources designed to help keep staff informed about advances in solar and storage technologies.

Recommended Verification:

- Provide a memo with details about the inspection training including name of training, name of trainer, attendees (name, title, department), date and time, location, agenda, and presentation/slides.

Templates:

- PI-3 SolSmart Solar Inspection Training Template Memo | SolSmart

Resources:

- Solar PV Field Inspection Basics - Series | Interstate Renewable Energy Council (IREC)
- SolSmart Workshop: Best Practices for Solar PV Permitting and Inspection (session 1, permitting I) | SolSmart and Bill Brooks, P.E.
- SolSmart Workshop: Best Practices for Solar PV Permitting and Inspection (session 2, permitting II) | SolSmart and Bill Brooks, P.E.
- SolSmart Workshop: Best Practices for Solar PV Permitting and Inspection (session 3, inspection) | SolSmart and Bill Brooks, P.E.
- Solar + Storage, A Guide for Local Governments | SolSmart Webinar

PI-4	20	**Post an online statement confirming a three-business day turnaround time for small rooftop solar PV. (Required for Gold)**	☐

Implementing a streamlined permitting process for small-scale solar PV systems (<10-15 kW) along with other efforts increase process efficiency and reduce permit turnaround times can result in significant time and cost savings for staff, solar installers, and solar customers.

Recommended Verification:

- Provide a link to a webpage outlining a permitting pathway for small PV systems of less than three days.

Community Examples:

- Alexandria, VA |SolSmart Gold
- Roseville, MN | SolSmart Gold

Templates:

- PI-1 SolSmart Solar Permitting Checklist Template | SolSmart
- California Solar Permitting Guidebook (4th Edition) (pg. 22-24)

Resources:

- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-5	5	**Distinguish between solar PV systems qualifying for streamlined and standard permit review.**	☐

Recognizing the relative simplicity and similarities of small-scale solar photovoltaic (PV) systems (<10-15 kW in size) can allow local jurisdictions to establish processes to expedite review and approval of these systems while maintaining its commitment to ensuring public safety. Establishing a separate, streamlined process for small-scale PV systems based on proven national best practices can reduce the time required to review and approve qualifying applications, saving time and money both for the local government and the solar customer.

Recommended Verification:

- Provide a link to a document or web page outlining a streamlined and standard permit review policy.
- Provide details in an e-mail or other written documentation from a permitting official or staff member describing the policy is also acceptable.

Community Examples:

- Philadelphia, PA | SolSmart Gold
- Putnam County, GA | SolSmart Silver

Templates:

- PI-1 SolSmart Solar Permitting Checklist Template | SolSmart

- Simplified Solar Permitting Process | SolSmart
- Expedited Permit Process for PV Systems | Solar ABCs

Resources:
- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-6	5	Require no more than one permit application form for a small rooftop solar PV system.	☐

Since rooftop solar energy systems impact both the structural and electrical aspects of the buildings on which they are installed, many local jurisdictions require both building and electrical permits. However, residential rooftop systems with minimal structural impacts can be safely permitted without a building permit application. Relevant design aspects for systems qualifying for only one application form include (but are not limited to): mounting system features, static and dynamic loads of the system, type of roofing material and waterproofing methods, and compliance with zoning and fire codes.

Recommended Verification:
- Provide a link to the permit application form used for small rooftop solar PV systems.

Community Examples:
- Berkeley, CA | SolSmart Gold
- Fitchburg, WI | SolSmart Bronze

Templates:
- Best Management Practices for Solar Installation Policy | Mid America Regional Council (MARC)
- New York State Unified Solar Permit Application | New York State Energy and Research Development Authority (NYSERDA)

Resources:
- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-7	10	Adopt a standard solar PV permit application form aligned with best practices (e.g. Solar ABCs).	☐

While requiring a single application form under existing permitting processes represents an improvement over requiring both a building and electrical permit, it may still be more time consuming to complete, review, and approve permits via a process not specifically designed for solar. Developing a solar-specific permit (or combining building and electrical permits with revisions to collect information unique to solar energy systems) and posting application materials online can save time and money for both those completing the forms (and their customers) and the local government staff reviewing and approving these applications.

Recommended Verification:
- Provide a link to the standard solar PV permit application form.

Community Examples:
- Evanston, IL | SolSmart Gold
- Salt Lake City, UT | SolSmart Bronze

Templates:
- PI-7 SolSmart Solar Permit Application Template | SolSmart
- Best Management Practices for Solar Installation Policy | Mid America Regional Council (MARC)
- New York State Unified Solar Permit Application | New York State Energy and Research Development Authority (NYSERDA)
- Simplified Solar Permitting Process | SolSmart

Resources:
- Expedited Permit Process for PV Systems | Solar ABCs

- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-8	20	Provide an online process for solar PV permit submission and approval.	☐

Online permit submittal, review, and approval can eliminate solar installer trips to the permitting office and reduce the amount of time permitting staff need to spend entering information from paper application forms into an online database. Online systems can also ensure all required information is submitted prior to any review, saving staff time by ensuring only completed applications are reviewed. Online permit platforms can allow for multiple staff to review materials at the same time and to track progress in the review and approval process.

Recommended Verification:

- Provide a link to the online platform for submission and approval.
- If an email-based online process is used:
  1) Provide details from building official or staff describing the process.
  2) Provide a copy of a sample email with personal and confidential information removed.

Community Examples:

- Madison, WI | SolSmart Gold
- Missoula County, MT | SolSmart Silver

Templates:

- Several software providers have integrated the solar PV permit application process into their online systems.

Resources:

- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-9	20	Exempt or waive fees for residential solar PV permit applications.	☐

In addition to state and federal incentives, local governments can also incentivize solar development within their jurisdictions. Exempting or waiving permit fees for solar energy systems can incentivize community members to install solar by lowering the overall cost of the system.

Recommended Verification:

- Provide a link to the permit fee schedule or other officially approved document that shows solar PV permit fees are exempt or waived.

Community Examples:

- Coral Gables, FL | SolSmart Silver
- Superior, CO | SolSmart Bronze

Resources:

- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-10	5	Demonstrate that residential permit fees for solar PV are $500 or less.	☐

Many local governments permit solar systems through existing permitting processes and permit fees for solar are often calculated according to value-based methods typically associated with building permits (where the fee is a certain percentage of the overall project cost). Due to the higher cost of solar installations relative to comparable projects, fees calculated by a value-based method can become expensive and exceed the cost of the staff time required to review and issue the permits. For residential systems, capping solar permit fees under $500 or establishing a flat fee, can ensure permit fees cover staff costs without unnecessarily increasing project costs.

Recommended Verification: • Provide a link to the permit fee schedule or a document that outlines the permit fees applied to a solar installation.
Community Examples: • Naperville, IL | SolSmart Silver • Sacramento, CA | SolSmart Gold
Templates: • PI-10 SolSmart Solar Residential Fees Template Memo | SolSmart • PI-1 SolSmart Solar Permitting Checklist Template | SolSmart
Resources: • Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC) • Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC) • Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-11	10	**Demonstrate that commercial permit fees for solar PV are based on cost-recovery and capped at a reasonable level so fees do not become a net revenue source. (e.g. fees cover the cost of the staff time required to review and process the permit application).**	☐
Many local governments permit solar systems through existing permitting processes and permit fees for solar are often calculated according to value-based methods typically associated with building permits (where the fee is a certain percentage of the overall project cost). Due to the higher cost of solar installations relative to comparable projects, fees calculated by a value-based method can become expensive and exceed the cost of the staff time required to review and issue the permits. For commercial systems, basing fees on a cost-recovery method can ensure permit fees cover staff costs without unnecessarily increasing project costs.			
Recommended Verification: • Provide a link to the permit fee schedule or a document that outlines the permit fees applied to a solar installation. • Provide a narrative that explains the costs incurred in processing the permits (this should include estimates of the amount of staff hours for each stage of the process and the hourly cost of staff time). This narrative should show that the fee is not significantly higher than these costs.			
Community Examples: • Naperville, IL | SolSmart Silver • Sacramento, CA | SolSmart Gold			
Templates: • PI-11 SolSmart Solar Commercial Fees Template Memo | SolSmart • PI-1 SolSmart Solar Permitting Checklist Template | SolSmart			
Resources: • Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC) • Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC) • Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments			

PI-12	10	**Post solar PV inspection requirements online, including the inspection process and what details inspectors will review.**	☐
Providing an online list of inspection requirements will reduce informational barriers between inspectors and solar installers, helping to ensure that all items in the inspection process have been adequately addressed before inspectors arrive on site. These checklists can be used to highlight "common mistakes" made by installers.			
Recommended Verification: • Provide a link to the online document outlining the inspection process and requirements.			
Community Examples: • Camden County, NJ | SolSmart Bronze • Ramsey County, MN | SolSmart Bronze			

Templates:

- PI-12 SolSmart Rooftop Solar Photovoltaic (PV) System Field Inspection Checklist | SolSmart
- Model Inspection Checklist for Residential Rooftop PV | Interstate Renewable Energy Council (IREC)
- Field Inspection Checklist | New York State Energy and Research Development Authority (NYSERDA)

Resources:

- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-13	10	Require no more than two inspections for small rooftop solar PV.	☐

Inspections of standard rooftop solar energy systems installed on existing homes should be consolidated into a single inspection trip. Any inspections should be limited to the electrical, structural, and fire safety aspects of the system; excessive reviews add to the time and cost of the inspection process while doing little to ensure system efficiency or further protect public health or safety. Building and Fire Authorities can enter into agreements allowing for a single agency to conduct all inspections for systems meeting certain design standards.

Recommended Verification:

- Provide details about the solar PV inspection process that includes information on the type of inspections (and which departments are involved) and total number inspection trips required.

Community Examples:

- Lake in the Hills, IL | SolSmart Gold
- South St. Paul, MN | SolSmart Bronze

Templates:

- PI-1 SolSmart Solar Permitting Checklist Template | SolSmart
- Model Inspection Checklist for Residential Rooftop PV | Interstate Renewable Energy Council (IREC)
- Field Inspection Checklist | New York State Energy and Research Development Authority (NYSERDA)

Resources:

- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-14	10	Offer inspection appointment times in lieu of appointment windows for solar PV.	☐

Though inspections of standard rooftop solar PV systems can take as little as 30 minutes to complete, inspection appointment windows can be up to four or more hours long. Replacing appointment windows with scheduled appointment times will ensure the inspector and installer are both prepared for the inspection to occur when they arrive on site. This can save time and money for both the local government and the installer (and for solar customers as well).

Recommended Verification:

- Provide details about the solar PV inspection process that includes information on inspection appointment times and how to request an appointment.

Community Examples:

- Coventry, CT | SolSmart Gold
- Pulaski County, VA | SolSmart Gold

Templates:

- PI-1 SolSmart Solar Permitting Checklist Template | SolSmart

Resources:

- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-15	10	Provide an online process for solar PV inspection scheduling.	☐

Similar to online permit submittal, review, and approval processes, an online option for scheduling and managing inspection requests can promote process efficiency and reduce demands on time and resources for local government staff.

Recommended Verification:

- Provide a link to the online platform for inspection scheduling.
- If an email-based online process is used:
  1) Provide details from building official or staff describing the process.
  2) Provide a copy of a sample email with personal and confidential information removed.

Community Examples:

- Prince George's County, MD | Not Designated
- San Leandro, CA | SolSmart Bronze

Templates:

- Several software providers have integrated the solar PV inspection request process into their online systems.

Resources:

- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments

PI-16	10	Train fire and safety staff on solar PV and/or solar and storage systems. Training must have occurred in the past five years.	☐

Regular solar PV training, at least every few years, is a best practice to ensure firefighters and first responders are up-to-date on new procedures, codes, and products within the solar industry. Though fires caused by rooftop solar PV systems are extremely rare, firefighters responding to fires caused by other means need to take special precautions when a solar PV system is present. Training fire safety staff on how to identify and avoid potential hazards can help ensure the safety of first responders and reduce misconceptions or discomfort around increased solar deployment.

Recommended Verification:

- Provide a memo with details about the fire and safety staff training including name of training, name of trainer, attendees (name, title, department), date and time, location, agenda, and presentation/slides.

Templates:

- PI-16 SolSmart Solar Fire Training Template Memo | SolSmart

Resources:

- Firefighter Safety and Photovoltaic Systems (Training Course) | UL
- Photovoltaic (PV) Systems | National Fire Protection Association (NFPA)
- Solar + Storage, A Guide for Local Governments | SolSmart Webinar
- Solar PV Safety for Firefighters | Interstate Renewable Energy Council (IREC)

PI-17	10	Train fire and safety staff on specific plans and procedures for responding to an emergency at a large-scale solar PV system within the jurisdiction. (This may include a walk-through of the site, coordinated with the project's owner/operator).	☐

Though fires and other emergencies at large-scale solar PV systems are extremely rare, fire and safety staff should partner with a large-scale solar system owner/operator to ensure first responders have a standard operating procedure (SOP) outlining how to address a fire or rescue operation at the large-scale solar project. The solar system owner/operator should work with fire responder to ensure SOPs are established and that the fire and safety staff have received any necessary training. Along with a basic understanding of solar PV and fire safety, firefighters and safety staff should be familiar with the project site and characteristics, including where to enter the site, location of system components, if battery storage is present at the site, and proper shutdown procedures. First responders should also know key points of contact for the project in case of an emergency.

Recommended Verification:

- Provide a memo with details about emergency response plans and procedures.
- Provide a link to the requirement in the community's code of ordinances.

Community Examples:
- Putnam County, GA (c,9) | SolSmart Silver
- York, ME (pg. 178 – f,3) | Not Designated

Templates:
- PI-17 SolSmart Solar Large-scale Training Template Memo | SolSmart

Resources:
- Fire Fighter Safety and Emergency Response for Solar Power Systems | The Fire Protection Research Foundation
- Solar PV Safety for Firefighters | Interstate Renewable Energy Council (IREC)

PI-18	10	**Share site specific solar PV and/or solar and storage permit data, including addresses, with first responders and their departments. (e.g. through software that allows users to view searchable, filterable data about a specific site and system).**	☐

Fire and safety staff can benefit from having access to the locations of permitted solar PV systems. This gives fire departments advanced knowledge about homes or business that have on-site solar and allows them to development a plan before arriving onsite.

Recommended Verification:
- Provide details about the process for information sharing, including how fire and safety staff received the data.
- Provide a link to the platform that allows fire and safety staff to access the data.

Community Examples:
- Adams County, CO | SolSmart Gold
- Freeport, IL | SolSmart Gold

Resources:
- Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting | Interstate Renewable Energy Council (IREC)
- Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained | Interstate Renewable Energy Council (IREC)
- Solar PV Construction: Codes, Permitting, and Inspection | SolSmart's Toolkit for Local Governments
- Solar PV Safety for Firefighters | Interstate Renewable Energy Council (IREC)

PI-19	10	**Post an online checklist detailing the required permit(s), submittals, and steps of your community's energy storage system permitting process.**	☐

Providing a set of requirements for the local energy storage permitting process (for both residential and commercial solar) on an easy-to-find local government web page represents a major step toward overcoming informational barriers. An online energy storage permit checklist can be a simple way for a community to accelerate permit approval timelines and save staff time by reducing the number of inquiries received from energy storage installers and requests for additional information associated with incomplete permit applications. Such checklists typically detail all the plans and forms required for approval and system design requirements.

Recommended Verification:
- Provide link to online permitting checklist for energy storage systems.

Community Examples:
- Rocklin, CA | Not Designated
- Sonoma, CA | Not Designated

Templates:
- Battery Energy Storage System Model Permit | New York State Energy and Research Development Authority (NYSERDA)
- Storage Battery System Requirements | Sustainable Energy Action Committee (SEAC)

Resources:
- Solar + Storage, A Guide for Local Governments | SolSmart Webinar

PI-20	10	Post energy storage system inspection requirements online, including the inspection process and what details inspectors will review.	☐
Providing an online list of inspection requirements will reduce informational barriers between inspectors and energy storage installers, helping to ensure that all items in the inspection process have been adequately addressed before inspectors arrive on site. These checklists can be used to highlight "common mistakes" made by installers.			
Recommended Verification: • Provide a link to the online document outlining the inspection process and requirements.			
Community Examples: • Palo Alto, CA | Not Designated			
Templates: • Battery Energy Storage System Electrical Checklist | New York State Energy and Research Development Authority (NYSERDA) • Storage Battery System Requirements | Sustainable Energy Action Committee (SEAC)			
Resources: • Solar + Storage, A Guide for Local Governments | SolSmart Webinar			

Planning and Zoning

PZ-1	Req'd	Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo. (Required for Bronze). Examples include: height restrictions, set-back requirements, screening requirements, visibility restrictions, etc.	☐
A community's zoning ordinance and land use regulations create statutory limits on what individuals may do with their property as a matter of right and often provides additional processes to consider special exceptions. Land use regulations often contain use standards that provide additional requirements for certain types of development. Local governments should be aware of any restrictions that could intentionally or unintentionally prohibit solar energy development within their community and consider removing those barriers to promote easier and more equitable solar deployment. Often, removing restrictive zoning language can save property owners time and money because they can avoid going through a more extensive process to have their solar system considered.			
Recommended Verification: • Provide a signed SolSmart Zoning Review Memo.			
Community Examples: • Framingham, MA | SolSmart Silver			
Templates: • SolSmart Zoning Review Template | SolSmart			
Resources: • Planning for Solar Energy | American Planning Association (APA) • Planning, Zoning & Development | SolSmart's Toolkit for Local Governments			

PZ-2	5	Present PZ-1 memo findings to planning commission or relevant body.	☐
The zoning ordinance review memo can be the starting point for ordinance amendments to remove barriers to solar or add language that could promote development. Presenting the findings of the memo to a relevant commission or body can start conversations about updates to solar energy regulations within the community. If			

the relevant commission or body is interested in updating the zoning ordinance, they can direct staff to draft recommendations.
Recommended Verification: • Provide meeting minutes, meeting agenda, or materials prepared for the meeting (e.g., handouts and slides) that demonstrate a discussion about the zoning review.
Community Examples: • Lewisville, TX | SolSmart Bronze
Resources: • Planning for Solar Energy | American Planning Association (APA) • Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-3	5	**Draft proposed language for changes to zoning code based on PZ-1 memo and PZ-2 dialogue. Involve planners and/or local zoning experts in the creation of the draft language.**	☐
A local government interested in enabling solar energy development should consider including basic solar information in the zoning ordinance such as a purpose, definitions, clarification on accessory use and primary use solar, and use standards. Zoning codes that contain no or little information about solar energy can complicate the process for homes and business that want to install a solar energy system. Including basic information about solar energy improves transparency of processes and clarity of development requirements and can enhance the growth of the local solar market in an organized and efficient manner.			
Recommended Verification: • Provide draft language of the proposed zoning ordinance changes that relate to solar energy.			
Community Examples: • Lafayette, CO | SolSmart Gold			
Templates: • Model Zoning for the Regulation of Solar Energy Systems | Massachusetts Department of Energy Resources • Renewable Energy Ordinance Framework: Solar PV | Delaware Valley Regional Planning Commission (DVRPC)			
Resources: • Planning for Solar Energy | American Planning Association (APA) • Planning, Zoning & Development | SolSmart's Toolkit for Local Governments			

PZ-4	0	**Post an online document from the Planning/Zoning Department that states accessory use solar PV is allowed by-right in all major zones. (e.g. via a zoning determination letter). (Required for Silver unless Gold Requirement PZ-5 is achieved. If PZ-5 is achieved, PZ-4 is not necessary.)**	☐
Including solar energy in the zoning ordinance provides the highest level of policy certainty and clarity. A zoning ordinance change that codifies accessory use solar as an allowed or by-right use is a best-case scenario. However, this may be impractical or politically difficult to achieve in the short term, or outside of a zoning update cycle. Instead of an ordinance change, local governments may write and publish a zoning determination letter clarifying that accessory use solar is an allowed or by-right use in all major zones. This clarification removes uncertainty and can increase solar adoption and lower costs for residents and businesses.			
Recommended Verification: • Provide a link to an online document (and the parent webpage) that clarifies that accessory solar PV is an allowed or by-right use in all major zones. • This document should: 1) show that the process does not involve staff discretion, special permits, conditional permits, use permits, or variances 2) have language that demonstrates its applicability in all major zones 3) be made public			
Community Examples: • Egg Harbor, WI | SolSmart Silver • South Miami, FL | SolSmart Silver			

Resources:

- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-5	20	**Codify in the zoning ordinance that accessory use solar PV is explicitly allowed by-right in all major zones. Zoning ordinance language should not include intentional or unintentional barriers to accessory use solar, such as limits to visibility from public rights-of-way, excessive restrictions to system size, glare studies, subjective design reviews, and neighbor consent requirements. (Required for Gold, PZ-4 is optional)**	☐

A community's zoning ordinance and land use regulations create statutory limits on what individuals may do with their property as a matter of right. Zoning often provides additional processes, which can be long and costly, to consider special exceptions when a proposal is inconsistent with current land use regulations. Codifying solar as an accessory use and as an allowed or by-right use in all major zoning categories provides policy certainty and clarity which can promote easier and more equitable solar deployment. It can increase solar development and save property owners time and money because they can avoid going through a more extensive process to have their solar system considered.

Recommended Verification:

- Provide a link to the zoning ordinance or land use regulations that codify solar as an accessory use and allowed or by-right use. Please indicate the relevant section(s).

Community Examples:

- Brownsville, TX | SolSmart Silver
- Pinecrest, FL | SolSmart Silver

Templates:

- Georgia's Model Solar Ordinance | Georgia Tech Strategic Energy Institute
- Model Solar Energy Local Law (NY) | New York State Energy Research and Development Authority (NYSERDA)
- Model Zoning for the Regulation of Solar Energy Systems | Massachusetts Department of Energy Resources
- Renewable Energy Ordinance Framework: Solar PV | Delaware Valley Regional Planning Commission (DVRPC)
- Solar Model Ordinance | Grow Solar Toolkit
- Template Solar Energy Development Ordinance for North Carolina | North Carolina Clean Energy Technology Center (NCCETC)

Resources:

- Are You Solar Ready? | National Renewable Energy Laboratory (NREL)
- Best Practices in Zoning for Solar | National Renewable Energy Laboratory (NREL)
- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-6	5	**Ensure the zoning ordinance exempts rooftop solar PV from certain restrictions on accessory uses (e.g. height limits, rooftop equipment screening requirements, or other restrictions).**	☐

Height restrictions are often imposed on buildings within specific zoning districts to satisfy several planning objectives such as protection of views, controlling neighborhood character, density, and access to sunlight. In many districts, buildings are constructed up to the maximum allowed height. Many local governments exempt antennas, chimneys, flagpoles from height limits to allow for their placement and use. Since solar panels are most efficient when installed at an angle equal to a location latitude, local governments should consider adding solar to the list of height exemptions.

Recommended Verification:

- Provide a link to the zoning ordinance or land use regulations that exempts rooftop solar PV from certain restrictions on accessory uses. Please indicate the relevant section(s).

Community Examples:

- Brownsville, TX | SolSmart Silver
- Plymouth, IN (pg. 204, 210 D.2.a) | SolSmart Gold

Templates:

- Model Zoning for the Regulation of Solar Energy Systems | Massachusetts Department of Energy Resources
- Renewable Energy Ordinance Framework: Solar PV | Delaware Valley Regional Planning Commission (DVRPC)

Resources:
- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-7	5	**Ensure the zoning ordinance permits small ground-mounted solar PV as an accessory use in at least one zoning district.**	☐

Sometimes a property is not suitable for rooftop solar because the building has structural limitations, or the rooftop is shaded. In this case, a small ground-mounted solar PV system can still allow the property owner to install solar and enjoy the benefits. Permitting or allowing small ground-mounted solar PV as an accessory use in at least one zoning districts can promote easier and more equitable solar deployment. It can increase solar development and save property owners time and money because they can avoid going through a more extensive process to have their solar system considered.

Recommended Verification:
- Provide a link to the zoning ordinance or land use regulations that allows small ground-mounted solar PV as an accessory use. Please indicate the relevant section(s).

Community Examples:
- Philadelphia, PA | SolSmart Gold
- La Crescent, MN | SolSmart Gold

Templates:
- Model Zoning for the Regulation of Solar Energy Systems | Massachusetts Department of Energy Resources
- Renewable Energy Ordinance Framework: Solar PV | Delaware Valley Regional Planning Commission (DVRPC)

Resources:
- Best Practices in Zoning for Solar | National Renewable Energy Laboratory (NREL)
- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-8	5	**Ensure the zoning ordinance exempts small ground-mounted solar PV from certain restrictions on accessory uses (e.g. setbacks, coverage or impervious surface calculations, or other restrictions).**	☐

Small ground-mounted solar PV that is considered an accessory use may be subject to certain restrictions such as setbacks, lot coverage, and impervious surface ratios. These types of regulations are normally applied to accessory structures like sheds, garages, or accessory dwelling units which can have a greater impact on neighbors when built up against a lot line or covering a larger percentage of the lot. Solar is less obtrusive and contains pervious surfaces underneath the panels and it can be exempted from certain restrictions to promote easier and more equitable solar deployment.

Recommended Verification:
- Provide a link to the zoning ordinance or land use regulations that exempts small ground-mounted solar PV from certain restrictions on accessory uses. Please indicate the relevant section(s).

Community Examples:
- Edina, MN | SolSmart Gold
- Swarthmore, PA | SolSmart Bronze

Templates:
- Model Zoning for the Regulation of Solar Energy Systems | Massachusetts Department of Energy Resources
- Renewable Energy Ordinance Framework: Solar PV | Delaware Valley Regional Planning Commission (DVRPC)

Resources:
- Planning for Solar Energy | American Planning Association (APA)

- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-9	5	Ensure the zoning ordinance establishes a clear regulatory pathway for large-scale solar PV (e.g. through a special use permit or through inclusion among allowed conditional uses).	☐

A local government should consider including large-scale solar regulations in their zoning ordinance or land use regulations to provide clarity and consistency to the development process. Including the type of district (e.g. commercial, industrial, low productivity agricultural land) were development is allowed, the type of applicable permit(s) (e.g. conditional use permits, use permits), and use standards or special regulations provide solar developers with a clear set of guidelines and a more predictable approval process.

Recommended Verification:

- Provide a link to the zoning ordinance or land use regulations that establishes a regulatory pathway for large-scale solar PV development. Please indicate the relevant section(s).

Community Examples:

- Freeport, IL | SolSmart Gold
- La Crosse, WI | SolSmart Gold

Templates:

- Model Zoning for the Regulation of Solar Energy Systems | Massachusetts Department of Energy Resources
- Renewable Energy Ordinance Framework: Solar PV | Delaware Valley Regional Planning Commission (DVRPC)

Resources:

- Are You Solar Ready? | National Renewable Energy Laboratory (NREL)
- Land Use Considerations for Large-scale Solar | SolSmart Issue Brief
- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments
- Top Five Large-scale Solar Myths | National Renewable Energy Laboratory (NREL)

PZ-10	10	Ensure the zoning ordinance includes a native perennial vegetation and/or habitat-friendly ground cover requirement or standard for large-scale solar PV.	☐

Large-scale solar projects cover many acres that can be used for the dual purpose of providing clean, renewable energy and growing native perennial vegetation or habitat-friendly ground cover. Planting native perennial vegetation under solar PV systems can improve soil health and water retention, while providing habitat for pollinators and native species.

Recommended Verification:

- Provide a link to the zoning ordinance or land use regulations that includes language about a native perennial vegetation and/or habitat-friendly ground cover requirement or standard. Please indicate the relevant section(s).

Community Examples:

- Stearns County, MN (6.52.2 H) | SolSmart Silver
- St. Joseph County, IN | SolSmart Gold

Templates:

- Minnesota Solar Model Ordinance | Great Plains Institute (GPI)
- Model Solar Energy Local Law (NY) | New York State Energy Research and Development Authority (NYSERDA)

Resources:

- Land Use Considerations for Large-scale Solar | SolSmart Issue Brief
- NREL Beneath Solar Panels, the Seeds of Opportunity Sprout | National Renewable Energy Laboratory (NREL)
- State Pollinator-friendly Scorecards | Fresh Energy

PZ-11	5	Ensure the zoning ordinance enables co-location of solar PV with an agricultural use such as grazing, apiaries, or crops (agrivoltaics).	☐

Large-scale solar projects cover many acres that can be used for the dual purpose of providing clean, renewable energy and co-locating with forms of agriculture. Co-locating solar PV with crops can enhance yields, soil health, and water retention while improving system efficiency by reducing air temperature near the panels.
Recommended Verification: • Provide a link to the zoning ordinance or land use regulations that includes language enabling the co-location of solar with an agricultural use. Please indicate the relevant section(s).
Community Examples: • Leon County, FL | SolSmart Gold • San Luis Obispo County, CA (D.9) | Not Designated
Templates: • Illinois Solar Model Ordinance | Great Plains Institute (GPI)
Resources: • Co-Location of Solar and Agriculture Webinar | National Renewable Energy Laboratory (NREL) • Land Use Considerations for Large-scale Solar | SolSmart Issue Brief • NREL Beneath Solar Panels, the Seeds of Opportunity Sprout | National Renewable Energy Laboratory (NREL)

PZ-12	5	**Ensure the zoning ordinance requires a decommissioning plan that outlines the terms and conditions for a large-scale solar PV system's proper removal at the end of its useful life cycle or in the event of cessation of operation. (The decommissioning plan may include steps to remove the system, requirements for disposal and/or recycling of system components, and restoration as needed to allow for return to agriculture or other land use).**	☐
A community's zoning ordinance can require a decommissioning plan that clearly outlines the roles, responsibilities, terms, and conditions to ensure the local government will not be responsible for the removal of a large-scale solar PV system. Decommissioning is the responsibility of the system owner and requiring a plan can alleviate concerns that a local government will be unnecessarily burden with system removal.			
Recommended Verification: • Provide a link to the zoning ordinance or land use regulations that includes language about a decommissioning plan for large-scale solar PV. Please indicate the relevant section(s).			
Community Examples: • La Crosse, WI | SolSmart Gold • Will County, IL | SolSmart Gold			
Templates: • Model Solar Energy Local Law | New York State Energy Research and Development Authority (NYSERDA) • Template Solar Energy Development Ordinance for North Carolina | North Carolina Clean Energy Technology Center (NCCETC)			
Resources: • Decommissioning Solar Panel Systems | New York State Energy Research and Development Authority (NYSERDA) • Land Use Considerations for Large-scale Solar | SolSmart Issue Brief			

PZ-13	5	**Ensure the zoning ordinance establishes solar energy zones and/or solar overlays for large-scale solar PV.**	☐
A community's zoning ordinance and land use regulations could establish a solar energy zone or overlay. This strategy can encourage solar development on favorable sites and reduce the project development timeline by streamlining permitting and zoning requirements.			
Recommended Verification: • Provide a link to the zoning ordinance or land use regulations that establishes solar energy zones and/or solar overlays for large-scale solar PV. Please indicate the relevant section(s).			
Community Examples: • Framingham, MA (pg. 96) | SolSmart Silver • Wellesley, MA (pg. 101) | SolSmart Silver			
Resources:			

- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-14	10	**Require new construction to be solar ready in at least one zoning district by adopting Appendix U (International Code Council), Appendix RB (International Energy Conservation Code), or another mechanism.**	☐

Local governments can proactively plan for increased solar deployment by requiring new construction to be solar ready which can reduce the installation costs if a solar system will be installed at some point in the future. Solar ready buildings are designed and engineered in such a way that allows for the easy installation of a future solar system. The International Code Council (ICC) has developed model codes and standards for solar ready construction.

Recommended Verification:
- Provide a link to the adopted code(s) or language that requires new construction to be solar ready.

Community Examples:
- El Paso, TX | SolSmart Gold
- Warrenville, IL | SolSmart Gold

Templates:
- Appendix U | International Residential Code (IRC)
- Appendix RB | International Energy Conservation Code (IECC)

Resources:
- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments
- Solar Ready Construction Guidelines | Mid-America Regional Council (MARC)

PZ-15	20	**Codify a solar requirement for new construction and/or retrofits meeting a specific threshold, in at least one zoning district.**	☐

Local governments can proactively promote solar development by requiring a solar installation on new construction, and/or retrofits. Installing solar on new construction is cost-effective and can rapidly increase solar deployment in a community. A solar requirement can be mandated at a local level in the code of ordinances or, as in the case of California, at the state level.

Recommended Verification:
- Provide a link to the adopted code(s) or language that requires solar on new construction or retrofits.

Community Examples:
- Santa Monica, CA | SolSmart Gold
- South Miami, FL | SolSmart Silver

Resources:
- Better Roofs Ordinance | San Francisco Planning Department
- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-16	10	**Provide clear guidance for the installation of solar PV on historic properties and in special overlay districts.**	☐

Many communities contain historic properties or historic districts that aim to preserve a community's character and heritage. These properties and districts are often regulated by specific design guidelines that outline how a historic property may be modified. These guidelines can include the best methods to incorporate a solar energy installation while maintaining the historical nature of the structure and surrounding neighborhood.

Recommended Verification:
- Provide a link to the zoning ordinance or land use regulations that includes guidance on the installation of solar PV on historic properties and in special overlay districts. Please indicate the relevant section(s).
- Provide a link to guidance for the installation of solar PV on historic properties and in special overlay districts

Community Examples:
- Ann Arbor, MI | SolSmart Silver
- Park City, UT | SolSmart Gold

Resources:

- Implementing Solar PV Projects on Historic Buildings and in Historic Districts | National Renewable Energy Laboratory (NREL)
- Installing Solar Panels on Historic Buildings | North Carolina Clean Energy Technology Center (NCCETC)
- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-17	5	**Post an online fact sheet that provides an overview of what zoning allows for solar PV under what conditions (e.g. types and sizes of solar systems permitted, the processes required, and other relevant information).**	☐

A community's zoning ordinance and land use regulations create statutory limits on what individuals may do with their property as a matter of right and often provides additional processes to consider special exceptions. Land use regulations often contain use standards that provide additional requirements for certain types of development. However, these regulations can sometimes be unclear and difficult to access, especially for topics like solar PV. Posting an online fact sheet that summarizes zoning regulations for solar represents a major step toward overcoming informational barriers.

Recommended Verification:

- Provide a link to the fact sheet, zoning determination letter, or other online document that clarifies and summarizes how the zoning ordinance and land use regulations regulate solar energy.

Community Examples:

- San Diego County, CA | SolSmart Gold
- Sedona, AZ | SolSmart Bronze

Resources:

- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-18	10	**Train planning and zoning staff on best practices in planning and zoning for solar PV. Training must have occurred in the past five years.**	☐

Regular solar PV training, at least every few years, is a best practice to ensure planning and zoning staff are up-to-date on strategies for incorporating solar into plans, ordinances, and development regulations. Training staff in planning and zoning best practices for solar can help them to evaluate the options available for reducing barriers to solar and enable them to customize these best practices to their local context. Training can help staff develop clear, transparent, well-defined, and consistent planning and zoning regulations and processes that provide certainty for property owners and solar developers. Local governments can require staff to attend full or half-day workshops (either live or online) and provide or create resources designed to help staff keep up with advances in solar planning and zoning best practices.

Recommended Verification:

- Provide a memo with details about the planning and zoning training including name of training, name of trainer, attendees (name, title, department), date and time, location, agenda, and presentation/slides.

Templates:

- PZ-18 SolSmart Solar Planning and Zoning Training Template Memo | SolSmart

Resources:

- Best Practices in Solar Planning and Zoning | SolSmart Webinar
- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-19	5	**Draft new or updated language and provide a timeline for the inclusion of specific solar PV goals, metrics, and/or strategies into existing and/or future plans.**	☐

Planning documents provide the foundation for a community's vision for how and where it would like future development to occur. Comprehensive, sub-area, and functional plans also provide policy guidance to the local government as it weighs how future development aligns with other objectives. Communities that would like to promote solar development in an organized and efficient manner should draft solar energy goals, metrics, or strategies for inclusion in new or updated plans.

Recommended Verification:

- Provide draft language of the proposed plan changes that relate to solar energy and a timeline for inclusion in future plans.

Community Examples:
- Chatham County, NC | SolSmart Gold
- South St. Paul, MN | SolSmart Bronze

Templates:
- Solar Resource Development Requirement | Metropolitan Council (Met Council)

Resources:
- Integrating Solar Energy into Local Plans | American Planning Association (APA)
- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-20	10	**Include specific solar PV goals, metrics, and/or strategies in the most current version of relevant local plans (e.g. energy plan, climate plan, comprehensive plan).**	☐

Planning documents provide the foundation for a community's vision for how and where it would like future development to occur. Development is governed largely by the components of the comprehensive plan and guided by the policies and strategies outlined in other functional plans such as a Climate Action Plan or Sustainability Plan. These planning documents should align to have solar energy goals, metrics, and strategies that promote solar development in an organized and efficient manner.

Recommended Verification:
- Provide a link to the relevant plans that incorporate solar PV goals, metrics, and/or strategies. Please indicate the relevant section(s).

Community Examples:
- Ann Arbor, MI | SolSmart Silver
- Philadelphia, PA | SolSmart Gold

Resources:
- Integrating Solar Energy into Local Plans | American Planning Association (APA)
- Local Government Strategies for 100% Clean Energy | SolSmart Webinar
- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-21	10	**Develop a solar PV assessment that identifies all feasible sites for large-scale solar PV development within a jurisdiction.**	☐

Local governments can proactively identify sites that are favorable for solar PV projects. Identifying sites that have high solar potential and the best characteristics for large-scale solar development can reduce potential conflicts between solar and other land uses and speed up the project development timeline.

Recommended Verification:
- Provide a link to the large-scale solar PV assessment.

Community Examples:
- Mountain Iron, MN | SolSmart Bronze
- Santa Clara County, CA | Not Designated

Resources:
- Planning for Solar Energy | American Planning Association (APA)
- Planning, Zoning & Development | SolSmart's Toolkit for Local Governments
- Solar Resource Protection Requirement | Metropolitan Council (Met Council)

PZ-22	10	**Enable solar rights through a local solar access ordinance.**	☐

In some states, local governments have jurisdiction to enable solar rights through an ordinance. A solar rights or access ordinance protects a property owner 's right to sunlight, ensuring a solar installation has access to the sunlight it needs to generate electricity. A solar access ordinance can also remove restrictive covenants for solar PV in relevant zones.

Recommended Verification:

• Provide a link to the zoning ordinance or land use regulations that protects solar rights and access. Please indicate the relevant section(s).
Community Examples: • Ashland, OR | Not Designated • Freeport, IL | SolSmart Gold
Templates: • A Comprehensive Review of Solar Access Law in the United States | Solar America Board for Codes and Standards (Solar ABCs)
Resources: • A Comprehensive Review of Solar Access Law in the United States | Solar America Board for Codes and Standards (Solar ABCs) • Best Practices in Zoning for Solar | National Renewable Energy Laboratory (NREL) • Planning for Solar Energy | American Planning Association (APA) • Planning, Zoning & Development | SolSmart's Toolkit for Local Governments

PZ-23	20	**Codify in the zoning ordinance that accessory use energy storage systems are explicitly allowed by-right in all major zones.**	☐
A community's zoning ordinance and land use regulations create statutory limits on what individuals may do with their property as a matter of right. Zoning often provides additional processes, which can be long and costly, to consider special exceptions when a proposal is inconsistent with current land use regulations. Codifying residential energy storage as an accessory use and allowed or by-right use in all major zoning categories provides policy certainty and clarity which can promote easier and more equitable energy storage deployment. It can increase energy storage development and save property owners time and money because they can avoid going through a more extensive process to have their energy storage system considered.			
Recommended Verification: • Provide a link to the zoning ordinance or land use regulations that codify energy storage as an accessory use and allowed or by-right use. Please indicate the relevant section(s).			
Community Examples: • Coming Soon			
Templates: • Battery Energy Storage Model Law | New York State Energy Research and Development Authority (NYSERDA)			

Government Operations

GO-1	20	**Demonstrate coordination between local government inspectors and utility staff to reduce Permission to Operate timeline for solar PV.**	☐
A solar system that has not been granted permission to operate (PTO), is not allowed to produce electricity which can have economic impacts for the system owner. To reduce economic loss, local governments can coordinate with the electric utility to ensure solar PV systems can begin operation as soon as it has been confirmed that the systems are properly constructed and connected to the grid. Consolidating and/or coordinating local government inspections and utility interconnection inspections can save time and money for solar installers and property owners.			
Recommended Verification: • Provide details about the coordination process and explaining how this process reduces the time between inspection and Permission to Operate			
Community Examples: • Leon County, FL | SolSmart Gold			
Resources: • Utility Engagement | SolSmart's Toolkit for Local Governments			

GO-2	10	Discuss community goals for solar PV, net metering, community solar, and/or interconnection processes with the local utility and explore areas for future collaboration. Compile summary and next steps in a memo.	☐

Local governments can leverage their relationship with electric utilities to encourage increased support for, and development of, solar energy. Local governments and utilities can partner to provide community solar programs, solar incentives, and help improve the solar interconnection process. Utilities can also help local governments meet municipal or community-wide renewable energy goals by procuring large amount of solar energy.

Recommended Verification:

- Provide meeting minutes (including a list of follow-up action items), e-mail correspondence, meeting agenda, materials prepared for the meeting (e.g., handouts and slides), or other evidence that at least one meeting occurred with your local utility.

Community Examples:

- Minneapolis, MN | SolSmart Gold
- Missoula, MT | SolSmart Silver

Resources:

- Engagement Guidance | American Cities Climate Challenge Renewables Accelerator
- Making Solar & Electrification Policies Mutually Beneficial | SolSmart Webinar
- Procurement Guidance | American Cities Climate Challenge Renewables Accelerator
- Solar & Electrification, A Beneficial Partnership | SolSmart Issue Brief
- Utilizing City-Utility Partnership Agreements to Achieve Climate and Energy Goals | World Resources Institute (WRI)

GO-3	10	Coordinate with regional organizations and/or local governments to engage utilities on advancing solar policies such as utility procurement of solar PV, green tariffs, and/or interconnection process improvements.	☐

Local governments can find strength in numerous as they advance ambitious energy transformation goals. Collaborating with other local governments and/or regional organizations allows resources, expertise, and staff to be pooled together which can enhance efforts to work with utilities. Networks of communities and utilities can provide opportunities to share best practices and common strategies through peer-to-peer learning. They can also help build coalitions and advocate for state policy.

Recommended Verification:

- Provides details about your community's participation in coordinated efforts between local governments and/or regional organizations to engage utilities with the goal of advancing solar initiatives.

Community Examples:

- Lake Forest, IL | SolSmart Bronze
- Salt Lake City, UT | SolSmart Bronze

Resources:

- Engagement Guidance | American Cities Climate Challenge Renewables Accelerator
- Engagement Tracker | American Cities Climate Challenge Renewables Accelerator
- PJM Cities & Communities Coalition | World Resources Institute (WRI)
- Procurement Guidance | American Cities Climate Challenge Renewables Accelerator
- Utilizing City-Utility Partnership Agreements to Achieve Climate and Energy Goals | World Resources Institute (WRI)

GO-4	10	Conduct feasibility analysis for solar PV on local government facilities and/or local government-controlled land.	☐

Local governments can lead by example and install solar PV on their facilities and/or land to achieve clean energy goals and generate electricity cost savings. The first step is conducting a feasibility analysis to discover which rooftops or grounds have the highest solar potential and best characteristic for a solar installation. An RFP can then be issued for the most favorable sites.

Recommended Verification:

- Provide a link to the feasibility analysis or details about the feasibility analysis that was conducted – who conducted, what were the sites, when was it conducted, what were the recommendations and next steps.

Community Examples: • Asheville, NC | SolSmart Gold • Mountain Iron, MN | SolSmart Bronze
Resources: • Decision Support Tools for Local Solar Planning & Development | SolSmart Webinar • Solar Project Development Pathway - Site and Opportunity Assessment | Environmental Protection Agency (EPA) • Solar Development on Public Facilities and Under-utilized Land | SolSmart's Toolkit for Local Governments • System Advisor Model (SAM) | National Renewable Energy Laboratory (NREL)

GO-5	20	Install solar PV on local government facilities and/or local government-controlled land.	☐
Local governments can lead by example and install solar on their facilities and/or land to achieve clean energy goals. Solar installations can generate revenue for local governments, deliver electricity cost savings, and serve as an educational tool for community members.			
Recommended Verification: • Provide news articles, a press release announcing the commissioned system, or webpage that summarizes the details of the installation(s) including total number of systems, size, location, and photos.			
Community Examples: • Johnson County, IA | SolSmart Gold • New York City, NY | SolSmart Gold			
Resources: • Procurement Guidance | American Cities Climate Challenge Renewables Accelerator • Solar Decision Support and Resources for Local Governments | National Renewable Energy Laboratory (NREL) • Solar Development on Public Facilities and Under-utilized Land | SolSmart's Toolkit for Local Governments • Solar Power Purchase Agreements: A Toolkit for Local Governments | Interstate Renewable Energy Council (IREC)			

GO-6	20	Install solar PV on local government-controlled brownfields and/or under-utilized properties.	☐
As large, open spaces with limited future uses, brownfields, landfills, and other under-utilized lands are favorable locations for solar PV systems. Local governments can lease these lands for solar development to increase locally installed solar capacity while generating land lease revenue.			
Recommended Verification: • Provide a news article, a press release announcing the commissioned system, or webpage that summarizes the details of the installation(s) including total number of systems, size, location, and photos.			
Community Examples: • Cary, NC | SolSmsart Silver • Eau Claire, WI | SolSmart Gold			
Resources: • Developing Solar on Brownfields | SolSmart Webinar • RE-Powering America's Land | Environmental Protection Agency (EPA) • Solar Development on Public Facilities and Under-utilized Land | SolSmart's Toolkit for Local Governments • The Guide to Developing Solar Photovoltaics at Massachusetts Landfills | Massachusetts Department of Energy Resources			

GO-7	20	Install solar PV integrated with other technologies such as combined heat and power or electric vehicle charging on local government facilities and/or local government-controlled land.	☐
Solar can provide unique benefits when paired with other distributed energy technologies. Co-locating solar with other technologies can improve resilience, provide demand-charge reductions, and charging electric vehicles with a renewable source of energy.			

Recommended Verification: • Provide a news article, a press release announcing the commissioned system, or webpage that summarizes the details of the solar installation(s) integrated with other technologies including total number of systems, size, location, technologies used, and photos.
Community Examples: • Duluth, MN | SolSmart Gold • Montgomery County, MD | SolSmart Gold
Resources: • Best Practices for Solar & Electric Bus Charging at Transit Agencies | SolSmart Webinar • REopt: Renewable Energy Integration & Optimization | National Renewable Energy Laboratory (NREL) • Solar and Electric Vehicles: A Guide for Local Governments | SolSmart • Solar & Electric Vehicle Best Practices for Local Governments | SolSmart Webinar

GO-8	20	**Install solar PV plus storage on local government facilities and/or local government-controlled land.**	☐
Solar can provide resilience benefits and serve as emergency backup power to local government facilities in case of a power outage. Local governments have leveraged solar PV and storage to provide lighting for evacuation routes, power to shelters, and extend the fuel supply of diesel generation. Solar plus storage can also be used to provide demand-charge reductions by reducing peak load.			
Recommended Verification: • Provide a news article, a press release announcing the commissioned system, or webpage that summarizes the details of the solar installation(s) plus storage including total number of systems, size, location, and photos.			
Community Examples: • Fayetteville, AR | SolSmart Gold • Portland, OR | Not Designated			
Resources: • REopt: Renewable Energy Integration & Optimization | National Renewable Energy Laboratory (NREL) • Resiliency: Solar + Storage | SolSmart's Toolkit for Local Governments • Solar + Storage: A Guide for Local Governments | SolSmart Issue Brief • Solar and Energy Storage for Resiliency (Solar Resilient) | San Francisco Department of the Environment • Solar and Resiliency: Integrative Financing Strategies for SolSmart Communities | SolSmart Issue Brief • Solar + Storage / Resiliency | CUNY Smart Distributed Generation Hub			

GO-9	10	**Require new local government facilities and/or facility retrofits meeting a specific threshold to be solar ready.**	☐
Local governments can lead by example and require new facilities or those completing a retrofit to be solar ready. Solar ready construction can reduce the installation costs if a solar system will be installed at some point in the future. Solar ready buildings are designed and engineered in such a way that allows for the easy installation of a future solar system.			
Recommended Verification: • Provide a link to adopted code(s) or language that require new construction and/or retrofits of local government facilities to be solar ready.			
Community Examples: • Montgomery County, MD | SolSmart Gold			
Resources: • Solar-Ready Building Design: A Summary of Technical Considerations | National Renewable Energy Laboratory (NREL)			

GO-10	20	**Procure solar energy for municipal operations through an offsite physical PPA, virtual PPA, green tariff, or similar structure.**	☐
To meet climate and energy goals, local governments can procure a large amount of solar energy through an appropriate structure, depending on the types of contracts allowed by state and utility regulations.			
Recommended Verification:			

• Provide a document such as a news article, contract, press release, or similar official document containing the details how the local government is procuring solar energy.
Community Examples: • Cincinnati, OH | Not Designated • Denton, TX | SolSmart Gold
Resources: • How Cities Benefit from Power Purchase Agreements | Center for Climate and Energy Solutions (C2ES) • How Local Governments Can Buy Renewable Energy & Support Market Development | SolSmart Webinar • Local Government Strategies for 100% Clean Energy | SolSmart Webinar • Procurement Guidance | American Cities Climate Challenge Renewables Accelerator

Community Engagement

CE-1	10	**Post a solar landing page on local government's website with information that may include the community's solar goals, educational materials and tools that promote solar, and resources for solar development (e.g. permitting checklist, application forms, zoning regulations, etc.).**	☐
A solar landing page is a way to provide residents, businesses, and solar installers with important information about your community's solar energy policies, processes, goals, and metrics from one centralized location. It is also a way to educate community members about solar energy topics like financing options and consumer protection best practices.			
Recommended Verification: • Provide a link to the solar landing page.			
Community Examples: • Pulaski County, VA | SolSmart Gold • Tyngsborough, MA | SolSmart Gold			
Templates: • CE-1 SolSmart Solar Landing Page Template | SolSmart			
Resources: • Homeowner's Guide to Going Solar (View in Spanish) | U.S. Department of Energy (DOE) • Residential Consumer Guide to Solar Power | Solar Energy Industries Association (SEIA)			

CE-2	5	**Post online resources about solar installers and/or solar quote platforms for solar PV.**	☐
More solar companies operating in your community means residents and businesses are faced with more choices as they consider who to select for their solar project. Providing relevant local information on active solar installers can help community members make the best choice given their circumstances.			
Recommended Verification: • Provide a link to a webpage that contains information about local solar installers and/or solar quote platforms.			
Community Examples: • Denver, CO | SolSmart Gold • Schaumburg, IL | SolSmart Silver			
Templates: • CE-1 SolSmart Solar Landing Page Template | SolSmart			
Resources: • Board Certified Professionals Directory | North American Board Certified Energy Practitioners (NABCEP) • EnergySage | EnergySage • Pickmysolar | Pick My Solar • Solar Buyer's Markets: Potential PV Price Savings of Online Quote Platforms | National Renewable Energy Laboratory (NREL)			

CE-3	5	Post online resources about residential and commercial solar PV financing options and incentives.	☐

Many different financing options are available for residential and commercial solar PV. Local governments can play an important role in providing access to information about available options.

Recommended Verification:

- Provide a link to a webpage that contains information about financing options and incentives.

Community Examples:

- Walnut Creek, CA | SolSmart Gold
- Wood County, WI | SolSmart Gold

Templates:

- CE-1 SolSmart Solar Landing Page Template | SolSmart

Resources:

- A Homeowner's Guide to Solar Financing: Leases, Loans and PPAs | Clean Energy States Alliance (CESA)
- Database of State Incentives for Renewables and Efficiency (DSIRE) | North Carolina Clean Energy Technology Center (NCCETC)
- Financing your solar panel system | EnergySage
- Homeowner's Guide to the Federal Tax Credit for Solar Photovoltaics (View in Spanish) | U.S. Department of Energy (DOE)

CE-4	5	Post online resources about consumer protection and solar PV.	☐

Solar energy can be a new and complex topic for community members. Local governments can provide online guides and resources to help community members have a clear understanding of solar PV, allowing them to make informed decisions.

Recommended Verification:

- Provide a link to a webpage containing consumer protection resources.

Community Examples:

- Alexandria, VA | SolSmart Gold
- James City County, VA | SolSmart Bronze

Templates:

- CE-1 SolSmart Solar Landing Page Template | SolSmart

Resources:

- Consumer Solar Checklist | Interstate Renewable Energy Council (IREC)
- EnergySage | EnergySage
- Residential Issues and Existing Regulatory Framework | SolSmart's Toolkit for Local Governments
- Solar Customer Resource Portal | Solar Energy Industries Association (SEIA)
- Solar Owner's Manual (View in Spanish) | Solar United Neighbors (SUN)

CE-5	5	Post an online summary of state policies related to a property owner's solar access and solar rights, including links to state-level policy.	☐

Community members are often unaware that state policy could impact their property's solar rights. Solar rights and solar access are terms which describe the ability of property owners to utilize sunlight on their property. Each state has its own unique policy and enforcement regime.

Recommended Verification:

- Provide a link to a webpage with information about state policies relating to solar access and/or rights.

Community Examples:

- Torrance, CA | SolSmart Gold
- Wilmette, IL | SolSmart Silver

Templates:

- CE-1 SolSmart Solar Landing Page Template | SolSmart

Resources:

- A Comprehensive Review of Solar Access Law in the United States | Solar America Board for Codes and Standards (Solar ABCs)

• Database of State Incentives for Renewables and Efficiency (DSIRE) | North Carolina Clean Energy Technology Center (NCCETC)

CE-6	5	Post an online summary of state policies related to Homeowner Associations (HOAs) ability to regulate and/or restrict solar PV, including links to state-level policy.	☐
Homeowner Associations often aim to impose restrictive measures on solar PV systems. Community members should be aware of state policy that defines what HOAs are allowed and not allowed to do in terms of regulating solar PV systems.			
Recommended Verification: • Provide a link to a webpage with information about state policies relating to Homeowner Associations and solar PV.			
Community Examples: • Hallandale Beach, FL | SolSmart Silver • Torrance, CA | SolSmart Gold			
Templates: • CE-1 SolSmart Solar Landing Page Template | SolSmart			
Resources: • A Beautiful Day in the Neighborhood: Encouraging Solar Development through Community Association Policies and Processes | The Solar Foundation (now the Interstate Renewable Energy Council)			

CE-7	5	Post an online dashboard or summary of the solar PV metrics for your community.	☐
Key solar metrics such as the number of installations and total installed capacity can help communicate progress towards local and state renewable energy goals. Other related metrics could include the percentage of municipal energy provided by solar energy, installed capacity per capita and progress towards greenhouse gas emissions targets.			
Recommended Verification: • Provide a link to a webpage displaying solar PV metrics.			
Community Examples: • Boulder, CO | SolSmart Gold • Westminster, CO | SolSmart Bronze			
Templates: • CE-1 SolSmart Solar Landing Page Template | SolSmart			

CE-8	5	Post an online solar map for your community.	☐
Solar maps can provide community members with an estimate of the solar potential of their rooftop. Solar maps can also show the location of solar installations within a community.			
Recommended Verification: • Provide a link to the solar map for your community.			
Community Examples: • Los Angeles County, CA | Not Designated • Westminster, CO | SolSmart Bronze			
Templates: • CE-1 SolSmart Solar Landing Page Template | SolSmart			
Resources: • Data Explorer | Google • Go Solar Ready | Ohio-Kentucky-Indiana Regional Council of Governments • NY Solar Map |Sustainable CUNY • Project Sunroof | Google			

CE-9	5	Support a solar informational session and/or solar tour explaining solar PV opportunities and policies. Session/Tour must have occurred within the last 5 years.	☐

An engaged and informed community can encourage solar market growth and increase the likelihood that local homes and businesses will pursue solar installations. Solar informational sessions and solar tours are ways to educate community members about the solar energy and the processes involved with an installation.
Recommended Verification: • Provide a link(s) to details about the solar informational session or tour such as an agenda, date, time, and location.
Community Examples: • Lower Merion, PA | SolSmart Bronze • Sarasota County, FL | SolSmart Silver
Resources: • Virtual Solar Tours | National Solar Tour

CE-10	5	**Distribute solar job training and career opportunities in coordination with local colleges and/or workforce development organizations.**	☐
Solar jobs have grown 12 times faster than the U.S. economy since 2014. As local solar markets grow, local governments can promote solar job opportunities with community colleges and workforce development organizations to ensure a well-trained, local workforce.			
Recommended Verification: • Provide posted job descriptions, screenshots from employment websites, evidence of classified ads or advertisement of job trainings.			
Community Examples: • Fitchburg, WI | SolSmart Bronze • Washington, DC | SolSmart Gold			
Templates: • CE-1 SolSmart Solar Landing Page Template | SolSmart			
Resources: • Solar Training Network | Interstate Renewable Energy Council (IREC) • Solar Workforce Development Pilot | St. Louis, MO • Workforce Development | Grid Alternatives			

CE-11	5	**Demonstrate local government support for local solar projects through speeches, press releases, opinion articles, etc.**	☐
Local governments can encourage solar market growth by highlighting solar energy goals, initiatives, and success stories through various communications strategies.			
Recommended Verification: • Provide a link to a document demonstrating encouragement of solar PV projects.			
Community Examples: • Fayetteville, AR | SolSmart Gold • Louisville, KY | SolSmart Gold			
Resources: • Stakeholder Engagement | SolSmart's Toolkit for Local Governments			

CE-12	10	**Discuss solar PV goals and/or strategies for increasing solar PV development within an appropriate committee, commission, taskforce, and/or working group. (e.g. solar is a recurring agenda item during monthly sustainability commission meetings).**	☐
An Environmental Advisory Council, Sustainability Committees, or Climate Action Taskforce is a great way to keep residents and key stakeholders actively engaged in community energy policy and development. These groups can assist in the development of solar energy goals and strategies, lead community-based solar initiatives, and provide communication and outreach support to inform community members about solar initiatives and plans.			
Recommended Verification: • Provide meeting minutes (including a list of follow-up action items), meeting agenda, or materials			

prepared for the meeting (e.g., handouts and slides) from within the past year and provide documentation of the regularly scheduled frequency of these meetings.
Community Examples: • Branford, CT | SolSmart Bronze • Fairfield, CT | SolSmart Gold
Templates: • CE-1 SolSmart Solar Landing Page Template | SolSmart
Resources: • Stakeholder Engagement | SolSmart's Toolkit for Local Governments • Solar and Resiliency: Integrative Financing Strategies for SolSmart Communities | SolSmart Issue Brief

Market Development

MD-1	20	Demonstrate activity in state regulatory and/or legislative proceedings regarding solar PV.	☐
Local governments can provide an important voice into the development of state-level solar energy policy, strategies, and incentives. Government staff can track policy developments actively and develop appropriate strategies to interact with state regulators and legislators.			
Recommended Verification: • Provide a link to public comments on solar energy or related energy proceedings, op-eds in local newspapers, or agenda, minutes, and/or recordings of meetings attended by representatives of the local government.			
Community Examples: • Ann Arbor, MI | SolSmart Silver • Santa Fe, NM (Resolution 2018-71) | SolSmart Bronze			
Resources: • Engagement Guidance | American Cities Climate Challenge Renewables Accelerator • Engagement Tracker | American Cities Climate Challenge Renewables Accelerator • The Federal and State Context: Policies Affecting Solar Energy Development | SolSmart's Toolkit for Local Governments			

MD-2	20	Support a community-wide group purchase program (e.g. Solarize). Program must have occurred within the last 5 years.	☐
Local governments can support or host community group purchase programs for solar energy. Bulk purchasing can reduce the costs of solar installations for community members. These limited time-offers have had consistent success in providing discounts of up to 20% of installed costs for residential systems.			
Recommended Verification: • Provide a link to a website where the Solarize campaign has been publicly announced. • Provide details about the status of an ongoing solarize campaign or final metrics of a completed solarize campaign.			
Community Examples: • La Crosse County, WI | SolSmart Bronze • Montgomery County, MD | SolSmart Gold			
Templates: • Solarize Your Community | New York State Energy and Research Development Authority (NYSERDA)			
Resources: • How to Development a Solarize Campaign | SolSmart Webinar • Market Development and Finance | SolSmart's Toolkit for Local Governments • Solarize Mass | Massachusetts Clean Energy Center			

MD-3	10	Encourage low-to-moderate income (LMI) participation in community-wide group purchase program through program design and/or financing support options.	☐

Local governments can support or host community group purchase programs for solar energy. Group purchase programs can incorporate incentives for income-qualified participants to promote equitable participation.

Recommended Verification:

- Provide details that explains the forms of financing support or program design elements that support LMI residents in solar PV group purchase program.

Community Examples:

- Durham, NC | SolSmart Gold
- Philadelphia, PA | SolSmart Gold

Templates:

- Solarize Your Community | New York State Energy and Research Development Authority (NYSERDA)

Resources:

- How to Development a Solarize Campaign | SolSmart Webinar
- Market Development and Finance | SolSmart's Toolkit for Local Governments
- Solarize Mass | Massachusetts Clean Energy Center

MD-4	20	Support a community solar program.	☐

Community solar offers residents and businesses an opportunity to own or lease a portion of a solar project in exchange for economic benefits proportional to their share. These economic benefits are commonly delivered in the form of electricity bill credits. For renters, and homes or business that are not suitable sites for solar, community solar programs allow consumers to access solar without installing panels on their homes or business. Community solar can be provided by utilities, a third party, or a non-profit.

Recommended Verification:

- Provide a link to information about the community solar program, including any outreach materials and details about program design.

Community Examples:

- Austin, TX | SolSmart Gold
- Fort Collins, CO | SolSmart Gold

Resources:

- A Guide to Community Share Solar: Utility, Private, and Nonprofit Project Development | National Renewable Energy Laboratory (NREL)
- Community Solar | SolSmart's Toolkit for Local Governments
- Expanding Solar Participation through Community Solar | SolSmart Issue Brief
- Expanding Solar Participation through Community Solar | SolSmart Webinar
- Procurement Guidance | American Cities Climate Challenge Renewables Accelerator

MD-5	10	Encourage low-to-moderate income (LMI) participation in a community solar program through program design and/or financing support options.	☐

Community solar provides opportunities to open access to solar to low-to-moderate income households. To fully achieve this potential, a community program should design programs and financing to support low to moderate income participation, including savings from day one. It is also important to ensure that appropriate and trusted messengers are used and that offerings are designed to be flexible without long-term commitments.

Recommended Verification:

- Provide details that explains the forms of financing support or program design elements that support LMI residents in a community solar program.

Community Examples:

- Denver, CO | SolSmart Gold
- Washington, DC | SolSmart Gold

Resources:

- A Guide to Community Share Solar: Utility, Private, and Nonprofit Project Development | National Renewable Energy Laboratory (NREL)
- Community Solar | SolSmart's Toolkit for Local Governments

- Design and Implementation of Community Solar Programs for Low- and Moderate-Income Customers | National Renewable Energy Laboratory (NREL)
- Procurement Guidance | American Cities Climate Challenge Renewables Accelerator

MD-6	20	Provide residents with Community Choice Aggregation/Energy that includes solar PV as a power generation source.	☐

Local governments can increase access to solar energy for their operations and their residents through community choice aggregation. Community Choice Aggregation allows local governments to aggregate energy demand within their jurisdiction and procure power from an energy supplier while the local utility provides transmission and distribution services. Many local governments utilize community choice to procure more renewable energy, including solar, than would be available from their local electric utility. States must have enabling legislation for local governments to provide community choice aggregation.

Recommended Verification:

- Provide a link to details about a Community Choice program (with solar PV as a power generation source) that is available for residents.

Community Examples:

- San Jose, CA | SolSmart Gold
- Somerville, MA | SolSmart Gold

Templates:

- Community Choice Aggregation Toolkit | New York State Energy and Research Development Authority (NYSERDA)
- Starting a New CCA | California Community Choice Association (CalCCA)

Resources:

- Community Choice Aggregation | Environmental Protection Agency (EPA)
- Community Choice Aggregation | SolSmart Issue Brief
- Community Choice Aggregation: Challenges, Opportunities, and Impacts on Renewable Energy Markets | National Renewable Energy Laboratory (NREL)
- Using Community Choice Aggregation to Achieve Clean Energy Goals | SolSmart Webinar

MD-7	10	Provide a PACE financing program that includes solar PV as an eligible technology.	☐

Property Assessed Clean Energy (PACE) financing is an on-bill financing mechanism which enables repayment of long-term, low-interest loans on property tax bills. PACE can be used to finance renewable energy and energy efficiency projects on residential and/or commercial properties, depending on the PACE financing program design. In order for residents and business to access PACE financing, it must be enabled at the state and local level.

Recommended Verification:

- Provide a link to the local ordinance creating a PACE program.
- Provide a link to the PACE program webpage.

Community Examples:

- Deerfield Beach, FL | SolSmart Silver
- Grand Rapids, MI | SolSmart Silver

Resources:

- Market Development and Finance | SolSmart's Toolkit for Local Governments
- Resources | PACENation

MD-8	20	Provide local incentives or locally-enabled finance (e.g. a revolving loan fund) for solar PV.	☐

In addition to state and federal incentives, local governments can also encourage solar development within their jurisdictions by providing tax exemptions, rebates, or other financial incentives. Some jurisdictions have enabled community finance through revolving loan funds or credit enhancement facilities for renewable energy projects. These actions can help lower the cost of solar for residents.

Recommended Verification:

- Provide a link to an ordinance creating local incentives or financing options.

• Provide a link to an application or form that are required for a solar PV system to be eligible for incentives or financing.
Community Examples: • Loudoun County, VA | SolSmart Silver • St. Louis Park, MN | SolSmart Silver
Resources: • Market Development and Finance | SolSmart's Toolkit for Local Governments

MD-9	5	**Provide local incentives for solar PV to low-to-moderate income (LMI) households, Disadvantaged Business Enterprises (DBEs), and/or non-profit organizations that provide community services.**	☐
Local governments can support solar installations by LMI households, DBEs, and non-profit organizations by providing incentives such as low-interest loans, grants, on-bill financing and a variety of tax incentives and rebates. Local governments can expand solar programs to disadvantaged residents by implementing any number of these programs.			
Recommended Verification: • Provide a link to an ordinance creating local incentives or financing options. • Provide a link to an application or form that are required for a solar PV system to be eligible for incentives or financing.			
Community Examples: • Boulder, CO | SolSmart Gold • Portland, OR | Not Designated			
Resources: • Market Development and Finance | SolSmart's Toolkit for Local Governments • Projects & Programs in Low-to-Moderate Income Communities | SolSmart Webinar • Resources to Support Initiatives for Low-to-Moderate Income Communities | SolSmart Webinar • Unlocking Solar for Low- and Moderate-Income Residents: A Matrix of Financing Options by Resident, Provider, and Housing Type | National Renewable Energy Laboratory (NREL)			

MD-10	20	**Partner with financial institutions and/or foundations to offer loans, rebates, grants, or other incentives for solar PV projects. (Financial institutions could include entities such as a local or regional bank, CDFI, or credit union).**	☐
Loans, rebates, or grants can improve the financial prospects of a solar project, allowing more community members to install solar. Local governments can work with local financial institutions to offer and/or promote financing options for solar projects.			
Recommended Verification: • Provide link to financing options for solar energy. • Provide a memo detailing how the local government partnered with the financial institution to offer a financial incentive for solar energy.			
Community Examples: • Lafayette, CO | SolSmart Gold • Milwaukee, WI | SolSmart Gold			
Resources: • Market Development and Finance | SolSmart's Toolkit for Local Governments			

Innovative Action

IA-1	Varies	The actions identified in the categories above represent many of the most common and impactful efforts communities are taking to make going solar easier and more affordable for residents and businesses. However, we know that communities across the country are developing innovative ways to promote and deploy solar energy. If your community has taken action that was not captured in any of the credits above, please share it with us.	☐
Innovative actions will be reviewed by a team of solar experts and each action may be worth up to 20 points.			
Recommended Verification: • Provide a memo describing the innovative action and include any supporting documentation or links that provide additional details.			

Community Examples:
• Grayslake, IL | SolSmart Bronze
  o The Grayslake Sustainable Business Initiative recognizes local businesses that are choosing to be more sustainable. Solar energy is emphasized by awarding a business automatic gold designation if they have installed a solar energy system.
• Montgomery County, MD | SolSmart Gold
  o Montgomery County's 4th Solar Co-op offered EV charging as an option through the solar co-op. This helps promote EV charging and can reduce costs through group purchasing.			

Acknowledgment

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Full Legal Disclaimer

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MEMORANDUM

DATE: April 23, 2022

TO: Brian Murphy, Village Administrator

FROM: Jeff Loster, Director of Public Works and Development Services
Sara Phyfer, Management Analyst

SUBJECT: Solid Waste Collection – Contract Approval

Issue: After negotiating a new contract with Lakeshore Recycling Systems, Inc (LRS) Staff brought forward a contract for Board approval on April 11, 2022. Due to discussion regarding the proposed language in two identified sections of the contract, the item was tabled for further discussion at a future meeting. The language has been updated as requested and is again presented to the Board for consideration.

Analysis: The two areas of language previously discussed pertain to opt-out composting and unlimited waste collection. The existing and proposed language for each section are as shown below:

Section 12: Unlimited Household Waste Removal Day (page 7)

- **Existing**: UNLIMITED HOUSEHOLD WASTE REMOVAL DAY The Village and Contractor agree if the Village desires to have an unlimited household waste removal day, the Village and Contractor shall agree to identify one (1) day in the summer months to hold an unlimited household waste removal day. On the unlimited household waste removal day, residents may place any amount of material Curbside to be collected by the Contractor. All items must be placed Curbside for disposal must be accepted material for disposal and not banned by Illinois Environmental Protection Agency. Collection rate shall be based on a truck and one employee hours, extra employee hours, and per ton, as set forth in Appendix A.
- **Proposed**: UNLIMITED HOUSEHOLD WASTE REMOVAL DAY The Village and Contractor agree if the Village desires to have an unlimited household waste removal day, the Village and Contractor shall agree to identify one (1) day in the summer months to hold an unlimited household waste removal day. On the unlimited household waste removal day, residents may place any amount of material Curbside to be collected by the Contractor. All items must be placed Curbside for disposal must be accepted material for disposal and not banned by Illinois Environmental Protection Agency. The Contractor agrees to work with the Village to divert as much material from landfills as is possible. Collection rate shall be based on a truck and one employee hours, extra employee hours, and per ton, as set forth in Appendix A.

Appendix F, Section C1. Opt-Out Composting (page 28)

- **Existing**: Should the composting program reach 51% participation rate by year three (3) of contract, the Village and the Contractor shall determine whether to implement an opt-out

composting rate and program.

- **<u>Proposed</u>**: The Village and the Contractor may enter into negotiation about the implementation of an opt-out composting rate and program at any time during the contract as long as a majority of the Village Board is in support.

The genesis for these proposed revisions is the discussion that took place at the April 11, 2022 Village Board Meeting.

Recommendation: If the Village Board concurs with these contract revisions, the following motion would be appropriate: Motion to waive bids and approve a contract with Lakeshore Recycling Systems, LLC. to perform solid waste collection and disposal services for the Village of River Forest as proposed.

Attachments: Resolution
LRS Contract

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR SOLID WASTE COLLECTION AND DISPOSAL SERVICES BETWEEN THE VILLAGE OF RIVER FOREST AND LAKESHORE RECYCLING SYSTEMS, LLC

WHEREAS, the Village of River Forest ("Village") is a duly organized and validly existing municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and

WHEREAS, the Village is authorized under Section 11-19-1(a) of the Illinois Municipal Code, 65 ILCS 5/11-19-1(a), to contract for the collection and final disposition of garbage, refuse and recycling; and

WHEREAS, on April 27, 2015, the Village and Roy Strom Refuse Removal Service, Inc., an Illinois corporation ("Prior Contractor") entered into the "Agreement for Solid Waste Collection and Disposal Services Between the Village of River Forest and Roy Strom Refuse Removal Service, Inc." ("Prior Agreement"), with a term ending on April 30, 2022; and

WHEREAS, on or around December 31, 2020, the Prior Contractor was acquired by Lakeshore Recycling Systems, LLC, a Delaware limited liability company authorized to conduct business in the State of Illinois ("Contractor"); and

WHEREAS, the Village desires to enter into the "Agreement for Solid Waste Collection and Disposal Services Between the Village of River Forest and Lakeshore Recycling Systems, LLC," a copy of which is attached hereto as **EXHIBIT A** and made a part hereof ("Agreement"); and

WHEREAS, the Village, the Contactor and the Prior Contractor desire that the Village enter into the Agreement with the Contractor, to begin on May 1, 2022, the day after the expiration of the Prior Agreement;

WHEREAS, the President and Board of Trustees of the Village find that approval of the Agreement best serves the public's health, safety and welfare;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RIVER FOREST, ILLINOIS, AS FOLLOWS:

SECTION 1: Incorporation. That each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

SECTION 2: Approval and Execution. That the Agreement is approved and the Village President and the Village Clerk, or their designees, are directed to execute and

deliver the Agreement, with such changes as approved by the Village President, and all other instruments and documents that are necessary to fulfill the Village's obligations under the Agreement. Further, Village staff is authorized and directed to take all actions that are necessary to comply with all of the applicable obligations of the Village under the Agreement.

SECTION 3: Severability. That if any Section, paragraph or provision of this Resolution 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 Resolution.

SECTION 4: Repeal. That all resolutions, motions or parts thereof in conflict with this Resolution shall be and the same are hereby repealed.

SECTION 5: Effectiveness. That this Resolution shall be in full force and effect upon its adoption and approval according to law.

ADOPTED this 25th day of April, 2022, pursuant to a roll call vote as follows:

AYES:_____

NAYS:_____

ABSENT:_____

APPROVED this 25th day of April, 2022, by the Village President of the Village of River Forest, and attested by the Village Clerk, on the same day.

_____
Catherine Adduci, Village President

ATTEST:

_____
Jonathan Keller, Village Clerk

EXHIBIT A

AGREEMENT

(attached)

AGREEMENT FOR
SOLID WASTE COLLECTION AND DISPOSAL SERVICES
BETWEEN THE VILLAGE OF RIVER FOREST AND
LAKESHORE RECYCLING SYSTEMS, LLC

This **AGREEMENT FOR SOLID WASTE COLLECTION AND DISPOSAL SERVICES BETWEEN THE VILLAGE OF RIVER FOREST AND LAKESHORE RECYCLING SYSTEMS, LLC** ("Agreement") is dated as of the ____ day of _____, 2022 ("Effective Date") by and between Village of River Forest, Cook County, Illinois ("Village"), Lakeshore Recycling Systems, LLC, a Delaware limited liability company authorized to conduct business in the State of Illinois ("Contractor"), and Roy Strom Refuse Removal Service, Inc., an Illinois corporation ("Prior Contractor").

WHEREAS, the Village is authorized under Section 11-19-1(a) of the Illinois Municipal Code, 65 ILCS 5/11-19-1(a), to contract for the collection and final disposition of garbage, refuse and recycling; and

WHEREAS, on April 27, 2015, the Village and the Prior Contractor entered into the "Agreement for Solid Waste Collection and Disposal Services Between the Village of River Forest and Roy Strom Refuse Removal Service, Inc." ("Prior Agreement"), with a term ending on April 30, 2022; and

WHEREAS, on or around December 31, 2020, the Prior Contractor was acquired by the Contractor; and

WHEREAS, the Village and the Prior Contractor desire that the Village enter into this Agreement with the Contractor, to begin on May 1, 2022, the day after the expiration of the Prior Agreement;

SECTION 1: DEFINITIONS

The following terms in this Agreement shall have the following meanings, whether or not capitalized:

a) Alley Collection Service shall mean Residential Service who have Cart or Container located in the Alley and where collection of Materials take place in said Alley.

b) Building Materials shall mean those materials which are commonly generated as a result of construction, maintenance and rehabilitation of dwelling unit.

c) Bulk Item shall mean an item which is too large to fit within a Container or Cart.

d) Container shall mean a leak proof metal or heavy duty plastic container, equipped with a tight fitting lid, be between ten (10) and thirty five (35) gallons in capacity, not to exceed

fifty (50) pounds in weight when loaded, and designed for the storage and collection of Residential Refuse Materials and/or Recyclables.

e) Cart shall mean a leak proof plastic wheeled lidded cart, with a size of sixty four (64) to sixty five (65) gallons, provided to residents who are serviced in an alley. The term "Cart" includes either a Cart utilized for Residential Refuse Materials or for recyclable materials, depending on the color of the lid. A "Brown Lid Cart" shall be utilized for Residential Refuse Materials. A "Blue Lid Cart" shall be utilized for recyclable materials.

f) Compost shall mean all compostable materials defined as organic material including vegetables, fruits, plants, Yard Waste, meats, coffee grounds, tea grounds, breads, grains, compostable papers, compostable cardboard, ASTM D6400 certified compostable plastic.

g) Curbside shall mean a collection point on the parkway immediately behind the curb of a dwelling unit.

h) Kitchen Collection Receptacle shall mean a two gallon food waste collection receptacle that is lidded and will be provided to residents who participate in the Compost Collection Program.

i) Recyclables shall include metal and bi-metal items, glass items, plastic items, and papers items, as further described herein, separated by the residential home-dweller and placed into recycling Containers provided by the Contractor to each dwelling unit in the Village.

j) Residential Refuse Materials shall include all domestic garbage, refuse, ashes, and other material resulting from residential activities placed out for collection in Containers, and excludes hazardous waste as defined by the State of Illinois.

k) Residential Service shall mean the collection and disposal of Residential Refuse Materials, Recyclables, and Bulk Items, from all single family dwellings and all multiple family dwellings of three (3) living units or less in the Village that is set out at the back door, or at a location outside and behind the front building line of the residence, or at the edge of the alley and in all cases shall be clearly visible to collection personnel from the driveway and, or the alley.

l) Top-of-the Drive shall mean a collection point on or immediately adjacent to the driveway near the front building line of the residence. Such collection point shall be clearly visible from the street.

m) Universal Solid Waste Tag shall mean a multi-purpose sticker to be used for the disposal of additional Containers of refuse, bags of Yard Waste, bundles of brush, and Bulk Items as described herein.

n) Yard Waste shall mean all grass or shrubbery cuttings, leaves, tree limbs and other material accumulated as the result of the care of lawns, shrubbery, vines and trees placed out for collection as herein described.

SECTION 2: PRIOR AGREEMENT; LEVEL OF SERVICE

The Prior Agreement is terminated on May 1, 2022. Beginning May 1, 2022, the Contractor shall provide complete Residential Service for designated collection, transportation and disposal, or sale, of Residential Refuse Materials, Recyclables, Yard Waste, Compost and Bulk Items at facilities mutually agreed upon by the Village and the Contractor. The Contractor shall be the sole and exclusive agent of the Village to provide Residential Services.

SECTION 3: TERM OF CONTRACT

The term of this Agreement shall be for five (5) years, commencing May 1, 2022 and ending April 30, 2027. The Village may, in its sole discretion, extend this Agreement for an additional five (5) year period, commencing May 1, 2027 and ending April 30, 2032, by providing written notice to the Contractor no less than one hundred twenty (120) days prior to the expiration of this Agreement.

SECTION 4: FREQUENCY OF COLLECTIONS

Before engaging in the collection of any materials under this Agreement, the Contractor shall submit its proposed collection routes and schedules to the Village. The Village shall thereafter review and approve, or modify and approve, the collection routes and schedules. The Contractor shall adhere to the collection routes and schedules approved by the Village, and as the routes and schedules may be modified from the Village from time to time.

Within the Village, the Contractor shall:

a) Provide Residential Service for Residential Refuse Materials, Recyclables, and Bulk Items one (1) time per week, on regularly maintained routes as directed by the Village, in accordance with a fixed Monday through Wednesday three (3) day collection schedule.

b) Collect Yard Waste one (1) time per week, on Tuesdays.

c) Collect Compost in accordance with the collection service indicated in section ten of this Agreement.

The Village and Contractor agree that Contractor may adjust the days of collection only to reduce the number of days of Residential Service in the Village from three (3) days to two (2) days or one (1) day. The Contract shall not increase the number of days of Residential Service. The Contractor shall notify the Village not less than (90) ninety days prior to any change in collection day(s).

SECTION 5: COLLECTION LOCATIONS

The Contractor shall pick-up materials from the location points described as follows:

a) Residential Refuse Materials shall be collected from a location at the back door or at a location outside and behind the front building line of the residence, or at the edge of the alley, and in all cases be clearly visible to collection personnel from the driveway and, or the alley.

b) Recyclables shall be collected from either Top-of-the Drive or at the edge of the alley, and in all cases be clearly visible to collection personnel from the driveway and, or the alley.

c) Yard Waste shall be collected Curbside.

d) Compost shall be collected Curbside in carts provided to residents who opt into the program in a size selected by residents of either thirty two (32) to thirty five (35) gallons, sixty four (64) to sixty five (65) gallons or ninety five (95) to ninety six (96) gallons. Residents may change the size of Compost bins one (1) time per twelve (12) month period.

e) Bulk Items shall be collected from a location at the back door of each residence or at a location outside and behind the front building line of the residence, or at the edge of the alley, and in all cases be clearly visible to collection personnel from the driveway and or the alley.

SECTION 6: RESIDENTIAL SERVICE

Each single family dwelling and each multiple family dwelling of three (3) living units or less in the Village shall elect to receive either the "Base Service" or "Optional Special Service" from the Contractor.

a) Base Service:

The Contractor shall, with respect to the Base Service, at each single family dwelling and each multiple family dwelling of three (3) living units or less in the Village:

1. Each week, collect and dispose of up to two (2) Containers of Residential Refuse Materials or Building Materials when placed for disposal in suitable Containers.

2. Collect and dispose of up to one Cart of Residential Refuse Materials or Building Materials.

3. Provide a Cart for each Alley Collection Service customer

4. Collect and dispose of Residential Refuse Material outside of Cart with a pre-paid Universal Solid Waste Tag affixed to it.

5. Collect and dispose of all additional Containers of Residential Refuse Materials or Building Materials in excess of the Base Service when additional Containers of Residential Refuse Materials or Building Materials are placed in

suitable Containers, provided a pre-paid Universal Solid Waste Tag is affixed to each such Container.

6. Print and distribute Universal Solid Waste Tags to participating local retailers and the Village Hall. Universal Solid Waste Tags sold to local retailers or Village Hall for resale to the public shall be sold by the Contractor at the unit price per tag identified in the "Rate Schedule" attached hereto in **Appendix A** and made a part hereof. Universal Solid Waste Tags sold to local retailers may only be purchased in sets of five hundred (500).

7. Remove and dispose of Universal Solid Waste Tags after collection of Containers with such Tags affixed to them.

b) Optional Special Service:

With respect to the Optional Special Service:

1. The Contractor shall, with respect to the Optional Special Service, at each single family dwelling and each multiple family dwelling of three (3) living units or less in the Village each week, collect and dispose of unlimited quantities of Residential Refuse Materials and up to one (1) container of Building Materials when placed for disposal in suitable containers.

2. A single family dwelling and a multiple family dwelling of three (3) living units or less in the Village shall not subscribe to the Optional Special Service for less than one (1) full year and there shall be no rebate for unused parts of a year.

3. The Village shall provide the Contractor a correct listing of addresses subscribing to the Optional Special Service.

SECTION 7: <u>YARD WASTE SERVICE</u>

The Contractor shall collect and dispose of bags of Yard Waste and bundled brush as described below:

a) Yard Waste shall be collected Curbside when one (1) prepaid Universal Solid Waste Tag is affixed to each biodegradable paper Yard Waste bag, no more than thirty three (33) gallons in capacity, and when one (1) pre-paid Universal Solid Waste Tag is affixed to each bundle of brush with a maximum length of four (4) feet, with a maximum weight of fifty (50) pounds, and individual limbs cannot exceed four (4) inches in diameter.

b) The Contractor shall provide Yard Waste collection services to all property owners within the Village including multi-family and commercial properties not provided with regular refuse collection. Such properties shall make independent arrangements with the Contractor to be included on regular collection routes.

c) The Contractor shall provide Yard Waste collection services on Tuesdays from the first Tuesday in April through the first Tuesday in December.

SECTION 8: RECYCLING SERVICE

a) The Contractor shall provide for the collection of Recyclables without limit as to quantity as described below:

1. Metal and Bi-Metal Items: Steel or tins cans, aluminum containers, empty paint and aerosol cans.

2. Glass Items: food and beverage containers - brown, green, blue, and clear glass.

3. Paper Items: Magazines and catalogs, newsprint and all paper inserts, chipboard and corrugated cardboard, mixed paper (including junk mail, envelopes, phone books, office/notebook, computer, white and colored paper without metal fasteners, brown paper bags), aseptic containers and juice cartons

4. Plastics Containers: Any plastic container stamped with #1 through #5 and #7.

b) The Contractor shall collect and dispose of Recyclables which are free from food and beverage residue set out for collection on the same day as Residential Refuse Materials collection.

c) The Contractor shall retain all revenues from the sale of collected materials.

d) For any resident requesting replacement of a Container there will be a fee of $35 per Container, payable to the Contractor by the Village.

SECTION 9: BULK ITEM SERVICE

The Contractor shall collect and dispose of Bulk Items as described below:

a) One (1) Universal Solid Waste Tag is affixed to each non-hazardous Bulk Item no longer than four feet (4'), no wider than four feet (4'), and weighing fifty (50) pounds or less.

b) Five (5) Universal Solid Waste Tags are affixed to each large, or "white good" Bulk Item. Examples include hot water tanks seventy five (75) gallons or less; stoves, refrigerators, washers, dryers, freezer appliances, etc. weighing no more than one hundred fifty (150) pounds; hide-a-beds; and large house hold furniture items weighing no more than one hundred fifty (150) pounds.

c) Ten (10) Universal Solid Waste Tags are affixed to each oversize, or "white good" Bulk Item. Examples include hot water tanks larger than seventy five (75) gallons or weighing

more than one hundred fifty (150) pounds, and stoves, refrigerators, washers, dryers, freezer appliances, and large household furniture/items weighing more than one hundred fifty (150) pounds.

SECTION 10: CURBSIDE COMPOST COLLECTION PROGRAM

The Village and Contractor agree to coordinate, plan, and execute a curbside Compost collection program. The Contractor shall supply Village residents who "opt in" to participate in the program with a wheeled Cart for Compost, and a two (2) gallon kitchen Compost collection receptacle. The Contractor shall collect Compost from Carts placed at the curb on Tuesdays at the same time as the Contractor collects Yard Waste. The Contractor, once the Cart is emptied, shall return the Cart to the Top of the Drive. Each residence that opts in to the Compost program shall be charged a monthly fee by the Village as set forth in **Appendix A**, which charge shall increase at the same percentage increase as the monthly base service rate in **Appendix A**. If the Compost Cart or Compost Cart lid is damage due to animal damage, the Contractor shall repair or replace the lid or Cart for Fifteen Dollars ($15.00), to be paid by each residence participating in the Compost program. Each Compost Cart shall be limited to a maximum weight of seventy five (75) pounds per collection. If a Compost Cart is overweight, the Contractor's driver shall collect and dispose of the material inside of the Compost Cart, and provide the resident with a collection note advising of the weight restrictions. Compost shall be collected every Tuesday from the first week in April through the last week in November and every-other week from the first week in December through the last week in March each year.

SECTION 11: HOLIDAY LANDSCAPE WASTE

The Contractor shall collect and dispose of trees and wreaths associated with the holiday season, Curbside, once weekly on Tuesdays, beginning the first week of January through the end of January.

SECTION 12: UNLIMITED HOUSEHOLD WASTE REMOVAL DAY

The Village and Contractor agree if the Village desires to have an unlimited household waste removal day, the Village and Contractor shall agree to identify one (1) day in the summer months to hold an unlimited household waste removal day. On the unlimited household waste removal day, residents may place any amount of material Curbside to be collected by the Contractor. All items must be placed Curbside for disposal must be accepted material for disposal and not banned by Illinois Environmental Protection Agency. The Contractor agrees to work with the Village to divert as much material from landfills as is possible. Collection rate shall be based on a truck and one employee hours, extra employee hours, and per ton, as set forth in **Appendix A**.

SECTION 13: ADDITIONAL SERVICE

The Contractor shall collect additional solid waste materials not specifically provided for under this Agreement only pursuant to a separate and independent agreement with individual property owners.

SECTION 14: COMPENSATION

The Village shall pay the Contractor in accordance with and at the monthly service rates specified in the Rate Schedule attached hereto as **Appendix A**.

SECTION 15: PROCESSING/DISPOSAL

a) The Contractor shall remove all materials collected under this agreement from the Village at the close of each day of collection, and shall dispose of the materials collected at lawfully operated sanitary landfills, lawfully operated transfer stations, or lawfully operated facilities located outside the Village, at the Contractor's sole expense. The Contractor warrants that sufficient sites for the disposal of said municipal solid waste materials will be available to the Contractor during the full term of this Agreement and any renewal hereof.

b) The Village reserves the right to approve the processing/disposal site of all materials collected under this Agreement, and to direct that the materials collected under this Agreement be delivered to the processing/disposal site of the Village's choice, either within or outside the Village's municipal boundaries should the Village so desire. The Village shall give six (6) months' notice of its decision to direct that the municipal solid waste materials be delivered to a facility of the Village's choice. Should the Village exercise its right to direct the delivery of municipal solid waste materials to a facility of its choice, then the total rate of compensation shall be adjusted either upward or downward to reflect the actual change in transportation and disposal costs at the new processing/disposal site.

c) Yard Waste shall be disposed of at a lawfully operated facility. Said facility may treat, compost, grind, or land apply said Yard Waste.

d) Recyclables shall be collected, separated and otherwise treated so as to facilitate the sale of said materials to remanufacture companies or recycled material brokers. No materials collected as Recyclables may be deposited in a landfill or waste incinerator, but shall be recycled regardless of the income obtained from the sale of said materials. In the event The Contractor must pay the recycling processor to receive recyclable materials, the Contractor may provide The Village with a written request for an increase in the monthly charges to cover the additional costs. Such a request shall provide, in detail, the additional costs and demonstrate the amount of the revised monthly charges as a result of the additional costs. The Village shall not unreasonably refuse to compensate the Contractor.

SECTION 16: REPORTING REQUIREMENTS

The Contractor shall submit reports with monthly invoicing. Such reports shall include no less than the following information:

a) Monthly collection weight totals for Residential Refuse Materials, Recyclables, Yard Waste, and Compost.

b) Monthly totals of the quantity of Universal Solid Waste Tags sold to the Village and to individual participating retailers.

c) Monthly collection totals for all other materials collected outside of the above described programs.

d) Monthly identification of purchaser(s) of Recyclables.

e) Monthly identification of location(s) where all materials, particularly Residential Refuse Materials, Recyclables, Yard Waste, and Bulk Items, were landfilled or taken to.

f) Monthly reporting on the number of residential units opting to receive Curbside Compost Collection.

SECTION 17: INSURANCE REQUIREMENTS

a) The Contractor shall maintain for the duration of this contract and any extensions thereof, insurance issued by a company or companies qualified to do business in the State of Illinois and that meet the requirements set forth in **Appendix B**, attached hereto and made a part hereof. The Contractor shall provide the Village with a certificate of insurance indicating that such insurance coverage meets the requirements contained in **Appendix B**.

b) The Contractor shall include the Village, its officials, agents, employees and volunteers as additional named insured and loss payee on both general and auto liability insurance policies, and the umbrella policy.

c) Insurance premiums shall be paid by the Contractor and shall be without cost to the Village.

d) The above insurance policy shall contain a provision that it may not be cancelled, non-renewed or amended without at least thirty (30) day prior written notice to the Village.

SECTION 18: INDEMNITY/HOLD HARMLESS PROVISION

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the Village, its officials, agents and employees, arising in whole or in part or in consequence of the performance of the Contractor's work, or that of its employees, or subcontractors, or which may in anywise result therefore, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same. The Village shall have its choice of counsel and the right to direct its own defense.

The Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents and employees as herein provided.

To the fullest extent permitted by law, the Prior Contractor hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the Village, its officials, agents and employees, arising in whole or in part or in consequence of the performance of the Prior Contractor's work related to or under the Prior Agreement, or that of its employees, or subcontractors, or which may in anywise result therefore, the Prior Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village, its officials, agents and employees, in any such action, the Prior Contractor shall, at its own expense, satisfy and discharge the same. The Village shall have its choice of counsel and the right to direct its own defense.

SECTION 19: PERFORMANCE BOND

The Contractor shall furnish a performance bond for the faithful performance of this Agreement to be executed by a responsible surety company and to be in the penal sum of Two Hundred Fifty Thousand Dollars ($250,000.00). Such performance bond shall be furnished annually by the Contractor for the following year of the Agreement, and shall indemnify the Village against any loss resulting from any failure of performance by the Contractor. The initial bond shall be posted on or before the date that the Contractor commences providing services to the Village, and bond shall be posted within thirty (30) days of the anniversary of the date on which the Contractor commenced provision of services pursuant to this Agreement. On an annual basis the Village and the Contractor shall review the amount of the bond to ensure its sufficiency.

SECTION 20: MISCELLANEOUS CONTRACT PROVISIONS

a) Equipment to be used by the Contractor

1. The Contractor shall collect all materials in fully enclosed, leak-proof, trucks. All vehicles and collection equipment will be kept in safe, operable condition. Any equipment that is used by the Contractor, that is determined to be unsafe, or in an overall poor condition by the Village shall be replaced at the request of the Village.

2. The Contractor shall conduct its work in a clean and quiet manner with equipment that is up-to-date. All material and disposals shall be contained so as to prevent leaking, spilling, or blowing. In the event of any leaking, spilling, or blowing of materials, the Contractor shall immediately clean up the materials.

b) At no additional cost to the Village, the Contractor shall collect, no less than one (1) time per week, solid waste materials (refuse, Recyclables, Yard Waste, and Bulk Items)

with no limit to quantity, for the following buildings and facilities operated by the Village during the period of this contract:

1. Village Hall, 400 Park Avenue

2. Pump Station, 7525 Berkshire Street

3. Public Works Garage, 45 Forest Avenue

4. Library, 735 Lathrop Avenue

c) Collections normally falling on the following days shall be rescheduled for the first working day following the legal holiday, or on Saturday, as necessary for that week only: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

d) The Contractor shall, at each pickup location, replace all Containers where found. Containers are to be handled with reasonable care to avoid damage. Any contents spilled on the parkway, premises, or streets or alleys are to be cleaned up by Contractor immediately and in a workmanlike manner.

e) Collections by Contractor shall be carried out in the Village with a work force adequate to insure the regular collection of all materials under adverse weather conditions, irrespective of breakdowns or other similar hindrances. The Village in turn will insure public streets and alleyways are in sufficient repair and cleared of debris, snow and ice so as to allow reasonable access for the collection of refuse, Recyclables, and Yard Waste.

f) Should a strike prohibit the Contractor from collection, the Village may, at its option, take over and operate that equipment used in the performance of the Agreement with personnel licensed and trained to operate said equipment until such strike is settled and the Contractor's crews are back on the job. The Village, upon exercising this right, shall be responsible for insuring said equipment and any damage caused as a result of operating same. The Village shall also be responsible for properly maintaining and fueling said equipment while exercising this option.

g) The Contractor shall maintain a toll free telephone with an attendant for the receipt of service calls or complaints on all working days from 8:00 A.M. to 4:30 P.M. Any complaints shall be given prompt and courteous attention, and, in case of missed scheduled collections, the Contractor shall investigate and, if verified, shall arrange for pickup of the refuse within twenty four (24) hours after the complaint is received or on the next business day. If the Contractor fails to remedy a missed scheduled collection within forty-eight (48) hours after notification, the Contractor shall issue a credit to the Village in the amount equaling twenty five percent (25%) of the current monthly collection rate associated with the service that was missed. Notification shall only be considered during business hours. If notification is received after business hours, it shall be considered to be received at the beginning of the next business day. If the Contractor comingles Compost with refuse (as

verified by the Contractor or Village), the Contractor shall issue a credit to the Village in the amount equaling twenty five percent (25%) of the current monthly compost collection rate.

h) The Contractor shall invoice the Village promptly after the end of each month and the Village shall pay the Contractor within thirty (30) days of receipt of the invoice.

i) Collections of all materials shall be conducted between the hours of 7:00 A.M. and 6:00 P.M.

j) The Contractor shall undertake to perform all services rendered hereunder in a neat, thorough and competent manner, without supervision by the Village, and to use care and diligence in the performance of all specified services and to provide neat, orderly, uniformed and courteous employees and personnel on its crews.

k) The Contractor shall comply with all reasonable security regulations required by the Chief of Police of the Village.

l) The Contractor shall not assign this Agreement or any part thereof without the prior written consent of the Village, which consent may be given or withheld in the Village's sole discretion. Approval, if any, for such assignment shall be made by the corporate authorities of the Village. The Contractor shall not assign or subcontract this Agreement or the work hereunder, or any part thereof, to any other person, firm, or corporation without prior written consent of the Village, but the Contractor may perform its obligations hereunder through its subsidiaries or divisions. Any assignment by Contractor shall not relieve the Contractor from its obligations or change the terms of this Agreement.

m) The Contractor shall comply with 720 ILCS 5/33-E-3 and E-4 of the Illinois Criminal Code, certifying that it is not barred from bidding on or entering into this contract as a result of violations of the bid rigging or bid rotating regulations. Contractor, and its subsidiaries working under this Agreement, shall execute the certification attached hereto as **Appendix C**.

n) The Contractor shall comply with 775 ILCS 5/2-105(A)(4) of the Illinois Human Rights Act, requiring the Contractor to have a written sexual harassment policy in full compliance with said Act. Contractor, and its subsidiaries working under this Agreement, shall execute the certification attached hereto as **Appendix D**.

o) The Contractor shall comply with 820 ILCS 265/1, *et seq*. which may be cited as the Substance Abuse Prevention on Public Works Projects Act, Public Act 95-0635, requiring that all Contractors and Subcontractors have in place written substance abuse prevention programs/policies in full compliance with said Act. Contractor, and its subsidiaries working under this Agreement, shall execute the certification attached hereto as **Appendix E**.

p) If it is demonstrated the Contractor causes damages to the streets, alleys, or any public property of the Village, the Village shall prepare a cost estimate to repair the damage and the Contractor shall have thirty (30) days thereafter to provide written comment to the cost estimate, and the Contractor shall remit the cost to repair the damage to the Village within thirty (30) days after a final written cost of the repair is sent to the Contractor.

q) The Village and the Contractor shall adjust the fall leaf season hours provided to the Village in the following manner: the Contractor shall provide at no additional cost to the Village, a total of one hundred and seventy (170) hours of time for one (1) licensed packer truck operator and one (1) rear load packer collection vehicle per year for the term of this Agreement to be used for the Village's fall leaf collection program. The Contractor's collection truck operator shall possess the appropriate driver's license in accordance with State of Illinois and shall work eight (8) hour shifts. Rear load packer collection vehicle will be operated only by the Contractor personnel and shall be domiciled at the Village Public Works Facility Monday to Friday. Vehicle will be returned to the Contractor each Friday during the (8) eight hour shift and shall be returned to the Village Public Works Monday during (8) eight hour shift. The Village shall pay for the fuel used for the collection vehicle in the course of the fall leaf collection program. All leaves collected during the fall leaf collection program shall be disposed of at the Contractor's Yard Waste transfer location.

r) The Contractor shall collect and dispose, at no additional charge to the Village, up to One Thousand Dollars ($1,000) or the equivalent of seventy (70) cubic yards annually of debris from houses as a result of basement flooding, from the rear yard of houses.

s) The Contractor shall service/empty, once weekly, and additionally when requested by the Village, all Village-owned refuse Containers located at various locations throughout the Village. There are twenty-four (24) Village-owned Containers located in Village right-of-ways and the Village reserves the right to add up to four (4) Containers without additional compensation to the Contractor.

t) The Village may require periodic "Quality Control Conferences" with the Contractor to discuss the quality of service provided by the Contractor.

u) Residents may temporarily suspend refuse, compost and recycling services provided it is for a minimum period of two (2) months. The Village shall provide the Contractor with a location list of service interruptions a minimum of two (2) weeks prior to suspension of service for each location. The Contractor shall not be compensated for suspended locations during the suspension period.

v) The Contractor and The Village agree that in the event any new law or regulation, or any revision or amendment to an existing law or regulation, that is imposed or levied by any governmental authority that increases the cost for collection and disposal of MSW, recyclable materials, or yard waste to the Contractor during the term of this Agreement, the base service rate per month for each single family household may be adjusted to reflect said tax or regulatory requirement increase. For example, if the State of Illinois levies a regulatory tax of $0.50 on each ton of material disposed of in an Illinois landfill, a home

generates approximately 1.43 tons per year (total tonnage collected in the Village / by the number of house hold units serviced = the average per unit generation) x $.50 = $.715 / 12 =$.559 per month increase in the rate per unit serviced. Any new tax or regulatory increase shall be verified by the Contractor by actual records of payment, and it shall be the responsibility of the Contractor to verify and demonstrate to the Village such increased operating expenses. The Contractor must produce evidence, satisfactory to the Village that said records are valid by way of actual payment verification.

w) The Contractor agrees to continue to work with the Village and the Village's Sustainability Committee to ensure all new initiatives, recommendations, and educational outreach to community is discussed to ensure positive adjustments in the future. The Contractor agrees to annual reviews with the Village and the Village's Sustainability Committee to review the Curbside Compost Collection Program to ensure its long term success. Reviews will allow for changes in the agreement that are satisfactory to both the Contractor and the Village.

x) The Contractor agrees to assist the Village with educational material that will be distributed to each resident by during the recycling container set out. Educational material will also be available at Village Hall and other locations. The Contractor shall also make available to the Village a representative of the Contractor from time to time to hold recycling education events.

y) The Contractor will supply each alley serviced household with one (1) sixty four (64) to sixty five (65) gallon trash Cart and one (1) sixty four (64) to sixty five (65) gallon recycling Cart. As of the Effective Date of this Agreement, the house count with alley collection service is four hundred thirty four (434). The alley collection homes shall be provided the trash and recycling Carts for the duration of this agreement. The Contractor shall maintain the condition of the Cart providing necessary repairs and replacement during the normal useful life of the Cart for the resident conditioned upon normal wear and tear. If the Cart is damaged due to animals, the Contractor agrees to replace Cart one time for no fee. Any Cart or Cart lid replacement after the initial replacement would be a fee of $45.00 per Cart and $15.00 per Cart lid, payable to the Contractor by the Village.

z) Recyclable Materials. In the event that the Contractor must pay the recycling processor to receive recyclable materials, the Contractor may provide the Village with a written request for an increase in the monthly charges to cover the additional costs. Such request shall provide, in detail, the additional costs and demonstrate the amount of the revised monthly charges as a result of the additional costs. The Village shall not unreasonably refuse to compensate the Contractor.

aa) Cook County Solid Waste Transfer Station Tipping Fees. The Contractor and Village agree that all tipping fees assessed from Cook County Solid Waste Transfer Station Tipping Fees currently at $0.22 per ton will be passed through to the Village. The Contractor will validate the all fees through monthly tonnage reporting. The Contractor must produce evidence, satisfactory to the Village that said records are valid (actual payment verification).

bb) Additional Services, Term and Conditions. The Contractor shall provide the

additional services, and perform its duties under this Agreement, in accordance with the "Additional Services, Term and Conditions" attached in **Appendix F** hereto ("Additional Terms") and as set forth in the proposal from Contractor to the Village dated February 18, 2022 attached in **Appendix G** hereto ("Proposal"). To the extent of any conflicts in the terms of this Agreement, the Additional Terms and / or the Proposal, the Additional Terms shall apply and to the extent of any conflicts in the terms of this Agreement and the Proposal where the Additional Terms do not apply, the Agreement shall apply.

SECTION 21: CONTRACTOR'S REPRESENTATIONS

a) The Contractor has familiarized itself with the nature and extent of this Agreement, the work, site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the services.

b) The Contractor has given the Village written notice of all conflicts, errors or discrepancies that he has discovered in this Agreement and the written resolution thereof by the Village is acceptable to Contractor.

c) The Contractor agrees that this Agreement is sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of this Agreement.

SECTION 22: COMPLIANCE WITH LAWS AND AGREEMENT TERMS

a) The Contractor shall comply with all applicable laws, ordinances, rules and regulations of any Federal agency or of the State of Illinois, County of Cook and Village of River Forest relating to performance of this Agreement, use of premises and public places and safety of persons and property, as currently existing and/or as amended or added to at any time during the term of this Agreement. The Contractor shall obtain at their own expense; all permits and licenses required by law or ordinance and maintain the same in full force and effect.

b) It is the understanding and intention of the parties hereto that this Agreement shall constitute a contract for the collection and disposal of solid waste and that said Agreement shall not constitute a franchise.

c) All terms and conditions of this Agreement are considered material and failure to perform any of said conditions a breach of said Agreement. Should Contractor fail to perform any of said terms or conditions, the Village shall have the right to terminate this Agreement only after ten (10) days written notice to Contractor of the violation of the Agreement and the failure of the Contractor to remedy the violation within said time. In addition to any and all equitable or legal remedies available to the Village in the event of a breach of this Agreement by Contractor, the Village shall have the right to call upon the performance bond herein. The remedies provided to the Village herein shall be cumulative and not exclusive. No waiver by the Village of a default by the Contractor under this Agreement shall be construed as a waiver by the Village of any subsequent default or failure to perform on the part of the Contractor.

SECTION 23: FAILURE TO PERFORM – INSOLVENCY – NON-ASSIGNABILITY

a) In the event the Contractor in any way shall fail to collect and/or dispose of the solid waste materials as required by this contract:

1. The Contractor shall give immediate notice to the Village of such failure in writing stating therein the reasons for such failure;

2. The Village may then proceed with the work itself or cause such work to be undertaken by a third party, and the Village shall have the right to bill the Contractor for all costs incurred by it by reason of such failure of the Contractor to perform; and

3. The Contractor shall pay said costs to the Village, or shall allow the Village to deduct such costs from any payment to the Contractor for past services rendered which may be due and owing.

b) In the event that any failure or alleged failure on the part of the Contractor to substantially collect and/or dispose of the material herein provided to be collected and disposed of by the Contractor shall continue for a period of ten (10) days following written notice of such failure, and provided such failure shall not be due to strikes, catastrophe, acts of God, or other causes beyond the Contractor's reasonable control, then the Village, at its option, may continue to proceed according to the steps set forth in Paragraph (a) above, or may terminate this Agreement and/or proceed to a legal determination for loss or damage due to such breach of contract or proceed to call upon the Contractor's performance bond or pursue such other remedies as may be available to the Village by law.

c) The Contractor shall not be paid whenever it shall have failed to perform the work and provide the services as required of it in this Agreement, even if such failure is caused by events or occurrences of a nature commonly known as "force majeure," or acts of God or strikes beyond Contractor's control.

d) In the event the Contractor shall be adjudged bankrupt, either by voluntary or involuntary proceedings, then this Agreement shall immediately terminate; and in no event shall this Agreement be, or be treated as, an asset of Contractor after adjudication of bankruptcy. If Contractor shall become insolvent or fail to meet its financial obligations, then this Agreement may be terminated at the option of the Village upon fifteen (15) days written notice to Contractor and in no event shall this Agreement be, or be treated, as an asset of Contractor after the exercise of said option.

e) This Agreement is not assignable by Contractor, either voluntarily or involuntarily, or by process of law, without the prior written consent of the Village, and shall not be or come under the control of creditors, or a trustee, or trustees of Contractor in case of

bankruptcy, or insolvency of Contractor, but shall be subject to termination as above provided.

SECTION 24: BINDING EFFECT OF AGREEMENT

This Agreement shall be binding upon and inure to the benefit of the Contractor and the Village and their successors or assigns.

[THIS SPACE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have signed this Agreement in two original counterparts. All portions of this Agreement have been executed by the duly authorized representatives of the Village, the Contractor and the Prior Contractor.

CONTRACTOR:
LAKESHORE RECYCLING SYSTEMS, LLC

_____
By: _____
Its: Manager

Attest:

_____
By: _____
Its: _____

VILLAGE:
VILLAGE OF RIVER FOREST

_____
Village President Catherine Adduci

Attest:

_____
Village Clerk Jonathan Keller

(VILLAGE SEAL)

PRIOR CONTRACTOR:
ROY STROM REFUSE REMOVAL SERVICE, INC.

_____
By: _____
Its: President

Attest:

_____
By: _____
Its: _____

APPENDIX A

RATE SCHEDULE

Monthly Service Rates

Waste/Recycling Collection

Dates	Base Service	Special Service (Unlimited)	Percentage
May 1, 2022 to April 30, 2023	$30.29	$44.92	0%
May 1, 2023 to April 30, 2024	$31.20	$46.27	3%
May 1, 2024 to April 30, 2025	$32.13	$47.66	3%
May 1, 2025 to April 30, 2026	$33.10	$49.09	3%
May 1, 2026 to April 30, 2027	$34.09	$50.56	3%

Curbside Compost Collection

Dates	32-35 Gal.	64-65 Gal.	95-96 Gal.	Percentage
May 1, 2022 to April 30, 2023	$13.00	$15.00	$17.00	0%
May 1, 2023 to April 30, 2024	$13.39	$15.45	$17.51	3%
May 1, 2024 to April 30, 2025	$13.79	$15.91	$18.04	3%
May 1, 2025 to April 30, 2026	$14.21	$16.39	$18.58	3%
May 1, 2026 to April 30, 2027	$14.63	$16.88	$19.13	3%

Universal Solid Waste Tags

Dates	Unit Cost	Percentage
May 1, 2022 to April 30, 2023	$3.20	0%
May 1, 2023 to April 30, 2024	$3.30	3%
May 1, 2024 to April 30, 2025	$3.39	3%
May 1, 2025 to April 30, 2026	$3.50	3%
May 1, 2026 to April 30, 2027	$3.60	3%

UNLIMITED HOUSEHOLD WASTE REMOVAL DAY & EMERGENCY COLLECTION RATES

Year	One Employee and One Truck Per Hour	Additional Employee	Disposal Per Ton
May 1, 2022 to April 30, 2023	$170.00	$80.00	$51.00
May 1, 2023 to April 30, 2024	$175.00	$83.00	$51.50
May 1, 2024 to April 30, 2025	$180.00	$86.00	$52.00
May 1, 2025 to April 30, 2026	$185.00	$89.00	$52.50
May 1, 2026 to April 30, 2027	$190.00	$92.00	$53.00

APPENDIX B

INSURANCE REQUIREMENTS

A. Insurance Requirements

The Contractor shall procure and maintain the following insurance during the entire term of the agreements:

Type of Insurance	Required Limits of Liability
1. Workers' Compensation	Statutory
2. Employers' Liability	$500,000 per accident $500,000 disease (policy limit) $500,000 disease (each employee)
3. Commercial General Liability, including "occurrence" coverage for:	
A. Premises and operations independent contractors protective, contractual liability, broad form property damage and XCU hazards	$1,000,000 combined single limit per occurrence for bodily injury and property damage and $2,000,000 general aggregate. $1,000,000 annual aggregate per location for bodily injury and property damage combined.
B. Products and completed operations (including broad form property damage)	$1,000,000 per occurrence for bodily injury and property damage combined. $1,000,000 annual aggregate for bodily injury and property damage combined.
C. Personal injury liability	$1,000,000 per occurrence $1,000,000 annual aggregate
4. Business Auto liability (including owned, non-owned and hired vehicles)	$1,000,000 per accident for bodily injury and property damage and $2,000,000 aggregate.
5. Umbrella/Excess liability (to apply as excess over 2 and 4 above)	$4,000,000 per occurrence $4,000,000 annual aggregate
6. Environmental Impairment/Pollution Liability Coverage for pollution as a result of a claim for bodily injury, property damage or remediation costs from an incident at, on or migrating beyond the contracted work site. Coverage shall be extended to Non-owned Disposal sites resulting from a pollution incident at, on	$1,000,000 combined single limit per occurrence for bodily injury, property damage and remediation costs.

or mitigating beyond the site; and also provided coverage for incidents occurring during transportation of pollutants.

B. Miscellaneous Provisions

1. The insurance policies set forth in items 3 and 5 above shall continue to be maintained for a period of two (2) years following the termination of the Agreement.

2. Equivalent insurance must be maintained by each subcontractor of the Contractor.

3. All insurance companies must be reasonably acceptable to the Village and may include self-insurance obtained by the Contractor. Minimum insurance carrier requirements include a current rating from A.M. Best Co., Inc. (or any successor publication of comparable standing within the industry) of "A VIII" and a license to do business in the State of Illinois.

4. All liability coverage's shall be written on an occurrence basis.

5. Prior to commencing Services under the agreements, the Contractor shall deliver, or cause to be delivered, to the Village certificates of insurance and actual additional insured endorsements (and other evidence of insurance requested by the Village) which the Contractor is required to purchase and maintain pursuant to this Schedule. The Contractor shall deliver certificates of renewal or replacement policies or coverage no less than ten (10) days prior to the effective date of each renewal or replacement policy or coverage.

6. All insurance coverage required to be purchased and maintained shall contain a provision or endorsement providing that the coverage afforded will not be cancelled, materially reduced or altered or renewal refused until at least thirty (30) days' prior written notice has been given to the Village by certified mail.

7. The Contractor shall be responsible for promptly reporting all claims to the appropriate insurer on behalf of itself, the Village and the additional insured's set forth below.

8. The insurance policies set forth in Sections A.3, A.4 and A.5 above shall be endorsed to include the Village, its officials, employees, agents and volunteers as additional insureds for all activities of the Contractor in the performance of the Agreement. Such insurance is to be primary and non-contributory with any insurance secured and maintained by such additional named insureds.

APPENDIX C

CONTRACTOR CERTIFICATION OF RIGHT-TO-BID

Pursuant to 720 ILCS 5/33 E-3 and E-4 (2004) of the Illinois Criminal Code, I hereby certify that

_____ is not barred from bidding on or entering into this
(Contractor)

contract as a result of violations of the bid rigging or bid rotating regulations.

Contractor/Subcontractor: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Title of Authorized Representative: _____

Address: _____

_____

_____

Date: _____

Subscribed and sworn to before me this_____day of _____, 2022

_____
Notary Public

APPENDIX D

CONTRACTOR CERTIFICATION OF SEXUAL HARASSMENT POLICY

_____hereby certifies that said Contractor/Vendor has a
(Contractor)

written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

Contractor/Subcontractor: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Title of Authorized Representative: _____

Address: _____

_____

_____

Date: _____

Subscribed and sworn to before me this_____day of _____, 2022

_____
Notary Public

APPENDIX E

CONTRACTOR CERTIFICATION OF SUBSTANCE ABUSE PREVENTION POLICY

_____ hereby certifies that said Contractor/Subcontractor (Contractor/Subcontractor)

has a written substance abuse prevention program/policy in place in full compliance with 820 ILCS 265/ which may be cited as the Substance Abuse Prevention on Public Works Projects Act, Public Act 95-0635.

Contractor/Subcontractor: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Title of Authorized Representative: _____

Address: _____

_____

_____

Date: _____

Subscribed and sworn to before me this_____day of _____, 2022

_____

Notary Public

APPENDIX F

ADDITIONAL SERVICES, TERM AND CONDITIONS

Capitalized terms in this Appendix shall have the same meaning as set forth in the "Agreement for Solid Waste Collection and Disposal Services Between the Village of River Forest and Lakeshore Recycling Systems, LLC."

A. ELECTRONICS HOME COLLECTION PROGRAM

The Contractor will provide the Village the proper management, recycling and disposal of electronics that are defined as electronic wastes (E-Waste) and banned from Illinois landfill disposal as a result of the Electronic Products Recycling an Reuse Act (415 ILCS 15/1 *et. seq*.) or any subsequent Illinois law pertaining to the collection, transportation, management, storage and security of electronics covered under the state law.

A.1 Two Electronic Waste Home Collection Events per Year

The Contractor will provide the Village residents serviced as part of the Agreement with two (2) Electronic Waste (E-Waste) Home Collection events per Agreement term year. The Contractor and the Village will mutually agree upon event dates in advance.

A.2 No Additional Charge for Electronic Waste Home Collection Program

The Electronic Waste Home Collection Program proposed by LRS and approved by the Village will be included for no additional charge and paid for under the provisions of the standard monthly refuse rate in Appendix A to the Agreement.

A.3 Electronic Waste Home Collection Provisions

Electronic Waste ("E-Waste") Home Collection service will be provided by the Contractor for the Village residents covered by the Agreement, in accordance with all local, state and federal regulations for the collection of E-Waste and proper recycling and disposal service.

The Contractor shall operate the E-Waste home collection program in the Proposal, including the following:

- Each E-Waste Home Collection will allow residents to place out up to seven (7) approved E-Waste items out for collection.

- Items will be required to be placed out in front of the home for health and safety reasons. The Contractor will provide proper education and notification on where to place E-Waste on the day of collection to ensure E-Waste items are not mixed in with other refuse or curbside recycle materials.

- The Contractor will provide an online method of registration required to notify the Contractor of the E-Waste items being placed out for proper management.

- The Village may request no more than one (1) E-Waste Collection annually at one (1) Village-owned facility for disposal of Village Staff-generated E-Waste. It shall not exceed the capacity of five (5) Gaylord boxes. The Contractor will deliver the Gaylord boxes to the facility and provide collection upon request at no additional cost.

A.4 Electronic Waste Program Education Commitment

The Contractor will provide the education and communication pieces as reflected in the Proposal and Section D of this Appendix as approved by an authorized Village representative at the Contractor's sole cost and expense.

B. HOUSEHOLD HAZARDOUS WASTE HOME COLLECTION PROGRAM

The Contractor will provide the Village residents included in the Agreement with a Household Hazardous Waste Home ("HHW") Collection Program where the Contractor, or its approved subcontractor, will provide the proper management, recycling, when possible, and disposal required by State of Illinois regulations and requirements for household hazardous waste materials, and with services performed per the Proposal.

B.1 Two Home Collection Events per Year

The Contractor will provide Village residents serviced as part of the Agreement with two (2) HHW Collection events per Agreement term year. The Contractor and the Village will mutually agree upon event dates in advance.

B.2 No Additional Charge for HHW Collection Program

The HHW Collection Program proposed by the Contractor and approved by the Village, will be included for no additional charge and paid for under the provision of the standard monthly refuse rate as shown in the Appendix A to the Agreement, for the duration of the Agreement.

B.3 Household Hazardous Waste Home Collection Provisions

HHW collection will be provided by the Contractor, or its Village approved, subcontracted, hazardous waste service provider with all valid required licenses, insurance and/or certifications, as required by the State of Illinois, and/or Pollution Control Board of Illinois, for the Village residents covered by the Agreement, in accordance with all local, state and federal regulations for the collection of HHW and proper recycling and disposal service. The Contractor shall indemnify, defend and hold harmless the Village of River Forest and its residents from any liabilities associated with the services performed in association with the Contractor's HHW program, and HHW materials managed.

The Village accepts the Contractor HHW Collection Program offer as proposed by the Contractor in the Proposal to perform contracted services in accordance with all local, state and federal regulations for Household Hazardous Waste Home Collection, recycling and disposal service provided by the Contractor for Village of River Forest.

- The Contractor will provide a kit for each home registered for HHW service, as proposed in the Proposal, along with instructions for hard to manage materials for residents to place out for collection. The Contractor will provide information to residents to ensure material placement for collection is in the safest place possible.

- Each HHW Home Collection event will allow residents to place out up to seventy (70) pounds of approved HHW items for collection.

B.4 Household Hazardous Waste Home Collection Program Education Commitment

The Contractor will provide the education and communication pieces as reflected throughout the Proposal in Appendix G, and Section D of this Appendix, as approved by an authorized Village representative at the Contractor's sole cost and expense.

C. COMPOST CART PROGRAM

The Contractor will offer three cart sizes for Compost to include a 32-35 gallon, 64-65 gallon and 95-96 gallon cart on wheels. Service rates are reflected in Appendix A to the Agreement.

C1. Opt-Out Composting

The Village and the Contractor may enter into negotiation about the implementation of an opt-out composting rate and program at any time during the contract as long as a majority of the Village Board is in support.

D. PROGRAM EDUCATION

As identified in the Proposal, the Contractor will provide program education for the Additional Services, Terms and Conditions over the duration of the Agreement. Below are the promotional materials and resources to be used to educate residents on program service offerings. Any program education, materials, tools or resources developed by the Contractor for the purpose of educating Village residents any services offered are subject to the final approval of an authorized representative from the Village, and all such education, materials, tools and resources shall be provided by the Contractor at its sole cost and expense.

During the first year of the Agreement, the Contractor will develop and produce program education using the following tools and resources described upon approval from the Village:

D.1 A trifold program brochure to be mailed to each home that will properly describe the Village Residential Solid Waste Program to residents. Upon request, and if desired by the Village, the Contractor will mail two (2) of said brochures during the initial year of the

Agreement. The Village may also select a different service to feature for one (1) of the two (2) brochures to promote proper education for River Forest residents during year one as part of the commitment for a semiannual mailer.

D.2 A professionally developed video to promote program education and highlight special services. The Contractor will work with the Village on developing this educational video or short video clips. The Contractor will be solely responsible to pay for all costs associated with the development, production and promotion of said video.

D.3 A standard (two-fold) program brochure developed and mailed by the Contractor to Village residents for the education and promotion of the River Forest Household Hazardous and Electronic Waste Home Collection Programs.

D.4 A standard brochure or marketing piece developed and mailed by the Contractor to Village residents for the education and promotion of the River Forest Food Scrap Compost Cart Program.

During years two (2) through five (5) of the Agreement, the Contractor will develop and produce program education using the following tools and resources described upon approval from the Village:

D.5 An informational program brochure developed and mailed by the Contractor to Village residents to describe the services offered.

D.6 A postcard event reminder to promote the Household Hazardous Waste and Electronic Waste Home Collection events.

During years one (1) through five (5) of the Agreement, the Contractor will develop and produce program education using the following tools and resources described upon approval from the Village:

D.7 The Contractor's recycling and Compost cart lids will be labeled with weatherproof stickers containing content to indicate what is accepted in each cart to help promote proper recycling and composting.

D.8 Within 45 days of the Effective Date, the Contractor will develop a webpage on the primary the Contractor website specifically dedicated to the Village Residential Solid Waste program to provide program education, tools and resources for service needs.

E. COMMUNICATIONS, REPORTING AND METRICS USED TO ESTABLISH SERVICE STANDARDS

The Contractor will work with the Village to develop a method of internal communication between the Village staff and the Contractor staff to ensure response times to requests meet service standard criteria as defined in the Agreement. This effort shall include, but not be limited to, utilization of a "shared document" for both parties to review customer service request statuses in real-time,

which shared document shall be created and maintained by the Contractor at all times. The Contractor and Village staff will mutually agree upon a method of communication that works for both parties.

The Contractor will work with the Village to develop a report using metrics mutually agreed upon to measure service performance, including that the Contractor shall resolve no less than ninety-five percent (95%) of missed collections within twenty-four (24) hours of notice. Service performance will be measured using the threshold and descriptions identified in the Agreement and this Appendix. Should service performance ever fall below ninety five percent (95%) within the first year, the Village of River Forest will have the right to terminate the Agreement with a verbal and written notification, sent by certified mail to the Contractor, from the Village President and Clerk to arrive not less than one hundred twenty (120) days prior to the desired date of termination. In any subsequent year of this Agreement or extension, the Contractor will have six (6) months to increase service performance levels back up to ninety five percent (95%) before the Village of River Forest will have the right to terminate the Agreement with a verbal and written notification, sent by certified mail to the Contractor, from the Village President and Clerk to arrive not less than one hundred twenty (120) days prior to the desired date of termination.

F. DEDICATED STAFF FOR VILLAGE OF RIVER FOREST

The Contractor will provide the Village staff with a dedicated liaison from the Contractor's operations staff to assist with day-to-day operational and customer service needs. This individual will be based out of the Contractor's Maywood Division and be readily available, as needed, during standard operating hours.

APPENDIX G

PROPOSAL

(attached)

VILLAGE OF RIVER FOREST

400 PARK AVENUE
RIVER FOREST, IL 60305

ATTENTION: JEFF LOSTER
DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT SERVICES

SUBMITTED BY:

LRS

5500 PEARL STREET
ROSEMONT, IL 60018

February 18, 2022

Jeff Loster, Director of Public Works and Development Services
Village of River Forest
400 Park Avenue
River Forest, IL 60305

RE: Village of River Forest Proposal for Waste Collection Program

Dear Director Loster,

River Forest and Roy Strom, now LRS, have had a longstanding partnership over the past 45 years with quality service being at the forefront of the relationship. LRS is offering new service enhancements that align well with the high expectations and best-in-class service River Forest residents have come to know.

New enhancements include our well-promoted premier services, being the LRS Household Hazardous Waste Home Collection and LRS Electronic Recycling Home Collection Programs. River Forest residents will have the option to choose from three different Compost Cart sizes (35, 65, 95-gallon) and price points to fit various budget and capacity needs. The new selections are offered with a budget-friendly rate and 35-gallon compost cart which is a savings of nearly 40% when comparing to the current option. LRS has committed to provide additional education and marketing to help promote the convenient and sustainable programs that will greatly increase awareness. LRS will create program brochure mailers, available in paperless, e-versions, along with a customized program video, approved by the Village for resident education and awareness.

LRS is also offering a rate freeze for the initial year of our renewed contract and a new operations staff member dedicated to the River Forest community. This is in addition to our River Forest Municipal Services Manager, Katie Neary, who also oversees our E-Waste and HHW Home Collection Programs, in addition to our long-time Operations Manager, and two other operations and administrative liaisons to ensure services remain excellent.

In summary, we understand River Forest needs and desires to include timely and best-in-class services combined with the most environmentally sustainable and convenient service options. We are confident this unique, premier service program for the River Forest community includes all of the desired services. This program is well-aligned with the Village's environmental goals and service infrastructure required.

We would like to extend our gratitude to you and the staff who have dedicated a tremendous amount of time and effort to ensure the program is the most inclusive and sustainable program for the River Forest residents. The Strom-LRS staff is very excited about developing a video and rolling out the new sustainable program model you have negotiated. River Forest is a very special community to us and we look forward to making it a showpiece program. We're confident residents will greatly embrace these excellent new benefits and the Village can be proud to have chosen wisely.

We look forward to significantly improving on the current program!

Sincerely,

George Strom, Vice President - LRS Municipal Services Division
and
Katie Neary, Municipal Services Manager - LRS Municipal Services Division

MISSION STATEMENT

LRS IS THE INDUSTRY LEADER IN PROVIDING INNOVATIVE AND ENVIRONMENTALLY RESPONSIBLE WASTE AND RECYCLING SOLUTIONS.

OUR TEAM DELIVERS EXCEPTIONAL SERVICE AND VALUE THROUGH RELENTLESS COMMITMENT TO CUSTOMER SATISFACTION AND PRESERVATION OF OUR ENVIRONMENT.

I. LRS OVERVIEW

OVERVIEW OF LRS

Over 20 years ago, three Chicagoland recycling and waste industry veterans partnered to lay a foundation for Lakeshore Recycling Systems (LRS). LRS began as a recycling company with a Chicagoland material recovery facility (Recycling Systems Inc.) and a local waste commercial service hauler (Lakeshore Waste Services). Today, LRS is the largest, independently-owned waste service provider in Illinois and amongst one of the largest service providers in the country.

LRS FACILITIES

LRS owns and operates dozens of Material Recovery Facilities (MRFs) throughout the Midwest where we process recyclables collected from homes and businesses we service every week. LRS is reputed throughout the country as a highly-awarded steward of the environment as we prioritize recycling (reusing and composting) first and landfilling last.

Our world renowned state-of-the-art single stream recycle processing center located in Forest View demonstrates our vast range of capabilities, technology and processes using both human and artificial intelligence to capture as many reusable materials as possible for the domestic trade market.

LRS also owns several collection and waste hauling companies throughout the Midwest, as well as transfer stations, recycle processing centers and subtitle-D landfills all of which allow a level of assurance for our municipal customers.

CERTIFIED AND QUALIFIED DOMESTIC STEWARDS OF THE ENVIRONMENT

LRS uses renowned certified and highly-qualified partners, processes, intelligent technology and local people to make certain our product continues to meet standards domestic companies place on the materials they resource. LRS is proud to have always been a domestic recycler, resourcing over 99% of the materials we collect in the USA.

LRS ACQUISITIONS AND GROWTH IN THE PRIVATE MARKET

Over the past five years, LRS has acquired many reputable service providers throughout northern, IL to include a mix of companies providing services for waste collection, portable restrooms and street sweeping services. LRS has strategically acquired and partnered with companies aligned with common core business model principles, in turn, offering greater potential in the areas of environmental stewardship, efficiency, convenience, customer service and technology.

As with the entire country, the waste industry has found itself in tumultuous times with China's National Sword upending the recycle market, the landslide of closing businesses as a result of the pandemic and the lack of options for disposal with the monopolized publicly traded waste industry. **LRS has been a strong landing place for many private companies requiring resources, support and security in order to survive the current market climate.**

LRS MUNICIPAL SERVICES

After several years of servicing industrial and commercial customers in the early 2000's, LRS began offering residential services. Today, the LRS network services hundreds of thousands of homes throughout the entire Midwest. LRS has been newly awarded and transitioned more municipal contracted services than any other waste service provider throughout the Chicago Metropolitan area in recent years. LRS is the honored recipient of a surfeit of highly regarded awards, such as the Illinois Sustainability Award, being the only waste company to receive this award and for two consecutive years.

LRS offers municipal partners a multitude of sustainable and convenient services with competitive rate structures and flexible capabilities. We continue to look for the most sustainable outlet or reuse for the materials we collect, with attention to the total environmental impact. The municipalities we service have been able to recognize increases in recycling, as well as a reduction in cost and waste.

LRS offers the following services throughout northern Illinois, all of which are available to our municipal partners:

- Residential Subscription Cart Program
- Residential Volume Based Sticker Program
- Residential RFID Volume Based Cart Program
- Residential Organics/Food Scrap Program
- Household Hazardous Waste Home Collection
- Electronic Waste Home Collection
- Street Sweeping (Preferred Municipal Partner)
- Portable Restrooms, Sinks and Sanitizing Stations
- Portable Storage Units
- Semi-Dump Truck & Trailer Services
- Commercial & Construction, Recycling & Waste Services

History of Garbage Display for the Lisle Heritage Society

In terms of outreach, LRS has been very successful with our local and dedicated marketing department, complimenting the high standards we have with every area of service. With each community we service, we continuously work with residents and administrators to develop tailored promotional programs that suit the community's characteristics, needs, and expectations. Communities we service are pleased to have a multitude of services to choose from but also receive custom-tailored education, marketing tools and resources, convenient communication methods, and exceptional customer care.

II. SERVICES FOR RIVER FOREST

ROY STROM, LRS AND THE VILLAGE OF RIVER FOREST

ROY STROM IS A CHICAGOLAND LEGACY OF EXCEPTIONAL SERVICE WITH A HOMETOWN TOUCH. The Roy Strom name is well-known throughout the Chicagoland waste industry as a best-in-class service provider. LeRoy Strom, known as 'Roy' was a native to the Village of River Forest. Roy's great affection for River Forest is evident with his industry-revered split-body collection truck designed to accommodate space-restricted areas of River Forest. These split-body trucks are still in use today and a critical component of the catered services our crews provide every week in River Forest.

River Forest and Roy Strom, now LRS, have had a longstanding partnership over the past 45 years with quality service being at the forefront of the relationship. LRS is offering new service enhancements to align well with the high expectations and best-in-class service River Forest residents have come to know.

River Forest residents will continue to receive customized services provided by the Strom crews for over four decades. This specialized service model includes our 'walk-up' method of collection service currently in-place to include servicing space restricted drives and alleys. This service requires a significant amount of time and manual labor not commonly offered in our industry today. LRS acquired Roy Strom in January of 2021 and was granted the privilege to manage waste services directly on the property of the River Forest homes. This is very different compared with all other residential collection programs serviced from the curb or alley. This service is more labor intensive as it presents more service related challenges a service provider must navigate to include blocked driveways, locked gates, closed garages and man's best friend (dogs).

LRS is looking forward to offering new convenient and environmentally-friendly services to River Forest residents to include our Home Collection Programs and newly incentivized compost program. LRS will also create custom marketing materials and a video housed on the LRS YouTube channel to highlight the new services and other program options for residents. This video can also be promoted on Village media outlets.

LRS is very excited to offer a combined LRS-Strom service package to River Forest including our LRS Home Collection Program. As the River Forest residents have expressed the desire for Household Hazardous and Electronic Wastes services, LRS will begin offering both home collection services to River Forest homes beginning in 2022. Through our licensed and certified processes and service partners, LRS recycles or reuses a significant amount of the material components while ensuring the legal transportation, safest management and proper end disposition of the non-recyclable materials. Residents of River Forest can be confident LRS is recognized as a very impactful environmental leader in the state of Illinois.

LRS ELECTRONIC WASTE HOME COLLECTION PROGRAM

ELECTRONIC RECYCLING HOME COLLECTION PROGRAM

The LRS Electronic Recycling Home Collection Program offers residents the most convenient, safe, affordable, and secure option for the proper management of Electronic Waste (E-Waste) without having to take them to a drop-off site. LRS will collect up to 7 items, twice per year, from River Forest homes. Residents who need to dispose of E-Waste items outside of the two home collections offered every year will still be able to make arrangements with LRS for a special pick up as currently offered. The LRS Home Collection Program provides collection of E-Waste materials which are defined by 415 ILCS 151, Consumer Electronic Recycling Act.

ELECTRONIC RECYCLING COLLECTION PROCESS

Our online E-Waste request web portal provides a user-friendly process along with a list of E-Waste items for residents to choose from. After the request is submitted, LRS will contact to acknowledge receipt of the request and answer any additional questions residents may have regarding the collection.

E-WASTE SECURITY AND PROPER MANAGEMENT

Residents often inquire with our Customer Service on the level of security associated with E-Waste Collection. There are known risks associated with disposing of computer hard drives. As an added benefit of partnering with LRS for the management of E-Waste, our disposal and recycling process comes with multiple certifications recognized worldwide to include the Illinois Environmental Protection Agency. The following certifications are amongst the highest standards available in the industry for best practices and proper management of electronic waste and offered as part of the LRS Recycling Home Collection Program.

LRS Electronic Waste Home Collection Request Web Portal

- E-STEWARDS
- NAID
- AAA NAID
- R2
- ISO 14001.2015
- ISO 9001.2015
- MICROSOFT REFURBISHER

Each certification reflected provide layers of security and assurance the material components are being properly managed in terms of data destruction, recycling, and disposal of hazardous components.

ELECTRONIC COLLECTION PROGRAM FOR RIVER FOREST

LRS is proposing the following option as the most affordable and convenient method for the proper management of E-Waste from River Forest households:

- E-Waste Home Collection (curbside) – Two collections per year
- Included with standard monthly refuse rate
- Includes up to seven (7) E-Waste items per collection

II. SERVICES FOR RIVER FOREST (CONTINUED)

LRS ELECTRONIC WASTE HOME COLLECTION PROGRAM (CONTINUED)

Acceptable E-Waste items include the following as defined by 415 ILCS 151:

- Cable Receivers
- Cell Phones
- Computers
- Computer Cable
- Digital Converter Boxes
- Digital Video Disc Players (DVD)
- Digital Video Disc Recorders
- Electronic Keyboards (computer keyboard)
- Electronic Mice (computer mouse)
- Facsimile Machines (fax)
- Portable Digital Assistant (PDA)
- Portable Digital Music Players (MP3)
- Printers
- Satellite Receivers
- Scanners
- Small Scale Servers
- TV's and Monitors
- Videocassette Recorders (VCR)
- Video Game Consoles
- Zip Drive

LRS HOUSEHOLD HAZARDOUS WASTE HOME COLLECTION PROGRAM

LRS is offering the residents of River Forest a Household Hazardous Waste (HHW) Home Collection Program. This program will be offered twice per year with service included in the monthly rate. LRS is flexible at this time to expand to a monthly 'on-demand' structure for an increased rate if needed, in the future. Based on the number of homes, two per year will ensure a proper and convenient disposal option.

Our LRS HHW Home Collection program is well-received by residents as it offers an affordable, convenient and safe option for residents to properly dispose of hazardous materials without having to drive the materials to a set location and wait for hours in line. As such, more residents participate resulting in a more sustainable environmental impact by keeping hazardous materials from going into the landfill. Furthermore, many of the materials are recycled and reused which also contributes to environmental waste minimization goals.

HHW Home Collection is unlike refuse and recycling collection, as a chemist is required to manage the materials and state manifests are required for each home, along with proper protective equipment and state regulated transportation. This type of collection is not commonly found to be a weekly or ala-carte because of the costs associated with each collection.

LRS Household Hazardous Waste web portal

HHW HOME COLLECTION REQUEST PROCESS

Our HHW Home Collection Program process functions very similar to our E-Waste Home Collection program using an online HHW Home Collection request web portal. Our user-friendly platform takes a resident less than 3 minutes on average, to submit a request. For residents who require assistance with submitting a request, our customer service team is easily accessible to submit on their behalf.

After a resident enters their name, address, and contact information, they will see a list of HHW items to select from for their collection. Once they've selected the materials, they are provided additional instructions about the collection and a field for additional questions. Once a request is submitted, the resident is responded to within 48 hours from our HHW customer service team. This initial communication provides the resident with the scheduled date of collection, review of preparation and placement instructions, and allows the resident to inquire on additional questions they may have regarding the collection.

II. SERVICES FOR RIVER FOREST (CONTINUED)

LRS HOUSEHOLD HAZARDOUS WASTE HOME COLLECTION PROGRAM (CONTINUED)

LRS HOUSEHOLD HAZARDOUS WASTE HOME COLLECTION PROGRAM

Approximately one week prior to the collection, each home that has submitted a request will receive an HHW Kit by mail that includes:

- Collection day reminder
- List of accepted and unaccepted items
- Instructions for preparing and placement of materials
- Very thick, clear plastic bag(s)
- Labels, if needed

LRS will provide thorough education of this program with a custom brochure and video having a more impactful reach. The following materials are accepted with the LRS HHW Home Collection Program:

Aerosols
Air Fresheners
Automotive Chemicals
Corrosive Acids
Corrosive Bases
Driveway Sealer
Enamel, Combustible Paints
Fertilizers, Weed Killers
Fire Extinguishers
Flammable Solvents, Oils
Fluorescent Lamps
Gasoline/Diesel
Hairspray
HID Bulbs
Household Cleaners
Insecticide Bug Spray
Lead Acid Batteries
Lithium Batteries
Mercury Articles
Mixed Solvents and Oils
NiCad Batteries
Non-PCB Ballast
Paints & Stains - Oil, Lead, Urethane & Chromium Based
Oven Cleaner
PCB Ballast
Pesticides/Herbicides
Poison
Pool Chemicals
Resin, Glue, Spray Adhesives
Shellac, Varnish
Spray Paint
Sump Pump Batteries
Used Oil Filters
WD-40

II. SERVICES FOR RIVER FOREST (CONTINUED)

LRS ORGANIC COMPOSTING

COMPOST PROGRAM

River Forest homes will have more choices for the organic food waste compost program with three different cart size choices and price points to fit various budgets and capacity needs.

The new selections are offered with a budget-friendly rate and 35-gallon cart which is a savings of nearly 40% when comparing to the current option. As the Village has expressed interest in a universal composting program we believe the new selections and price points will increase participation.

COMPOST EDUCATION

LRS is committed to provide additional education and marketing in the form of a brochure and using our YouTube video to help promote this program as that will greatly increase awareness and opportunities.

CUSTOMER SERVICE AND DESIGNATED PROGRAM SUPPORT

LRS is committed to ensuring the excellent customer service the Strom customers have come to know over the years. As such, LRS has already added a team of individuals to oversee the operational support and customer service for River Forest homes. LRS is offering uninterrupted services with an additional operations staff member dedicated to the River Forest community. This is in addition to a Municipal Services Manager, Operations Manager and regular Route Supervisor. This operations liaison will be the Village's main point of contact for daily needs and issues. This operations liaison will address any issue that may arise with the highest level of care and ensure it is quickly resolved. We stand by our superior service with a record of 99% of homes being serviced without issue which is rare in our industry.

II. SERVICES FOR RIVER FOREST (CONTINUED)

RIVER FOREST RATE STRUCTURE FOR CONTRACTED YEARS 2022 THROUGH 2027

LRS is excited to offer a rate freeze for River Forest homes for the first year of the renewed contract beginning in 2022. The following represents a general overview of our new pricing for the Village of River Forest.

HOME COLLECTION includes the current level of services provided to include carts for garbage, unlimited recycling, and yard waste collection with all necessary walk-up, backdoor, alley and garage collection. In addition to the service offerings in our current model, LRS will also provide Electronic Waste (E-Waste) Recycling and Household Hazardous Waste Home Collection services as described. **The Village will benefit from significant cost savings exceeding $300,000 over the course of the contract term.**

HOME COLLECTION PROGRAM RATES

Home Collection Standard Service Level	$ 30.29 per month
Home Collection Unlimited Service Level	$ 44.92 per month
Universal Sticker	$ 3.20 per sticker

COMPOST CART PROGRAM RATES

35 Gallon Compost Cart (38% savings)	$13.00 per month
64 Gallon Compost Cart (28% savings)	$15.00 per month
96 Gallon Compost Cart (19% savings)	$17.00 per month

Annual rate increase adjustment year 1	**No rate increase**
Annual rate increase adjustment years 2 through 5	Flat 3.00% increase

VILLAGE LEAF DISPOSAL RATE	$44.27 per ton, subject to annual rate increase adjustment

PROGRAM EDUCATION RESOURCES AND TOOLS

Our local and dedicated marketing team will thoroughly communicate the new program perks to the residents of River Forest using customized program tools and resources if desired by the Village.

These tools and resources will include a River Forest Program Brochure, River Forest LRS YouTube education video and any other Village approved communications. All communications will be presented to the Village for approval. LRS has committed to a campaign to help educate residents on the overall program and options available to them.

LRS Education Campaign

- Year 1 - Semi-annual informational mailer
- Year 1 - River Forest custom informational video
- Year 1 - Household Hazardous and Electronic Waste postcard event reminder
- Year 1 - Food scrap compost education/marketing mailer
- Year 2 through 5 - Informational mailer
- Year 2 through 5 - HHW and E-Waste postcard mailer

Recycle and Compost Carts will be labeled on the lids with weatherproof stickers to indicate what is and what is not accepted with the curbside program.

LRS

2022

VILLAGE OF HINCKLEY HOUSEHOLD HAZARDOUS WASTE AND ELECTRONIC WASTE

JUNE AND OCTOBER 2022 HOME COLLECTION

LRS is offering Village of Hinckley households with LRS weekly waste services the opportunity to participate in the **Household Hazardous Waste (HHW)** Home Collection and **Electronic Waste (E-Waste)** Home Collection in June & October 2022. Requests are required by the deadline reflected in each calendar. The HHW and E-Waste Home Collections are performed on different days. Please see reverse side of this card to learn how to submit a request or visit **LRSrecycles.com/Hinckley** for more detail on each program.

HHW COLLECTION SCHEDULE

REQUEST DEADLINE	COLLECTION DATE
THURSDAY, JUNE 16, 2022	THURSDAY, JUNE 23, 2022
THURSDAY, OCTOBER 20, 2022	THURSDAY, OCTOBER 27, 2022

E-WASTE COLLECTION SCHEDULE

REQUEST DEADLINE	COLLECTION DATE
THURSDAY, JUNE 16, 2022	MONDAY, JUNE 20, 2022
THURSDAY, OCTOBER 13, 2022	MONDAY, OCTOBER 17, 2022

2022 COLLECTION SCHEDULES

HHW and E-Waste are two different programs and not collected on the same day.

Requests must be made by **5:00pm** on the specified day.

Learn more at
LRSRECYCLES.COM/HINCKLEY

HOUSEHOLD HAZARDOUS WASTE AND ELECTRONIC WASTE
JUNE & OCTOBER 2022 HOME COLLECTION

LRS Hinckley Service
6132 Oakton Street
Morton Grove, IL 60053

PRSRT STD
U.S. POSTAGE
PAID
Morton Grove, IL
Permit No.76

HOUSEHOLD HAZARDOUS WASTE (HHW) AND ELECTRONIC WASTE (E-WASTE) GUIDELINES

1. The HHW and E-Waste are two separate programs, serviced on different days.
2. An online request is required by the scheduled deadline (see reverse side) to receive a home collection.
3. Visit the online webpage: LRSrecycles.com/Hinckley to submit a request for Household Hazardous Waste or Electronic Waste Home Collection Service in June or October.
4. HHW and E-Waste web-portal links are located in upper right-hand side of LRS Hinckley webpage.
5. We will collect up to seven (7) E-Waste items, including up to a total of three (3) TV's or computer monitors.
6. Up to 70 pounds of HHW may be placed out for collection.
7. If you need assistance contact LRS Customer Service at 844.NEED.LRS (844.633.3577) or email your question and contact information to Service@LRSrecycles.com.

Notification mailer example for Household Hazardous Waste and Electronic Waste Home Collections

PROGRAM EDUCATION RESOURCES AND TOOLS (CONTINUED)

River Forest Program Brochure

LRS will develop and produce a River Forest Program Brochure to be mailed to each household and made available online for download/print and other designated Village approved locations. LRS will develop a separate brochure describing our Electronic Waste and Household Hazardous Waste Home Collection programs. The River Forest Program Brochure will cover all services. It's a large, tri-fold brochure, allowing adequate space for program details and ensuring residents know to keep it.

The following is an example of a program brochure:

Front

Back

PROGRAM EDUCATION RESOURCES AND TOOLS (CONTINUED)

River Forest Custom Web Page

The Village will also have the option for an LRS River Forest program web page. While the Village currently has one this will be another option available for no additional charge. Additional tools and resources will be available through this web page including:

- Comprehensive Program Description
- River Forest Program Brochure (downloadable and printable version)
- Designated Customer Care email address
- Recycling information and resources
- LRS Newsletter covering current industry related topics
- LRS Social Links currently including Facebook, Twitter, LinkedIn/Promotes education
- Quick Links to submit a request for special collections
- Webpage Pop Up Notifications specific to services
- On-line chat with our customer experience team

Examples of our custom residential webpages can be found online at **LRSrecycles.com/Residential**.

III. PROGRAM EDUCATION (CONTINUED)

PROGRAM EDUCATION RESOURCES AND TOOLS (CONTINUED)

Online Tools and Resources

LRS Website Notification Pop-Up's

LRS offers various communications for our customers to keep well-informed of holiday service day changes and weather related service issues or postponed services.

Our LRS Notifications are another resource for customers who may simply want to know if their service day is impacted due to a holiday or if a major snow storm or blizzard may impact when their materials will be collected. As soon as a customer is on the LRS website, they will see the notification.

LRS Facebook Page

LRS provides community specific information on our Facebook Page. This is another well received method of communication as customers of every kind are using this social media tool. As with any social media page, customers are able to post questions and send messages instantly to one of our customer experience representatives. Questions and inquiries are responded to promptly and thoroughly!

LRS Twitter Page

Similar to Facebook, LRS provides shortened community specific snippets on our Twitter Page. This is a well received method of communication, especially with our construction customers, as pictures are the primary focus and it allows for a quick turnaround response.

Online Chat

LRS offers multiple methods for our customers to communicate with our team. Customers love that they can get right through to us and always receive a thorough and friendly response. LRS Online Chat offers our valued customers the opportunity to immediately hear from one of our customer experience representatives without having to place a call.

Email specific for Village of River Forest Residential Customers

LRS will provide a designated customer service e-mail address specific for Village of River Forest residents and businesses. Customers may submit any question or request and know they will be thoroughly and promptly responded to by the LRS team.

LRS also has a general email mailbox for customers located on our Homepage

This is also monitored by our Customer Experience Representatives and responded to promptly. The customer simply inputs their name, address, phone number and email (if applicable) and the question or issue, then clicks on send. Customers are usually responded to within the hour depending on the time of day the issue was submitted.

PROGRAM EDUCATION RESOURCES AND TOOLS (CONTINUED)

Online Tools and Resources (continued)

Request a Quote

Request a Quote is a link a customer can hover over that is available through our LRS website is a simple way for customers to receive a quote for various services. Customers who simply want to know the rate for an open-top container (dumpster) for construction or clean-out projects, a portable restroom for an event or a commercial business looking to establish recycling and/or waste services. It can all be done online through our Request a Quote link on our webpage.

Improperly Prepared Materials – Sorry Tag

LRS will always take the friendliest approach to notifying residents if there is an issue with the materials placed out for collection.

We take extra steps to communicate with residents in order to prevent miscommunication or a misunderstanding, with a phone call or e-mail, if the customer has provided this contact information.

Residents who place improperly prepared or unaccepted material out for collection will be notified with a tag that indicates the reason the material was not removed. The tag provides various scenarios for the driver to check or a blank section for the driver to write in reason. It also includes our customer service contact information. The following is an example of a "Sorry" tag our driver may use to communicate with the resident.

Recycling Cart Imprint/Sticker

In a coordinated effort with the Illinois Recycling Task Force, we have updated all of our documentation to meet the criteria for accepted curbside recyclables. The following is created in the form of a weather proof sticker and affixed to carts used for recycling to help educate residents. This is also made available for download/print on our website.

CUSTOMER SERVICE

We place the highest value on customer experience and our success would not be possible without it. Our customer service department is staffed for growth with industry veterans in all departments of our company. Led by our Customer Experience Director, our customer service representatives are continuously undergoing training on providing exceptional service.

As noted throughout this proposal, we utilize many resources to ensure customers are able to communicate with us in convenient ways. We make it a point to ensure customers that call in to speak with a customer service representative are not on hold for long periods of time and also present multiple methods they can communicate with us. Residents are always able to reach us and we also quickly respond. This has been a key component of our success and our customer satisfaction.

Our team of professionals diligently handle each call, email or online chat inquiry and ensure they are properly handled within 24 hours. Additionally, we house several bilingual customer service representatives to assist with all customers. All calls are tracked and reviewed by a Customer Experience Manager on a daily basis. We truly value all aspects of customer service and our experience with communities similar to the Village of River Forest will prove to be another value for residents.

Customer Service Day-to-Day

- Hours of Operation: 7:00 am-6:00 pm (Monday-Friday); 7:00 am-1:00 pm (Saturday)
- Center Location: Local Customer Service Center
- Phone Number: 844.NEED.LRS

Procedures for handling complaints, missed pickups and other customer calls

Residents may call our Customer Service Center. Customers can also submit inquiries through a dedicated link and email that will be set up on our website. Concerns will be addressed immediately by one of our experienced Customer Service Representatives (CSRs). Should a call need to be escalated, one of our experienced managers will be available to help. Our program provides a dedicated municipal staff including a Municipal Coordinator, a Municipal Manager and two Customer Service Managers as well as Operations Managers. All matters will be responded to and/or handled within 24-hours.

Missed pickups

Residents can report missed pickups by calling our Customer Service Center. One of our experienced Customer Service Representatives will collect detailed information about the missed pickup, properly document the information and then schedule a recovery pickup. Missed pickup recovery will be dispatched; a recovery pickup will occur the same day or the following day (depending on the time of day the call is received). If the call is received late Friday, the recovery will occur on the following Monday.

REPORTING AND DATA

LRS will prepare and submit a monthly report to the Village. The following provides an example of one of our custom reports.

VILLAGE OF RIVER FOREST
MONTHLY RESIDENTIAL TRACKING REPORT

SAMPLE

2019 COLLECTION STATS

Collection Period	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Recycle Rate by weight	38%	37%	36%	41%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Recycle Rate by volume	62%	62%	62%	62%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Waste Tons	574.34	471.00	531.02	520.14									2,096.50
Waste Yards (approx)	8,921.80	7,848.59	10,343.67	13,341.73									40,455.79
Recycling Tons	348.75	275.91	301.95	306.61									1,233.22
Recycling Yards (approx)	14,446.86	12,789.47	17,084.52	21,599.86									65,920.71
Yard Waste Tons	0.00	0.00	1.04	51.45									52.49
Yard Waste Yards (approx)	12.41	16.83	16.66	321.56									367.46
Yard Waste Stickers Sold	0	500	500	1,000									2000
Total Tons	923.09	746.91	834.01	878.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,382.21
Total Yards	23,381.07	20,654.89	27,444.85	35,263.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106,743.96

2019 CUSTOMER SERVICE CALLS

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	YTD (avg)
Missed Trash	4	2	1	2									2.25
Missed Recycle	3	1	4	3									2.75
Missed Yard Waste	0	0	0	2									0.50
# of Complaint Calls	2	0	0	1									0.75
Total Calls	9	3	5	8	0	0	0	0	0	0	0	0	6.25

SAFETY MANAGEMENT

Beginning with our executive management, our entire management team and staff are continuously being trained on safety and proper material management. Our Operation and Safety management hold daily, weekly and monthly meetings where material and overall safety are covered on a regular basis. We ensure safety is a number one priority and always on the forefront of our service programs. In addition, we've committed to safely managing materials by partnering with proven and renowned hazardous waste service providers to properly manage, dispose or recycle household hazardous waste materials, collected from the home or at events.

Our Vice President of Risk Management has been asked to speak to the largest audience of waste service providers in the country this year at the Waste Expo held in Las Vegas, NV. In addition to the 2018 Overall Safety Award from SWANA highlighted in the Awards section of this proposal, in 2019, SWANA also recognized our Communication, Education and Marketing Division. This SWANA award recognizes the exemplary actions in education and our extensive communication outreach with our safety program and strong safety culture. LRS has become a model within the industry when it comes to the safety and health of our employees and also, the general public.

Should an incident involving one of our vehicles or staff occur, our Municipal Manager or Operations Manager will immediately notify the designated program liaison by phone and email, if needed. Our operation team has additional resources with a fleet of street sweepers to assist with any type of clean up that may benefit from a sweep as well as emergency response resources.

The following indicates some of our standard safety practices, resources and tools:

- **Employee Injury and Illness Prevention**
  - Live Safety Initiative
  - Using data and analytics to predictively identify emphasis areas
  - Route audits to help identify unsafe stops
  - Updated Safety Manual, Driver Guidebook and Employee Safety User-manual (working copy for front-line facility workers)

- **Vehicle Accident and Property Damage Prevention**
  - Use of 3rd eye and DriveCam – Installed on all solid waste and recycling vehicles
  - Continuous recording benefits for safety, training, missed collection verification, law enforcement
  - Smith System – Proven and Renowned driving system
  - 9 FireRover units deployed over 5 sites for early detection and suppression, including 2 units for Fleet oversight
  - Site specific training for fire-brigades and emergency response
  - Collaboration with all corresponding FD to ensure site knowledge and enhance SOP for emergency response

SAFETY CULTURE

LRS has a vital interest in maintaining safe and efficient working conditions for its employees and ensuring that all company vehicles and equipment are properly maintained and operated. Our current and ongoing safety success has provided us with a workers compensation experience modification rate which is significantly below the average for the waste and recycling industry.

In addition to the expansion of Customer Service, LRS expanded the company safety program for internal operations, adding a team of experienced individuals to assist our Safety Director with problem resolutions and providing preemptive processes to avoid or stabilize potential issues that may arise.

IV. REPORTING AND DATA (CONTINUED)

COLLECTION VEHICLES

River Forest will continue being serviced by the custom Roy Strom trucks designed specifically to service River Forest. LRS will rebrand the trucks overtime beginning with decals on the sides of the current Roy Strom trucks.

3rd Eye Recording Equipment

Each solid waste and recycle truck is fitted with video recording equipment both inside and outside of the vehicle. Cameras record for a minimum of 20' as well as audio. This system provides significant benefits for safety, service, law enforcement and productivity.

Many of the LRS vehicles are fitted with a net that surrounds the carts when they are tipped into the bucket to empty them. This is both a safety feature as well as a method of preventing loose materials from flying out of the cart in the process.

LRS is currently exploring options for electric vehicles as opposed to adding more to our CNG fleet. Electric vehicles are proving to be more environmentally sustainable with a reduced carbon foot print.

3rd EYE Benefits:

Tool for coaching and mentoring on Best Practices and Standard Operating Procedures

'Real life' in-house examples for training videos used in safety meetings

Provides verification of missed collection calls

Incident review for law enforcement/insurance

V. RIVER FOREST PROPOSAL SUMMARY

SUMMARY OF SERVICES OFFERED

2022 Rate Freeze: $213,000 savings over 5 years

- Annual Adjustment during contract years 2-5 with a 3.00% increase

LRS Education Campaign

- Year 1 - Semi-annual informational mailer
- Year 1 - River Forest custom informational video
- Year 1 - Household Hazardous and Electronic Waste postcard event reminder
- Year 1 - Food scrap compost education/marketing mailer
- Year 2 through 5 - Informational mailer
- Year 2 through 5 - HHW and E-Waste postcard mailer

Green Initiatives

- Two Household Hazardous Waste (HHW) Home Collection events per year
- Two Electronic Recycling (E-Waste) Home Collection events per year
- Finished Compost delivered to Public Works for no charge
- Three sizes of compost carts: $95,000 savings over 5 years
    - 35 Gallon - (38% savings)
    - 64 Gallon - (28% savings)
    - 96 Gallon - (19% savings)

Service Quality

- 99% Collected or recovered within 24 hours
- Dedicated LRS Operations Supervisor

In summary, we understand River Forest needs and desires to include timely and best-in-class services combined with the most environmentally sustainable and convenient service options. Our proposal for the River Forest community includes all of the desired services and aligns well with the Village's environmental goals and service infrastructure required for this affluent community. LRS is committed to continuous improvement and superior best-practices for the River Forest community.

MEMORANDUM

Date: April 25, 2022

To: Brian Murphy, Village Administrator

From: Rosemary McAdams, Director of Finance

Subject: Approval of Ordinance Adopting the Fiscal Year 2023 Budget

---

The proposed budget for the Village of River Forest for the fiscal year beginning on May 1, 2022 and ending on April 30, 2023 was presented to the Village Board at a special meeting on April 11, 2022. The following is a summary of the Village's Proposed Fiscal Year 2023 Budget:

Fiscal Year 2023 Budget Revenues and Expenditures				
	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Village				
Revenues	$37,853,338	$38,143,828	$38,979,647	$36,294,823
Expenditures	27,382,822	33,894,391	31,748,123	36,300,933
Library				
Revenues	$ 1,384,514	$ 1,430,600	$ 1,454,199	$ 1,489,000
Expenditures	1,314,322	1,507,600	1,368,150	2,018,400

The Ordinance Adopting the 2023 Annual Budget and the budget letter, summary schedules by fund, and detailed budget reports by fund and account for all Village funds and the River Forest Public Library from the Fiscal Year 2023 Annual Budget are attached to this memo. The River Forest Public Library Board approved their budget on March 16, 2022.

Two updates were made in the document to address the discussions the Board had after the budget was presented at the special meeting on April 11, 2022, related to the budget allocations in the Boards and Commissions department. The overview for Boards and Commissions no longer allocates funds to any one advisory board but instead has earmarked funds in total for future project-specific expenses and general expenses that cross multiple advisory bodies. Some clarification was also added in the Budget message regarding the revenues from electrical aggregation and the use of these funds for sustainable projects.

A public hearing on the Village Fiscal Year 2023 Budget was held on April 11th at 7:00 p.m. A notice of the public hearing was published in the Wednesday Journal on March 30, 2022 as required by Illinois State Statute. The budget has been available for public inspection on the Village's website and

at the Village Hall. The final budget document will be compiled and distributed to the Board following approval.

Requested Board Action: Motion to Approve ***An Ordinance Adopting the Annual Budget for the 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.***

VILLAGE OF RIVER FOREST, ILLINOIS

Annual Budget
Fiscal Year 2023

400 Park Avenue, River Forest, Illinois 60305

www.vrf.us

VILLAGE OF RIVER FOREST, ILLINOIS
ANNUAL OPERATING BUDGET
FISCAL YEAR 2023

VILLAGE OFFICIALS

VILLAGE PRESIDENT
Catherine M. Adduci

VIILLAGE 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

FIRE CHIEF
Thomas Gaertner

POLICE CHIEF
James O'Shea

PUBLIC WORKS & DEVELOPMENT SERVICES DIRECTOR
Jeffrey Loster

ASSISTANT VILLAGE ADMINISTRATOR
Lisa Scheiner

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Village of River Forest
Illinois

For the Fiscal Year Beginning

May 01, 2021

Christopher P. Morrill

Executive Director

Reader's Guide

This Village of River Forest's Annual Budget is intended to serve as a policy document, operations guide and financial plan for the fiscal year. The budget also serves as a communication document for the citizens of the Village who wish to understand Village operations and the methods used for financing those operations. This Reader's Guide is intended to assist the reader in understanding the layout and contents of the budget document.

Organization of the Budget Document

Table of Contents

The Table of Contents lists and shows the page number for information in the Budget. Click on the item in the Table of Contents to go directly the page.

Budget Message

The budget message prepared by the Acting Village Administrator recaps current year activities and highlights challenges, opportunities and uncertainties affecting the development of the budget. Summarized financial information and key components of the FY 2023 Budget are also included.

Introduction

This section provides background information on the Village including its location, history and the structure of the organization and funds. The Village Board's long- and short-term goals, an explanation on the budget process and basis of budgeting and the long-term financial policies are also provided.

Exhibits

The exhibits include detailed information on Village fees, property taxes, revenue and expenditure trends, information on long-term financial planning, fund balance and some detailed personnel count history.

Budget Summary

The Budget Summary provides financial information on all Village funds organized by fund, source, category and account in table and chart formats.

Detailed Fund and Department Information

Each Fund and Department section provides a Budget Snapshot, Fund/Department description, narrative analysis on the budget and detailed financial information by account. Additional information is provided at the department level including a personnel summary, organizational chart, FY 2023 objectives tied to the Village Board goals, FY 2022 goals and accomplishments and performance and activity measures.

Jurisdictional Statistics

This section provides statistics and historical information on the Village including the size, development, infrastructure and property taxes.

Capital Improvement Program

The Capital Improvement Program a shows summary of the five-year plan for the purchase of vehicles, equipment and building and infrastructure improvements. A detailed sheet on each item to be replaced in FY 2023 is also presented that provides the funding history, project description and justification, project alternatives and project impact on the operating budget.

Budget Glossary

The glossary provides a description of terms and acronyms used in the document.

Table of Contents

Village Officials 2
Reader's Guide 4
Table of Contents 5
Budget Message 8

Introduction
Location of River Forest 24
Organizational Chart 25
Village Board Goals 26
Community Profile 28
Budget Process 31
Fund Structure and Description of Funds 33
Basis of Budgeting 36
Long-Term Financial Policies 37

Exhibits
Fee Schedule 44
Property Tax Exhibit 47
Revenue and Expenditure Trends and Projections 48
Long-Term Financial Planning 59
Estimated Changes in Funds Balance/Net Position 69
Personnel History- Budgeted Positions 71

Budget Summary
Revenues by Fund- All Funds 74
Revenues by Source- All Funds 75
Revenues by Account- All Funds 76
Expenditures by Fund- All Funds 78
Expenditures by Category- All Funds 79
Expenditures by Account- All Funds 80

General Fund
General Fund Revenues by Account 84
Expenditures by Category 86
Expenditures by Department 87
General Fund Expenditures by Account 88
Administration Budget 90
E911 Budget 100
Boards and Commissions 102
Building & Development Budget 106

Table of Contents

General Fund Continued

Legal Budget....112
Police Department Budget....114
Fire Department Budget....123
Public Works Budget....130
Sanitation Budget....139

Motor Fuel Tax Fund
Budget Overview....142
Budget Detail by Account....143

Debt Service Fund
Budget Overview....145
Budget Detail by Account....146
Debt Service Detail Schedules....147

Capital Projects Funds
Capital Equipment Replacement Fund
Budget Overview....150
Budget Detail by Account....151
Capital Improvement Fund
Budget Overview....152
Budget Detail by Account....153
Economic Development Fund
Budget Overview....154
Budget Detail by Account....155
TIF-Madison Street
Budget Overview....156
Budget Detail by Account....157
TIF-North Avenue
Budget Overview....158
Budget Detail by Account....159
Infrastructure Improvement Bond Fund
Budget Overview....160
Budget Detail by Account....161

Water and Sewer Fund
Budget Overview....163
Budget Detail by Account....165
Water and Sewer Fund Debt Service Schedules....168

Table of Contents

Pension Trust Funds
Police Pension Fund
Budget Overview 171
Budget Detail by Account 172
Fire Pension Fund
Budget Overview 173
Budget Detail by Account 174

River Forest Public Library
Budget Overview 176
Budget Detail by Account 177

Jurisdictional Statistics
Size, Development & Infrastructure 180
Property Tax Rates 181
Equalized Assessed Value 182
Principal Property Taxpayers 183

Capital Improvement Program
Narrative 185
Five Year Capital Improvements Program 188
Buildings and Improvements 189
Vehicles 197
Equipment 214
Information Technology 224
Streets, Sidewalks, Alleys 235
Water and Sewer 252

Budget Glossary 270

RIVER FOREST

Proud Heritage • Bright Future

Village President
Catherine Adduci

Village Clerk
Jonathan Keller

Village Trustees
Kathleen Brennan
Erika Bachner
Lisa Gillis
Kenneth Johnson
Robert O'Connell
Respicio F. Vazquez

March 25, 2022

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

On behalf of the Village Management Team, I am pleased to present to you the Fiscal Year 2023 Annual Budget and Capital Improvement Program of the Village of River Forest. The Village operates under the budget act outlined in 65 ILCS 5/8-2-9 as adopted by the Village in 1981 and amended in 2011. The Village's fiscal year commences on May 1 and concludes on April 30.

It has now been two years since the onset of the COVID-19 pandemic. Looking back on FY 2022, we can see how the Village was able to adjust and continue to provide excellent customer service under challenging circumstances. The Village continued to adapt its operations to provide services to the community while protecting the health of employees and the public. For instance, many services were made available online. As full operations resumed in June 2021, The Village enacted many new precautions to protect staff and the community.

Under the leadership of the Village Board of Trustees and the Village's management team, policies and procedures continue to be reviewed and updated to comport with guidelines established by the Centers for Disease Control and Prevention, Illinois Department of Public Health, and Cook County Department of Public Health.

Despite the economic and operational impact of the pandemic, the Village's financial policies and sound fiscal decisions over the past several years have allowed the Village to continue to provide all core services. Fortunately, most Village revenues were not impacted by the pandemic as drastically as anticipated and, is some instances, saw improvement in FY 2022. Village Staff worked diligently to manage departmental budgets and continued to defer non-essential purchases to future years. In addition, as part of the American Rescue Plan Act of 2021 (ARPA), $19.53 billion was appropriated to States for distribution to tens of thousands of non-entitlement units of local government (NEUs). The Village of River Forest is expected to receive $1,471,890 in total. The first tranche payment of $735,945 was received in FY 2022. The Village expects the second payment in FY 2023.

Though the pandemic is not over, this budget has been assembled with a positive outlook on an improving economy based on the Consumer Price Index (CPI) rising 7.0% for the twelve months ending December 2021, the largest increase since the period ending June 1982. The Village's goals and strategic plans are always at the forefront during this time. Economic development continues to be a priority, with a focus on improving property values and stabilizing property taxes. Looking back on FY 2022, there are several instances to highlight. Building permits have been obtained for the Lake & Lathrop mixed-use project. The mixed-use project will include up to 22 residential condominium units and approximately 14,000 square feet of commercial space.

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 and strong grocery shopping options from stores such as Whole Foods, Jewel, and Fresh Thyme Farmers Market. 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 infill development to complement the Lake Street corridor.

One of the most important things the Village does each year is adopting a budget. Besides providing for the obvious appropriation authority, the annual budget identifies the Village's goals, accomplishments, long-term financial outlook, and five-year capital plan. A significant amount of time, energy, and commitment are spent by the elected officials and the Village Staff to provide a comprehensive budget document. The budget is the foundation of the organization and upon which everything we do is built.

Each year we take a moment to reflect on the challenges (financial and otherwise) from the State of Illinois and legislation passed by the general assembly. Most notable was the criminal justice reform legislation that was passed in 2021. Among the legislation are items that will impact the Village's budget, including new training requirements that River Forest employees must meet and a mandate to require that the Police Department implement officer-worn body cameras by January 1, 2025. Funding for body-worn cameras has been incorporated in future Capital Improvement Plans.

As in previous years, staff has continued to find creative ways to harness revenue within the General Fund in the midst of making increased contributions to the public safety pensions. This challenge was met for FY 2023 by recommending and including:

- Identifying one-time expenditures in the general fund as non-reoccurring and not attributable to a structural deficit as has been done in past budgets. Village Staff makes a strategic decision to use General Fund reserves to fund these initiatives;
- Utilizing the funds received from the American Rescue Plan Act (ARPA) for critical village services and programs;
- Continuing to use revenues from the cannabis tax for crime prevention programs;
- Continuing to use motor fuel tax revenues to pay for a portion of street maintenance projects.

While this will balance the budget for the upcoming fiscal year, the Village will need to consider additional cost-saving measures and revenue enhancements to seek the same outcome in subsequent years to address anticipated future deficits. The Village will need to undertake additional work and study for expense reductions and revenue enhancements post-COVID to maintain the current level of services.

- Ambulance Billing rates and practices;
- Review of ordinance violations fees and fines, as appropriate. The current fine structure has not been adjusted since September 2007;
- Consider other enhancements to existing revenues, and seek federal, state or other funding sources to offset expenses.

Overall, the Village's General Fund continues to remain stable and estimated projections in some major revenues in FY 2022 are suggesting a surplus at the end of FY 2022. Property tax revenues are expected to increase over the budgeted FY 2022 revenues based on the annual increase to the levy due to the CPI increase from December 2019 to December 2020 of 1.4% and the value of new property. Actual projected collections for FY 2022 appear higher due to the timing of collections. The 1st installment of the 2020 tax levy was delayed due to the Covid 19 pandemic and were not due until May 2021. As a result, these collections were recorded in FY 2022. With that being said, staff will continue to seek new revenue sources to help offset contributions that have more than doubled to its public safety pensions since FY 2014. While it is too early to know the extent of the impact, the Village anticipates that pressure on the General Fund to continually increase. The expectation is to see some stabilization in the years to come based on the consolidation of the investment assets of public safety pension funds under Public Act 101-0601.

At the same time, the Village Board continues to outline an aggressive series of goals and objectives, many of which require funding. One of the many benefits of having sound financial practices is that it allows the organization flexibility as needs arise. In FY 2022, the Village continued its Comprehensive Plan implementation, recruited a new Village Administrator and Fire Chief, and paid the annual liability insurance premium using General Fund reserves. General Fund reserves are above our minimum required threshold of 25% of subsequent year expenditures, and it is prudent to utilize reserves for non-recurring expenditures. The alternative would be to enhance other revenues, but because the deficit created is not a structural one, it is appropriate to use reserves in this instance. As a result of this strategic use of Village reserves, the Staff is pleased to provide a balanced General Fund operational budget, as presented, for FY 2023.

Process for Development of the FY 2023 Budget

The FY 2023 Budget was developed by the Village's Management Team consisting of the Assistant Village Administrator, Finance Director, Police Chief, Fire Chief, Director of Public Works and Development Services, the Assistant to the Village Administrator, Management Analyst, and myself. The Finance Director and the Assistant Village Administrator lead this process. The goals center around three central themes: protecting public safety, strengthening property values, and stabilizing property taxes in the Village.

Each department outlined various goals it sought to achieve in FY 2023 based on the themes and strategic goals developed by the Board. Readers can find additional information on these strategic goals on pages 26-27. Those goals and objectives were reviewed by the Budget Team and incorporated into this budget document.

The FY 2023 budget also includes a comprehensive five-year capital improvement program (which is updated annually) that will be used to guide the Village for years to come. After completing the capital improvement program, the Management Team met to review and discuss each department's FY 2023 goals, performance measures, and the corresponding expenditure line items.

Budgetary Trends

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

- Sales tax revenue continues to increase in FY 2022, due in part to the passage of the leveling the Playing Field for Illinois Retailers' Occupation Tax (ROT) and Use Tax (UT) in early 2021. This law requires many remote sellers to charge state and local ROT instead of UT. Non-home rule sales tax has also seen an increase. The FY 2023 Budget anticipates a slight decrease over FY 2022 projections based on the expectation that the Consumer Price Index (CPI) will fall after seeing it rise 7.0% for the twelve months ending December, the largest increase since the period ending June 1982. Non-home rule sales tax revenues also show a slight decrease in FY 2023.
- Income tax revenue projections are expected to be above expectations for FY 2022. The amount budgeted in FY 2023 provides for an increase over FY 2022 projected amounts based on the Illinois Municipal League estimate. It is uncertain if these projections will change if provisions in the proposed FY 2023 State budget are approved. Based on IML estimates, use tax slightly decreases due to the new law .
- Overall utility tax revenues are higher than FY 2022. This revenue source is weather dependent. Due to cold winter temperatures, gas revenues have been higher; electric revenues are also up. FY 2023 budgeted revenues assume slightly above average weather conditions.
- The Village continues to beat industry trends for health insurance premiums through its membership with other municipalities in the Intergovernmental Personnel Benefit Cooperative (IPBC). This year, health insurance premiums are expected to increase slightly overall, with HMO premiums decreasing 1.4%, PPO premiums rising 2.2%, and dental premiums decreasing by 2.1%. Many retirees eligible for Medicare have been moved to the fully insured Benistar supplement plan instead of the Village's self-insured plan, reducing the annual subsidy contribution. The Village's participation in the IPBC and the Intergovernmental Risk Management Agency (IRMA) are great examples of long-standing collaboration efforts with other municipalities.

The Village's statement of revenues over expenditures is listed in Table 1. Although a slight deficiency is shown for FY 2023, it is attributable to one-time expenses in the General Fund intended to be financed with fund reserves. In addition, capital expenditures in the Motor Fuel Tax, Capital Projects, and Water and Sewer Funds are also intended to be funded with reserves and bond proceeds.

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

	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Revenues	$ 37,853,338	$ 38,143,828	$ 38,979,647	$ 36,294,823
Expenditures	$ 27,382,822	$ 33,894,391	$ 31,748,123	$ 36,300,933
Excess (Deficiency) of Revenues over (under) Expenditures	$ 10,470,516	$ 4,249,437	$ 7,231,524	$ (6,110)

General Fund

The Village's General Fund is the primary operating fund for the Village and includes Administration, Building, Police, Fire, and Public Works and Development Services. The Boards and Commissions, E911, and Legal costs are also paid from the General Fund. The Village's General Fund operating budget, as presented, is balanced for FY 2023. Non-recurring expenditures are to be funded with reserves.

Table 2. General Fund Statement of Revenues over Expenditures				
	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Operating Revenues				
Property Taxes	$ 6,440,124	$ 6,556,697	$ 7,188,763	$ 6,931,715
State Sales Tax	1,866,890	1,832,850	2,223,565	2,112,388
Non-Home Rule Sales Tax	728,784	643,341	926,778	880,440
Income Tax (LGDF)	1,280,728	1,238,975	1,479,885	1,550,159
Other Revenues	6,468,013	6,465,212	6,914,520	6,714,404
Total Revenues	16,784,539	16,737,075	18,733,511	18,189,106
Expenditures				
Salaries and Benefits	11,599,918	12,987,724	12,468,147	13,437,395
Contractual Services	3,547,821	3,299,873	3,656,175	3,919,463
Commodities	501,315	366,885	357,301	369,247
Transfers	-	-	-	801,778
Total Expenditures	15,649,054	16,654,482	16,481,623	18,527,883
Total Revenues over Expenditures	**$ 1,135,485**	**$ 82,593**	**$ 2,251,888**	**$ (338,777)**
Nonrecurring Expenditures and Transfers	37,022	614,819	292,492	533,818
Total Operating Revenues over Recurring Expenditures	**$ 1,172,507**	**$ 697,412**	**$ 2,544,380**	**$ 195,041**

General Fund Revenues

From the previous year's budget, General Fund revenues are up $1,452,031 or 8.68%. The primary General Fund revenue sources are property, sales, and income taxes. These revenues make up approximately 63.10% of the overall revenue in the General Fund.

Property tax revenues are projected to be lower than the projected FY 2022 collections due to the timing of tax receipts. The 1st installment of the 2020 tax levy was not received until May 2021. The budget is increased because of the annual increase to the levy based on the CPI increase from December 2019 to December 2020 of 1.4% and the value of new property. Sales, non-home rules sales, and income tax are all higher. FY 2022 projected income tax revenues are higher than what was expected. Original projections had anticipated that this revenue would decline due to job losses from the pandemic. Actual job losses in high salaried positions continued to remain low, and extended unemployment and other factors have changed the original projections. The FY 2023 budgeted amount assumes increases based on IML forecasts.

Refuse revenues will remain flat. The current refuse contract expires on April 30, 2022. The Village is negotiating a new contract and is expecting a flat rate for FY 2023. Use tax revenues are expected to decrease slightly due to new laws requiring remote sellers to charge state and local ROT instead of UT. Telecommunication tax revenues are lower due to service bundling, data packages not subject to the tax, and a continued movement away from landlines. Revenues from the electric and natural gas taxes are weather dependent; therefore, budgeted numbers are based on five-year averages.

Property Taxes

FY 2023 total property tax revenues of $6,931,715 are $375,018 or 5.7% higher than the prior year's budget, primarily because of the 1.4% increase in the CPI. The actual increase is slightly higher because projected 2022 revenues, based on the extended 2020 Property Tax Levy, were more than budgeted.

Sales Taxes

State sales tax revenues are expected to increase from the FY 2022 budgeted amount despite two retail vacancies. With the new law in place and the CPI of 7.0% for the twelve months ending December, sales tax revenues are expected to continue to increase.

The Village's main sales tax generator is the River Forest Town Center. The center houses Whole Foods, DSW Shoe store, and other retail, service, and restaurant establishments. Two vacancies have not been filled this past year. Non-home rule sales tax revenues are expected to increase based on the same trends seen in sales tax. This 1% Non-Home Rule Tax does not apply to food and drug purchases.

Income Tax

Income tax revenue from the Local Government Distributive Fund (LGDF) is distributed based on population. FY 2022 income tax receipts are higher than expected based on the Covid 19 pandemic and so many job losses. Actual job losses in high salaried positions continued to remain low, and extended

unemployment and other factors have increased the original projections. The FY 2023 estimate is based on the Illinois Municipal League's most recent projections.

Other Revenues

Other revenues encompass all remaining General Fund revenues, including license and permit fees, charges for services, fines, interest, and miscellaneous revenues. Residential and commercial construction activity continues throughout the Village and is expected to drive building, plumbing, and electrical permit revenues higher. The Village upgraded its land and license management software at the end of FY 2021 and has a new online portal that allows residents and contractors to apply for and receive permits online. This software has been beneficial to both staff and residents in providing better customer service and improving operational efficiencies. Also, Village management continues to work with developers on economic development projects that will also drive the increases in these revenues as these projects are approved. Revenues received from the electrical aggregation program are for sustainable initiatives including the electrical vehicle charging station that was installed this fiscal year and the green alley project that will be completed in FY 2023. Parking lot fees, both daily and monthly, were increased in FY 2019, FY 2020, and FY 2021. A new online portal was launched in FY 2019 that allows residents to purchase their permits online instead of coming to the Village Hall in person every month to make the purchase. Fees were increased based on the growing market and to keep pace with surrounding communities; however, this revenue was drastically impacted as many people worked from home. Projections for FY 2022 continue to lag but show increases from last fiscal year. The FY 2023 budget slightly increases based on the assumption that those who have been working from home will be returning to the office and resume taking mass transportation.

General Fund Expenditures

Excluding one-time expenditures, General Fund expenditures have increased approximately $1,339,583 from last year's budget. The increase is also attributable to the reinstatement of the annual transfer to the Capital Equipment Replacement Fund (CERF), which had been suspended for the past two fiscal years. As the table illustrates, 72.6% of the General Fund budget is attributed to Salaries and Benefits. Employee salary and benefit costs are slightly higher overall by 3.5%, mainly due to personnel changes and contractual salary increases. Because employee benefits account for a large portion of General Fund expenditures, the Village is a member of the Intergovernmental Personnel Benefit Cooperative (IPBC) to curtail the increasing cost of health insurance. Participation in the IPBC provides stability to health insurance rates and allows for flexibility in plan design.

This year's budget includes a change in staffing levels proposed in the compensation plan and approved by the Village Board in FY 2022. The police department budget has slightly increased due to the inclusion of two pre-hires. Funds continue to be budgeted for various projects and initiatives, such as implementing the comprehensive plan and our strategic initiatives. A modest cost of living wage adjustment of 2.5% is proposed for non-union employees.

As the graph demonstrates, core Police, Fire, and Public Works services account for 76.5% of the Village's General Fund expenditures. Following is a discussion of major initiatives in the General Fund Departments.

Administration

The Administration budget contains funding for several consulting projects:

- Communications Consulting – A total of $50,000 is budgeted for a communications consultant for various projects;
- Permit Fee Structure Study - $25,000;
- Monthly Newsletter Consulting Services – $18,000;
- Flex Spending, VEBA, COBRA Administration – $13,500;
- Miscellaneous – $10,000

The Permit Fee Structure will be funded with General Fund reserves.

Liability insurance for the organization is paid out of the Administration budget and accounts for a significant expenditure from the General Fund. The General Fund portion of this is expense $261,353. The Village is a member of the Intergovernmental Risk Management Agency (IRMA) to manage this expenditure. As a result of sound fiscal management at IRMA, positive claims experience, and a safety-focused culture among Village Departments, the Village's annual premium has only seen a slight increase. The Village maintains a surplus reserve balance with IRMA that has accumulated and will allow the Village to draw upon this reserve in FY 2023 to assist with the costs of the annual contribution.

Police and Fire

The Police and Fire Department's budgets are relatively status quo, except for increases to the pension contributions in both departments and increases to salaries and other benefits. In FY 2022, the Village amended the budget to increase pension contributions to reflect updated actuarial required contributions. In FY 2023, the police pension contribution will increase an additional 1.29%, or $24,961 while the fire pension contribution will increase 1.18%, or $20,218. These increases are recommended based on the Village's actuarial reports.

Public Works and Development Services

The Public Works and Development Services Department expenses are shown in the Building budget and the Public Works budget. The Public Works budget will increase in FY 2023 by 16.38%, primarily due to the reinstatement of the operating transfer to CERF. Salary and Benefits have decreased due to the reorganization of the department. There was a reduction in materials and supplies due to some one-time purchases made last fiscal year. The pavement rejuvenation program was suspended in the previous year but has been reinstated this Fiscal Year, increasing the budget.

Boards & Commission Budget

In FY 2019, the Village created a dedicated fund for Boards & Commissions. Previously the Fire and Police Commission had its own budget within Administration, and other Commission expenses were folded into Administration, such as Sustainability and Traffic & Safety. All Commission expenses now fall under their sub-account (15) in Administration. The FY 2023 budget includes several items, including a community-wide traffic study, a Diversity, Equity, and Inclusion Advisory Group consultant, and a zoning ordinance review.

Pension Funding

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

The following table is a history of the Village's pension contributions since 2013. As the following table demonstrates, Police and Fire pension contributions spiked in 2011 before the Illinois General Assembly changed the funding requirement from 100% by 2033 to 90% by 2040. The 2013 IMRF Employer Contribution was higher because the Village paid off the Early Retirement Incentive Program offered in 2009. The Village was projected to save more than $140,000 in interest expense by paying off the program early.

The Village Finance Committee and Police and Firefighter Pension Boards met during FY 2018 to discuss possible revisions to the Police and Firefighter Pension Fund Pension Funding Policies. Based on these discussions, the Village made some adjustments to the policies for each fund. Both funds are now using the same assumptions, which are as follows:

	Actuarial Parameters for Normal Cost	Amortization of the Unfunded Liability	Rate of Return	Actuarial Value of Assets
Police Pension Fund	Entry Age Normal/Level % of Pay	90% over 30 years/Level Dollar	7.0%	5 year smoothing of gains and losses
Fire Pension Fund	Entry Age Normal/Level % of Pay	90% over 30 years/Level Dollar	7.0%	5 year smoothing of gains and losses

The assumptions used are designed to ensure that employer contributions adequately pay future police and firefighter pension fund retirement and disability pensions. Each year, the Village's actuary will prepare an actuarial report for each fund using these assumptions that provide each fund's annual required employer contribution. The required contributions over the next five years are expected to be as follows:

	Budget FY 2023	Estimated FY 2024	Estimated FY 2025	Estimated FY 2026	Estimated FY 2027
Levy Year	**2022**	**2023**	**2024**	**2025**	**2026**
Police Pension Fund	$1,959,903	$1,985,241	$2,010,850	$2,036,790	$2,063,065
Fire Pension Fund	$1,733,600	$1,752,496	$1,771,774	$1,791,263	$1,810,967

The combined increase in the employer contributions is 1.24% in the FY 2023 Budget from the FY 2022 Budget. In the future, combined increases are expected to continue to be less than 4% annually. Actual required contributions may vary from the estimated amounts if the funds' experience differs from what is expected. The State of Illinois consolidated Fire Pension Fund investments with other Illinois Article 4 pension funds in October 2021. The Police Pension Fund investments are expected to be consolidated with other Article 3 pension funds in the summer of 2022. Through the consolidation of pension investments, the opportunity exists to materially and dramatically improve the long-term portfolio performance of police and fire pension funds.

Motor Fuel Tax Fund

The **Motor Fuel Tax Fund** (MFT) is the primary source of revenue for the Village's Street Improvement Plan (SIP). The Motor Fuel Tax is distributed to municipalities by the State based on population. Also, the MFT Fund will include a portion of the maintenance program, street patching, and salt purchases this year.

Capital Projects Funds

The Capital Equipment Replacement Fund (CERF) accumulates monies for replacing vehicles and equipment and building improvements. In FY 2023, funds are appropriated for two vehicles for the Police Department, one administrative fire department vehicle and an ambulance for the Fire Department, and a dump truck and pick-up truck for the Public Works Department. Several of these items are deferred purchases from prior years. The rehabilitation of the Police firing range and a SCBA air compressor are also budgeted. Details on each piece of equipment to be replaced in FY 2023 can be found in the Capital Improvement Program.

The **Capital Improvement Fund** was created in FY 2014 to account for alley, parking lot, building, information technology, and other miscellaneous improvements. These projects are funded using revenue from automated traffic law enforcement cameras, parking lot reserve funds, and grants. The FY 2023 Budget includes monies for Village Hall and the public works garage improvements, an electric vehicle charging station, alley improvements, parking lot improvements, and information technology. There are also funds budgeted to continue the street camera system strategic plan and the bicycle plan.

The **TIF – Madison Street Fund** provides for the newly created Tax Increment Financing District on Madison Street. Incremental property tax revenue collections began in FY 2019. The **TIF – North Avenue Fund** is used for preliminary expenditures associated with the newly created Tax Increment Financing District on North Avenue. Incremental property tax revenue collections began in FY 2022. The **Infrastructure Improvement Bond Fund** is funded by proceeds from the 2022 General Obligation Limited Tax Bonds and will be used for street improvements or other infrastructure projects.

Water and Sewer Fund

The Village sources Lake Michigan water from the City of Chicago. The planned rate schedule includes increases on June 1 each year to cover higher operating costs and increases in the cost of water charged by the City of Chicago. The City's ordinance provides for an annual increase on June 1 for the lesser of 5%, or the increase in the Consumer Price Index. The City increased rates 1.10% on June 1, 2021, and has announced another increase of 5.00% effective June 1, 2022. As part of an overall strategy to help residents with increasing rates, the Village used reserves to offset rate increases from the City of Chicago.

The Village recently hired Baxter & Woodman to complete a review of the Village's water and sewer rates. When determining the new rates, the study considered both operational and capital costs outlined in the five-year Capital Improvement Program. The updated water and sewer rate analysis includes higher capital allocations for programs recently approved by the board including: lead service program, sewer lateral program, and storm water master plan. The study took into account existing annual maintenance programs including sewer relining, water main replacements and sewer point repairs, and debt service obligations.

Water consumption has slightly increased in FY 2022 compared to actuals in FY 2021 as there continue to be more people staying home and using water during the pandemic. Projected revenues are expected to be higher than budgeted based on projected spring consumption and because the budget is calculated using a five-year average. The FY 2023 budget anticipates average weather conditions and consumption. A 6.02% increase in the combined water and sewer rate is included. The increase is partly to account for the June 1, 2022 increase in the cost of water charged by the City of Chicago.

In FY 2022, debt certificates were issued to cover most of the costs associated with the AMI project that the Village completed in FY 2022. The total outstanding debt in the Water and Sewer Fund include the Debt Certificates 2022 series, and the IEPA loan for Phase I of the NSMP. The capital improvement five-year plan proposes several new initiatives and capital projects that require additional funding. The rate increases included in the budget will allow the Water Fund to maintain a healthy reserve balance, as seen in the following chart:

Water and Sewer Fund Statement of Revenues over Expenditures				
	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Operating Revenues				
Water Sales	$ 3,257,413	$ 3,244,387	$ 3,331,403	$ 3,520,686
Sewer Sales	2,096,578	2,084,213	2,130,014	2,229,926
Other Revenue	61,569	1,472,472	1,479,545	70,422
Total Revenues	5,415,560	6,801,072	6,940,962	5,821,034
Expenses				
Operating Expenses	3,681,613	5,022,325	4,606,754	5,013,334
Depreciation	379,608	355,000	380,756	380,756
Total Operating Expenses	4,061,221	5,377,325	4,987,510	5,394,090
Operating Revenues over Operating Expenditures including Depreciation	1,354,339	1,423,747	1,953,452	426,944
Capital Expenses	(376,843)	(2,452,000)	(2,032,591)	(933,709)
Total Revenues over Total Expenditures excluding Depreciation	$ 1,357,104	$ (673,253)	$ 301,617	$ (126,009)

The Village completed the Advanced Metering Infrastructure (AMI) project this past year. All water meters were upgraded with state-of-art equipment that allows the Village to obtain meter readings without requiring Public Works to perform a "drive-by" read, which is the current practice. This much-needed upgrade will enable staff to provide better customer service by delivering accurate bills based on actual consumption that can be seen in real-time through daily meter reads. It can also help identify any irregularities in water usage, such as leaks being experienced by residents. The Village can also incorporate leak sensors into an AMI system to identify any leaks in the Village's water system. The FY 2023 Budget also includes $188,894 for a permeable paver maintenance system for Village permeable paver alleys and parking lots. Additional expense highlights include:

- $50,000 for lead water service line replacement program;
- $106,000 in consulting for engineering services for the Stormwater Master Plan;
- $110,000 for the replacement of pump #1 at the pumping station;
- $50,000 for a new lateral sewer program
- $90,000 for the Lake Street Berm extension.

Police and Firefighter's Pension Funds

FY 2023 employer contributions to the pension funds are based on what is expected to be levied with the Village's 2022 property tax levy during the fiscal year. As previously discussed, the employer contributions are based on the actuarially required contributions calculated by independent actuaries using the Pension Funding Policies.

Capital Improvement Plan

For the FY 2023 budget, the Village has presented a comprehensive five-year capital improvement plan (CIP) that identifies the Village's capital needs over six categories:

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

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

- General Fund
- Motor Fuel Tax Fund
- Capital Equipment Replacement Fund (CERF)
- Water and Sewer Fund
- Capital Improvement Fund
- Infrastructure Improvement Bond Fund – Bond Proceeds

The CIP was previously reviewed and endorsed by the Village Board in January 2022. The CIP includes several yearly routine items such as police, fire and public works vehicles and equipment, sewer improvements, and street maintenance. The FY 2023 budget also includes the following major capital items:

- ✓ Replacement of front door controls - $11,000
- ✓ Replacement of rooftop HVAC unit - $32,000
- ✓ Replacement of Various pieces of equipment in Police firing range - $33,477
- ✓ Improvements to the Public Works salt storage shed - $35,000
- ✓ Replacement of vehicles including:
    - Two new police squad cars - $103,176
    - One fire administrative vehicle and Ambulance - $263,500
    - Public Works pick-up truck and large dump truck - $241,200
- ✓ Police Radios - $40,411
- ✓ Permeable paver maintenance system - $188,894
- ✓ SCBA Air Compressor - $45,000
- ✓ Bike plan implementation - $46,000
- ✓ Street camera implementation - $105,144
- ✓ Street Improvement Program -$400,000
- ✓ Street resurfacing on Iowa from Park to Harlem, Monroe from Augusta to Chicago, and William from Augusta to Chicago
- ✓ Alley Improvements - $2,100,000
    - Completion of acceleration of work on all alley locations south of Chicago Avenue

Long Term Financial Planning and Future Years

A Comprehensive Long-Term Financial Planning exhibit is included in this document.
The exhibit includes information on the Village's financial planning process and assumptions, and three-year financial projections for the General, Capital Improvement and Water and Sewer Funds. Currently, the General Fund shows a deficit of $896,348 in FY 2024, while FY 2025 projects a deficit of $994,966. Staff will continue to identify means to improve efficiencies and reduce operating costs wherever possible. Should current revenue and expenditure projections hold, future budgets will require increases to existing revenues or additional revenue sources, which are limited because the Village is a non-home rule government. Absent revenue increases, the Village will have to identify acceptable cost or levels of service reductions. These policy decisions will likely be contingent on economic conditions moving forward and union negotiations.

General Fund
Revenues and Expenditures

FY 2017-2021 Actual

Fiscal Year 2022 estimated expenditures include $292,492 of one-time expenses, including $229,000 for the annual contribution to IRMA for liability insurance. This will be funded by reserves. In Fiscal Year 2023, $533,818 in nonrecurring expenditures are included that are intended to be funded with General Fund reserves or other reserves. This amount includes $25,000 for consulting services, $262,000 for the annual contribution to IRMA for liability insurance, and other miscellaneous one-time expenditures.

Conclusion

The Village will also continue developing and implementing strategies to operate with balanced budgets and maintain strong financial performance and healthy fund reserves, despite continued pressure on the General Fund. The Village has doubled its public safety pension contributions over the last several years, requiring a larger portion of property tax revenues dedicated to meet these funding obligations. This has been accomplished without a new revenue source, requiring continually creative solutions to present a balanced General Fund budget. The Village staff continues to recommend the strategic use of its reserves for one-time projects and initiatives. The organization remains on a path of growing its assets, albeit slowly, against a backdrop of revenues that have remained relatively flat in most cases.

Moving forward toward future budget years, the Village must remain diligent and creative in its solutions while being mindful that additional revenue growth may be needed to maintain today's service levels and a structurally balanced budget. To that end, Staff will continue its efforts to identify potential revenue enhancements that will be presented to the Village Board of Trustees for consideration.

The means to that end is never easy and truly a team effort. The effort begins with the Village Board that sets the goals and policies, the management staff that implements those policies, and the front line employees who carry out those duties and responsibilities daily using the resources carefully and deliberately. Each person and group is equally essential to ensuring the overall success – financial or otherwise – for the Village of River Forest.

The budget document is a reflection of the hard work of many individuals and is truly a team effort. My thanks to our department heads, and their deputies and staff, in their careful and thoughtful consideration of their budgets. There are several people that deserve special recognition for their assistance during the budget process. First and foremost, I extend my sincerest and deepest thanks to Finance Director Rosey McAdams and Assistant Village Administrator Lisa Scheiner for leading our budget process. I appreciate all of their work and effort in ensuring this award-winning budget is compiled in a thorough and timely fashion. Special thanks to the rest of the budget team including Assistant Finance Director Keke Boyer whose meticulous attention to detail is greatly appreciated in reviewing and refining the document, and former Assistant to the Village Administrator Jonathan Pape who assisted with many items in a moment's notice. I thank them for their help and efforts in ensuing we produce a thorough budget document.

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

Respectfully submitted,

Brian Murphy
Village Administrator

Introduction

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

Location of River Forest

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

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

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

Village of River Forest Organizational Chart

Village Board Goals

Long Term Strategic Goals and Guiding Principles:

Every four years the Village President and Board of Trustees meet to discuss goals and objectives for the upcoming fiscal year. The goals for the Village are centered on three guiding principles:

1. Ensure that the Village provides a safe and welcoming community for its residents, business owners and institutional partners.
2. Enhancing our property values through strengthening our quality of life.
3. Implement strategies to stabilize property taxes.

This year's short and long term goals support these major guiding principles in the following categories:

Public Safety

- Support training and professional development opportunities for public safety employees.
- Continue investment in technological advancements that enhance the Village's efforts to address crime prevention as efficiently as possible.
- Develop strategies for the potential relocation, training, and advanced technology of the emergency communication center and ensure that these services are provided for the Village in a financially responsible manner.
- Maintain and improve the Village's network of streets, sidewalks, traffic signals and other traffic calming measures that address speeding concerns and assist pedestrians, cyclists and motorists with safe street crossing and movement throughout the community. Each short and long-term step taken to address these matters should consider the cascading impacts of traffic solutions.

Economic Development and Ensuring a Thriving Business Community

- Ensure that the Village's zoning regulations align with the Village's efforts to encourage reinvestment in the community.
- Utilize the expertise of the Economic Development Commission to identify strategies for reinvestment in key corridors and properties and in the TIF Districts.
- Retain existing and attract new businesses to River Forest to ensure a vibrant business community.

Communication, Collaboration and Transparency

- Use the Village's communication tools to educate and inform the community on topics of interest (e.g. programs, property tax appeals, sustainability, etc.), community and university events (including Triton College), and assist new residents in learning more about their community and connecting with neighbors.
- Continue to review and implement smart city applications to enhance customer service and Village operations.
- Continue collaborative efforts and strengthening of relationships with other governmental entities and educational institutions.
- Continue collaborative efforts to plan for the possible expansion and/or improvement of the River Forest Civic Center Authority Building, including a review by the Village Board of Trustees of the analysis conducted to-date.

Enhancing Property Values Through the Strengthening our Quality of Life

- Support the mission, goals and responsibilities of the Village's advisory bodies including:
    - The Diversity, Equity and Inclusion Advisory Group, the Village's partnership with Dominican University, and the Twin Village Covenant with Maywood;
    - The Age Friendly Committee and partnerships with other taxing bodies and institutional partners to identify, explore, and implement strategies that will ensure River Forest remains at the forefront of providing a high quality of life for aging residents;
    - The Sustainability Commission's implementation of the River Forest Climate Action Plan and Strategic Plan.
- Continue implementation of the prioritized recommendations of the new Comprehensive Plan and the Village's Affordable Housing Plan.
- Continue responsible investment to ensure sound infrastructure throughout the community while pursuing federal, state, and county funding for projects and programs.
- Preserve the charm and aesthetic appeal that makes River Forest desirable to residents and businesses by ensuring well-maintained properties, promoting the installation of public art, and preservation of the Village's rich historic and architectural heritage; including the short and long-term consideration of incentives to promote preservation.
- Support the Village's sustainability goals including: the reduction of pollution (including noise pollution), movement away from natural gas and fossil fuels, planning for the electrification of the Village's fleet and creating a waste pick-up structure that aligns with the Sustainability Commission's climate goals and encourages and incentivizes residents to reduce waste in a cost-effective manner.
    - Continue efforts to address stormwater issues throughout the community through completion of the Stormwater Master Plan, utilize the report to guide and prioritize future capital projects that will address stormwater issues throughout the community, promote the installation of permeable surfaces, and consider possible incentives to promote sustainability goals at commercial locations.
- Examine staffing, staff retention, and consulting service arrangements relative to funding and the needs of the municipal organization and service expectations of the community.
- Offer opportunities for seating such as benches at appropriate locations.

Each operating department creates its own set of operational goals which are included in the individual fund sections of this document.

Location

The Village of River Forest is a mature community with a population of 11,717. It is located in Cook County, approximately 10 miles west of downtown Chicago. The Village is bounded on its west side by the Des Plaines River and large tracts of Cook County Forest Preserves. River Forest is bordered to the east by Oak Park, to the south by Forest Park, to the north by Elmwood Park, and to the west, across the Des Plaines River, by Melrose Park and Maywood. River Forest is centrally and conveniently located in the Chicago metropolitan area and it is well served by an efficient roadway network and mass transportation system.

History

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

River Forest was incorporated as a Village on October 30, 1880. Prior to that, it was considered part of a larger community called Harlem, which included parts of Oak Park and Forest Park. Fearing the possibility of alcohol-related problems if Harlem incorporated, River Forest residents banded together to incorporate a smaller and initially "dry" community. Forest Park and Oak Park followed suit and were incorporated in 1884 and 1902, respectively.

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

Village Services

Police

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

Fire

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

Public Works and Development Services

The Village of River Forest Public Works and Development Services Department is comprised of the following divisions including: Administration, Buildings & Grounds, Engineering, Geographic Information Systems, Operations (water, sewer, streets, and forestry), and Building. This department oversees the maintenance and improvement of the Village's infrastructure and Right-of-Ways and the construction of all structures in the Village. The administrative and building functions are performed at Village Hall while operations are performed out of the Public Works Garage and the Pumping Station.

Statistics

Socio-Economic Data (Updated 2019 Census Information)

Population Total	**11,717**
Persons under 5	643
Persons 5 to 19	2,798
Persons 19 to 65	6,441
Persons over 65	1,835

The Village of River Forest was recently accepted into the AARP Network of Age-Friendly States and Communities. This is the first step to becoming designated as an Age-Friendly Community. The Network provides a structured process to encourage communities to prepare for the nation's aging population.

Median Age	40.8
Per Capita Income	$79,929
Median Home Value	$604,900
Median Family Income	$193,171
Unemployment Rate (IDES January 2022)	5.0%

Building Permits

Fiscal Year	Number Issued	Value of Permits
2012	208	14,175,620
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

Water and Sewer

Population Serviced	11,717
100 Cubic Feet of Water Pumped FY 2021	620,740
100 Cubic Feet of Water Billed FY 2020	478,321
Average Daily Pumpage (mgd)	1.26
Miles of Water Mains	40
Miles of Combined Sewers	33.13
Miles of Storm Sewers	3.37
Miles of Dedicated Sanitary Sewers	0.69
Number of Metered Customers	3,164
Number of Fire Hydrants	440

Water, Sewer and Refuse Rates

Water	$ 6.82	Per 100 cubic feet
Sewer	$ 4.39	Per 100 cubic feet of water used
Refuse- Base Service	$60.58	Bi-Monthly
Refuse- Special Service	$89.84	Bi-Monthly

*The minimum bi-monthly water and sewer bill is $39.24 for up to 350 cubic feet of water used.

Village Taxes

Tax	Rate	Applied to
Municipal Sales Tax	1.0%	Retail sales including groceries and drugs
Non Home Rule Sales Tax	1.0%	Retail sales excluding groceries and drugs
Places for Eating Tax	1.0%	Sales at places for eating
Real Estate Transfer Tax	$1.00	Each $1,000 in residential real estate sales
Simplified Telecommunications Tax	6.0%	Telephone bills
Natural Gas Use Tax	5.0%	Natural gas bills
Electric Use Tax	$0.34- $0.61	Per therm of electricity used
Local Motor Fuel Tax	$.03	Per gallon

Housing Types (CMAP)

Single Family Homes	2,970
2 Units	131
3 or 4 units	46
5 or more units	1,119

Land Use Percentages (CMAP)

Single-Family Residential	42.3
Multi-Family Residential	2.7
Commercial	2.9
Industrial	N/A
Institutional	7.8
Mixed Use	0.2
Transportation and Other	21.4
Agricultural	N/A
Open Space	22.6
Vacant	0.1

Please refer to pages 180-183 for additional Village data.

Budget Process

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

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

Budget Calendar

Five-Year Capital Improvement Plan

October - December, 2021: Preparation of the Five-Year Capital Improvement Plan (CIP) begins in October when departments evaluate the condition of buildings, infrastructure, vehicles and equipment, identify projects and establish priorities. Outlays greater than $10,000 are reflected in the CIP and are considered during the annual budget process. The CIP was presented to the Village Board on January 24, 2022.

Budget Kickoff

January 7, 2022: Village Staff responsible for budget preparation discuss the development of the budget for the fiscal year with the Village Administrator. Village Board goals and priorities and anticipated budget constraints are relayed and the budget schedule is distributed.

Budget Requests Due

January 24, 2022: The departments' Budget Request packets are submitted to the budget team (Village Administrator, Assistant Village Administrator and the Finance Director). The packet includes their activity counts, goals and accomplishments, performance measures, budget summary, budget detail, current fiscal year projections, personnel change requests and revenue projections.

Meetings with Budget Team

February 8-10, 2022: Each department meets with the budget team to discuss their Budget Request Submittal. Prior to the meetings, three-year revenue and expenditure projections are prepared for the General and Water and Sewer Funds based on their budget requests and projections. Requested budgets are adjusted based on discussions during these meetings to arrive at the recommended budget amounts.

Budget Presentation & Public Hearing

April 11, 2022: A preliminary budget document is prepared and the recommended budget is presented to the Village Board. The document includes the recommended budget along with Village-wide and fund summaries, department information, three-year projections and other information. The recommended budget is made available for public inspection at the Village Hall and on the Village website at this time. A Public Hearing is required by State Statutes to allow the public a final opportunity to provide input regarding the budget. The public hearing was held following the presentation.

Adoption of the Budget Ordinance

April 25, 2022: The budget is passed into law by the adoption of a budget ordinance. The final budget document is bound and made available on the Village's website.

Budget Monitoring

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

Transfers or Amendments to the Adopted Budget

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

Fund Structure and Description of Funds

The financial transactions of the Village are reported in individual funds. A Fund is a fiscal and accounting entity with a self-balancing set of accounts that records transactions that are segregated for the purpose of carrying on specific activities or attaining certain objectives. Funds are organized into three categories: governmental, proprietary, and fiduciary funds. Additionally, under GASB Statement No. 34, funds within these categories are considered major or nonmajor. The following major funds are budgeted:

Governmental Funds

- General Fund
- Capital Equipment Replacement Fund
- Capital Improvement Fund
- Madison Street TIF Fund

Proprietary Fund

- Water and Sewer Fund

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

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

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

Fund Structure and Description of Funds

GOVERNMENTAL FUNDS

The Village maintains the following governmental funds:

General Fund

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

Special Revenue Fund

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

Debt Service Fund

Debt Service Funds are used to account for the accumulation of resources and payment of bond principal and interest. The Village maintains one **Debt Service Fund (05)** which is used to account for the accumulation of resources for the payment of the General Obligation Limited Tax Bonds, Series 2022. Financing is provided by property taxes.

Capital Projects Funds

Capital Projects Funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds. The **Capital Equipment Replacement Fund (13)** is used to accumulate financial resources for the replacement of vehicles and equipment. The **Capital Improvement Fund (14)** is used to account for improvements to Village streets, commuter parking lots and alleys that are financed by Automated Traffic Enforcement System Revenue, grants and parking fees. The **TIF – Madison Street (31) and TIF – North Avenue (32) Funds** were both created in FY 2015 and are used to account for expenditures associated with Tax Increment Financing Districts on Madison Street and North Avenue. In FY 2017 the Madison Street TIF District was formally established. In August of 2018 the North Avenue TIF District was formally established. **The Infrastructure Improvement Bond Fund (35)** was established in FY 2018. This fund is used to account for the proceeds of the General Obligation Limited Tax Bonds, Series 2022. The funds will be used for street improvements and other capital infrastructure projects.

PROPRIETARY FUNDS

The Village maintains the following proprietary funds:

Enterprise Fund

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

FIDUCIARY FUNDS

The Village maintains the following fiduciary funds:

Trust Funds

Trust funds are used to account for assets held by the Village in a trustee capacity. Two Pension Trust Funds are used to account for assets held in a trustee capacity by the Village for pension benefit payments. The **Police Pension Fund (09)** accounts for the accumulation of resources to pay pensions to the participants. The **Firefighters Pension Fund (10)** accounts for the accumulation of resources to be used to pay pensions to the participants. Resources for both funds are contributed by employees at a rate fixed by law and by the Village through an annual property tax levy based on an actuarial analysis.

	Department/Function								
Village of River Forest Department /Function Matrix	**General Government**	**Public Safety**	**Highways/ Streets**	**Water and Sewer**	**Sanitation**	**Debt Service**	**Pensions**	**Capital Outlay**	**Other Financing Uses**
General Fund									
Administration	■								
Police		■							
Fire		■							
Public Works			■	■	■				
Special Revenue Fund									
Motor Fuel Tax Fund			■						
Debt Service Fund									
Debt Service Fund						■			
Capital Projects Funds									
Capital Equip Replacement Fund									■
Capital Improvements Fund	■		■					■	
Madison Street TIF Fund	■							■	
North Avenue TIF Fund	■							■	
Infrastructure Imp Bond Fund	■		■			■			
Enterprise Fund									
Water and Sewer Fund			■	■					
Trust Funds									
Police Pension Fund							■		
Fire Pension Fund							■		

Basis of Budgeting

The basis of budgeting and accounting determine when revenues and expenditures are recognized for the purposes of financial reporting and budget control. Governmental Funds (General, Special Revenue, Debt Service, and Capital Projects Funds) are budgeted and accounted for in accordance with Generally Accepted Accounting Principles (GAAP), on a modified accrual basis. This means revenues are recorded when they are both measurable and available, and expenditures are recorded when they are expected to draw on current spendable resources. The two TIF Funds were budgeted as separate funds but were reported in the General Fund in Fiscal Year 2016 because they had not yet been legally established. Both the TIF-Madison Street Fund and the TIF-North Avenue Fund are reported as separate funds in the Village's financial statements.

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

In most cases, funds are budgeted and accounted for on the same basis with the following exceptions:

- Principal payments on long-term debt are applied to the outstanding liability for accounting purposes, but included as an expense for budget purposes.
- Debt proceeds are accounted for as liabilities in the financial statements, however, are included as revenue in the budget.
- Capital items in the enterprise fund are recorded as capital assets for accounting purposes, but are treated as expenses in the budget.
- The Transfer from the General Fund recorded in the TIF – Madison Street Fund will be recorded as an interfund receivable or payable in the General and TIF Madison Street Funds the financial statements.

RIVER FOREST PUBLIC LIBRARY

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

Long-Term Financial Policies

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

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

Financial Planning Policies

1. The fiscal year of the Village will begin on May 1 of each year and end on April 30th of the following year. All accounting and budgeting functions of the Village will occur in conjunction with this fiscal time period.

2. The Budget Officer shall present a balanced budget to the Village Board annually. A balanced budget means that current operating expenditures, excluding major capital expenditures, are funded with current recurring revenues. The use of reserves to cover current operating expenditures should be avoided.

3. The Village will avoid budgetary procedures that balance current expenditures at the expense of meeting future year's expenses, such as postponing expenditures, accruing future year's revenues, or rolling over short term debt.

4. The budget will provide for adequate maintenance of capital plant and equipment and for their orderly replacement.

5. The Budget will provide for adequate funding of all retirement systems, with a uniform reduction of unfunded liabilities, in accordance with either state requirements or an independent actuarial study.

6. Within 30 days of the approval of the annual budget, the Budget Officer shall prepare a budget document that includes the legally adopted budget and other supplementary information. The document shall contain a transmittal letter describing the previous budget period's accomplishments and the Village's organization-wide goals, an estimate of revenues and budgeted expenditures by account, departmental goals and capital improvements.

7. The Village will prepare a three-year projection of revenues and expenditures annually. The projection will display the excess or deficiency of revenues over (under) expenditures and the resulting unassigned fund balance. Projections will include estimated operating costs associated with future capital improvements.

8. The Village will integrate performance measurement and productivity indicators within the budget where applicable.

9. The budget will maintain a budgetary control process, assisted by a financial accounting software system.

10. The Village will prepare a monthly financial report comparing actual revenues and expenditures to the approved budgeted amounts. The monthly report will provide a financial analysis that highlights major deviations from the approved budget.

Revenue Policies

1. The Village will maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any single revenue source.

2. The Village shall estimate its annual revenues conservatively, using an objective analytical approach, taking into account all available information.

3. Potential revenue sources will be examined annually.

4. One-time revenues shall not be used to fund ongoing expenditures.

5. The year-to-year increase of actual revenues from the property tax will generally not exceed five percent.

6. The Village will set fees and user charges for the Waterworks and Sewerage Fund at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets.

7. The Village will establish all other user charges and fees at a level that attempts to recover the full cost of providing the service, including an amount for the cost associated with any capital assets used to provide the service.

Expenditure Policies

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

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

2. The Village will continually assess its organization and service provision efforts in order to provide service enhancements or cost reductions by increasing efficiency or effectiveness. The Village shall also constantly strive to provide the same highest quality of services using the most efficient means possible. During each budget process the Village will assess its current organization and service provision strategy and make adjustments if the analysis demonstrates that a particular enhancement would improve operations or reduce cost.

3. The Village will provide sufficient resources to train employees and thereby develop the specialized knowledge and expertise necessary to maintain and improve the quality of Village services.

4. The Village will strive to adopt new technologies and techniques that will improve efficiency and allow the Village to maintain or improve the level of service provided to residents.

5. The Village will attempt to maximize its financial resources by encouraging intergovernmental cooperation. The establishment of intergovernmental service agreements with other units of government may allow the Village to provide residents a higher level of service at a reduced cost. The Village will consider intergovernmental agreements as a means to enhance services or reduce costs.

Fund Balance and Reserve Policies

1. Definitions:

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

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

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

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

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

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

2. The Village will spend the most restricted dollars before the less restricted, in the following order:
   a. Nonspendable (if funds become spendable),
   b. Restricted,
   c. Committed,
   d. Assigned,
   e. Unassigned.

3. The General Fund unassigned fund balance, plus the amount restricted for working cash, should be maintained at a minimum of 25% of the General Fund total budgeted annual expenditures in the most recently approved annual budget. This reserve is intended to provide financial resources for the Village in the event of an emergency or due to the loss of or reduction in a major revenue source and to provide adequate coverage for variations in cash flows due to the timing of receipts and disbursements.

4. Should the General Fund unassigned fund balance plus the amount restricted for working cash, drop below the required 25%, every effort shall be made to bring the balance back up to the desired level within three years.

5. The Village Board shall determine the disposition of excess fund reserves should the General Fund unassigned fund balance plus the amount restricted for working cash, increase above the required 25%.

6. No minimum committed fund balance has been established for the Capital Equipment and Improvements Fund but the fund will only expend the amount available from the combination of the committed fund balance, revenues or transfers. The Village shall transfer funds annually from the General and Waterworks and Sewerage Funds in an attempt to accumulate the funds necessary to replace vehicles and equipment and make capital improvements provided for in the fund. The maximum fund balance allowed in the Capital Equipment and Improvements Fund is equal to 3% of the equalized assessed value of the taxable real property located in the corporate boundaries of the Village (ILCS 5/8-2-9.5).

7. The Waterworks and Sewerage Fund shall maintain an operating reserve equivalent to three months of operating expenses. This reserve is intended to provide resources for unanticipated expenditures, to cover revenue shortfalls and to compensate for fluctuations in cash flows. A capital reserve shall be maintained in addition to the operating reserve.

8. Special revenue, debt service and pension trust funds do not have a minimum fund balance requirement. Motor Fuel Tax Funds are used to finance street maintenance and improvements and funds available may be expended for that purpose as provided for in the Village's Capital

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

Capital Improvement Policies

1. The Village will make all capital improvements in accordance with an adopted Capital Improvement Plan (CIP).

2. The CIP shall include all capital equipment and improvements with a value of $10,000 or more.

3. The Village will develop a five-year plan for capital improvements and update it annually. As part of this process, the Village will assess the condition of all major capital assets and infrastructure including, at a minimum, building, streets, alleys, water mains and sewer lines.

4. The Village will enact an annual capital budget based on the five-year Capital Improvement Plan.

5. The Village will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget projections.

6. The Village will use intergovernmental assistance to finance capital improvements in accordance with Village plans and priorities.

7. The Village will maintain all its assets at a level adequate to protect the Village's capital investment and to minimize future maintenance and replacement costs.

8. The Village will project its equipment replacement need for the next five years and update this projection each year. A replacement schedule will be developed from this projection.

9. The Village will project capital asset maintenance and improvement needs for the next five years and will update this projection each year. A maintenance and improvement schedule will be developed from this projection.

10. The Village will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the board for approval.

11. The Village will determine the least costly financing method for each new project.

Debt Policies

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

2. When the Village finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.

3. The Village will make every attempt to keep the average maturity of general obligation bonds at or below ten years.

4. Where feasible, the Village will use special assessment, revenue or other self-supporting bonds instead of general obligation bonds.

5. The Village will not use long-term debt to fund current operations.

6. The Village will maintain good communications with bond rating agencies about its financial condition. The Village will follow a policy of full disclosure on every financial report and bond prospectus.

7. The Village will make every effort to maintain a relatively level and stable annual debt service for all long-term general obligation bonds.

Accounting and Financial Reporting Policies

1. The Village will establish and maintain a high standard of accounting practices.

2. Following the conclusion of the fiscal year, the Village will prepare a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP) established by the Governmental Accounting Standards Board (GASB). The CAFR shall also satisfy all criteria for the Government Finance Officers Association's Certificate for Achievement for Excellence in Financial Reporting.

3. Monthly financial reports shall be prepared and submitted to the board. The reports shall include a summary of financial activity.

4. An independent certified public accounting firm will perform an annual audit in accordance with generally accepted auditing standards and will publicly issue a financial opinion.

5. The Village shall request proposals from qualified independent accounting firms to conduct the annual audit every five years using a request for proposal process.

Grant Policies

1. The Village will seek grant funding for activities that are determined to further core Village functions or provide for activities in the best interest of the residents.

2. The Village will examine the benefits to determine if the above criteria is met.

Exhibits

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

Fee Schedule

	2022 Budget	2023 Budget	Change
Vehicle Stickers:			
Passenger Cars	$45	$45	No Change
Motorcycles	$25	$25	No Change
Antique Vehicles	$25	$25	No Change
Trucks less than 5,000 lbs.	$50	$50	No Change
Trucks over 5,000 lbs.	$70	$70	No Change
Recreational Vehicles (RV)	$50	$50	No Change
Senior Citizen Discount	$25	$25	No Change
Licenses:			
Pet License	$10	$10	No Change
Liquor License	$500 - $4,000	$500 - $4,000	No Change
Temporary Liquor License	$100	$100	No Change
Contractor License	$125	$125	No Change
Landscaper and Snow Removal Contractor	$187.50	$187.50	No Change
Amusement and Amusement Events	$25	$25	No Change
Animal Care, Grooming and/or Sales	$125	$125	No Change
Child Daycare Centers	$275	$275	No Change
Financial Institutions	$100	$100	No Change
Food/Drug Retail- Under 3,000 Sq. Ft.	$125	$125	No Change
Food/Drug Retail- 3,001 - 10,000 Sq. Ft.	$175	$175	No Change
Food/Drug Retail- 10,001 + Sq. Ft.	$225	$225	No Change
Temporary Food Establishment/Event	$125	$125	No Change
Food Service- Low Risk	$95	$95	No Change
Food Service- Medium Risk	$150	$150	No Change
Food Service- High Risk	$225	$225	No Change
Food Service- Outdoor Seating	Fee + $25 + $0.50 per sq. ft. of public space	Fee + $25 + $0.50 per sq. ft. of public space	No Change
Manufacturing Operations	$25	$25	No Change
Peddlers	$75	$75	No Change
Recreational	$25	$25	No Change
Retail and Service	$50	$50	No Change
Taxicab/Livery	$500	$500	No Change
Use of Public Sidewalk	$25 + $0.50 per sq. ft.	$25 + $0.50 per sq. ft.	No Change
Vending Machine	$30/machine	$30/machine	No Change
Veterinary Hospitals	$125	$125	No Change
Waste Disposal Firms	$1,000	$1,000	No Change
House Movers	$100	$100	No Change
Fines:			
Parking Fines	$30	$30	No Change
Overweight Vehicles	$75 - $750	$75 - $750	No Change
Local Ordinance Violations	Up to $750	Up to $750	No Change

Fee Schedule

	2022 Budget	2023 Budget	Change
Service Charges:			
Solid Waste Bi-Monthly Collection-Base Service	$60.58	$60.58	No Change
Solid Waste Bi-Monthly Collection- Unlimited	$89.84	$89.84	No Change
Composting - 35-gallon cart	$00.00	$13.00	New Option
Composting - 64-gallon cart	$20.87	$15.00	-$5.87
Composting - 96-gallon cart	$00.00	$17.00	New Option
Solid Waste Tags	$3.20	$3.20	No Change
Ambulance Transport Fee- Resident	BLS $900/ALS I $1,150/ ALS II $1,350 + $20/mile	BLS $900/ALS I $1,150/ ALS II $1,350 + $20/mile	No Change
Ambulance Transport Fee- Non-Resident	BLS $1,150/ALS I $1,350/ ALS II $1,550 + $22/mile	BLS $1,150/ALS I $1,350/ ALS II $1,550 + $22/mile	No Change
EMS Response- Additional manpower	$100	$100	No Change
ALS Refusal (when 1 ALS procedure performed)	$300	$300	No Change
EMS Citizens Assist (more than 3 in 3 months)	$300	$300	No Change
Extrication	$500	$500	No Change
CPR Class fee	$40	$40	No Change
Daily Parking Fee	$5.00	$5.00	No Change
Permits:			
Commuter Parking (Monthly)	$55	$55	No Change
Building Permit- Single-Family	2% of Project Cost or $100 minimum	2% of Project Cost or $100 minimum	No Change
Building Permit- All Other	2.35% of Project Cost or $100 minimum	2.35% of Project Cost or $100 minimum	No Change
Permit Extension (3 months)	1/3 initial cost	1/3 initial cost	No Change
Exterior Remodel	$100	$100	No Change
Roofing, Siding, Gutters	$100	$100	No Change
Fence or Brick Pavers	$100	$100	No Change
Windows	$100	$100	No Change
Generator	$115	$115	No Change
Driveway	$100	$100	No Change
HVAC	$100	$100	No Change
In-Ground Swimming Pool	1.5% of Project Cost or $150 minimum	1.5% of Project Cost or $150 minimum	No Change
Above-Ground Swimming Pool	$25	$25	No Change
Demolition- Primary Structure	$1,500	$1,500	No Change
Demolition- Accessory Structure	$1 per sq. ft. or $200	$1 per sq. ft. or $200	No Change
Electrical	$100 Base Fee + $9 per Circuit and $1.75 per Opening	$100 Base Fee + $9 per Circuit and $1.75 per Opening	No Change
Electrical Service Upgrade	Up to 200 Amps: $75 201 to 399 Amps: $100 400 to 799 Amps: $150 800 + Amps: $200	Up to 200 Amps: $75 201 to 399 Amps: $100 400 to 799 Amps: $150 800 + Amps: $200	No Change

Fee Schedule

	2022 Budget	2023 Budget	Change
Permits Con't:			
Parkway Opening	$100	$100	No Change
Lawn Sprinkling System	$100	$100	No Change
Drain Tile	$115	$115	No Change
Sign	$100	$100	No Change
Temporary Sign/Banner	$50	$50	No Change
Electric Sign	$100 + $0.05 per sq. ft.	$100 + $0.05 per sq. ft.	No Change
Film Production	$100 plus $250/day	$100 plus $250/day	No Change
Newsstand	$50 manned / $10 coin	$50 manned / $10 coin	No Change
Beekeeping Permit	$25	$25	No Change
Grading	$50 + pass through costs	$50 + pass through costs	No Change
Zoning & Administrative Building Fees:			
ZBA Variation Request	$750	$750	No Change
Certificate of Occupancy	$50	$50	No Change
Temporary Certificate of Occupancy	$50	$50	No Change
Removal of Stop Work Order	$200	$200	No Change
Placard Removal: Unfit for Occupancy	$500	$500	No Change
Work without Permit	2 x Permit Cost	2 x Permit Cost	No Change
Re-inspection Fee	$75	$75	No Change
Other:			
Impounded Dogs	$30 + Cost	$30 + Cost	No Change
Water & Sewer Fees:			
Water Rate	$6.82/100 cubic feet	$7.32/100 cubic feet	+$0.50
Sewer Rate	$4.39/100 cubic feet	$4.57/100 cubic feet	+$0.18
Water & Sewer Connection Fees:			
Single Family- Up to 1 inch service	$500 water / $500 sewer	$500 water / $500 sewer	No Change
Single Family- Greater than 1 inch service	$750 water / $750 sewer	$750 water / $750 sewer	No Change
Multi Family- Per Living Unit	$500 water / $500 sewer	$500 water / $500 sewer	No Change
All Other	$1,000 water / $1,000 sewer	$1,000 water / $1,000 sewer	No Change
Replace Service Line w/ Same Size	$50 water / $50 sewer	$50 water / $50 sewer	No Change
Replace Service Line w/ Increase in Size	$300 water / $300 sewer	$300 water / $300 sewer	No Change

Property Tax Exhibit

Tax levy Year	2018 Extended	2019 Extended	2020 Extended	2021 Estimated
General Fund	$ 3,705,781	$ 3,758,979	$ 3,321,516	$ 3,423,145
Police Pension	$ 1,536,215	$ 1,566,179	$ 1,869,616	$ 1,934,942
Fire Pension	$ 1,386,554	$ 1,467,600	$ 1,727,283	$ 1,713,382
Total Corporate Levy	**$ 6,628,550**	**$ 6,792,758**	**$ 6,918,415**	**$ 7,071,469**
Bond and Interest Levy	$ 272,434	$ 277,772	$ 277,772	$ 264,540
River Forest Library Levy	$ 1,282,533	$ 1,313,495	$ 1,389,633	$ 1,417,644
Total Levy	$ 8,183,517	$ 8,384,025	$ 8,585,820	$ 8,753,653

Equalized Assessed Valuations

2012-2020: Actual 2021: Estimated

The Village's 2021 Equalized Assessed Value (EAV) is expected to increase slightly due to new property. The Village's property was reassessed in 2020 with an overall EAV increase based on the reassessment and property value increases. The EAV has gone up over the past two years after seeing a decline due to appeals and past reassessments. Property is reassessed every three years and the last reassessment was in 2017. The declines in 2015 and 2016 were primarily due to assessment appeals. Beginning in 2011 the Equalized Assessed Value decreased due to declining property values resulting from the real estate recession that began in 2008.

Property Tax

YEAR	GENERAL	DEBT	Madison TIF	North Ave TIF
2015 Actual	$6,067,286	$221,687	-	-
2016 Actual	$6,155,884	$240,702	-	-
2017 Actual	$6,287,691	$259,674	-	-
2018 Actual	$6,317,256	$257,355	-	-
2019 Actual	$6,425,943	$268,180	$87,293	-
2020 Actual	$6,633,027	$264,333	$182,566	-
2021 Actual	$6,440,124	$278,823	$370,794	-
2022 Projected	$7,188,763	$269,395	$808,461	$522,175
2023 Budget	$6,931,715	$263,675	$671,656	$361,673

This category includes Property taxes in the General and Debt Service Funds and Incremental Property Taxes from the Village's Tax Increment Financing (TIF) Districts. The Madison Street TIF was established FY 2017 and the North Avenue TIF was established in 2018. Property taxes are the Village's single largest source of revenue. Property taxes account for 15% - 27% of total revenues for the Village.

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

In Fiscal Year 2023, General Fund property tax revenues are expected to decrease over the projected FY 2022 revenue collections due to the timing of collections and the annual increase to the levy based on the annual CPI of 1.4% increase in the December 2019 to December 2020 CPI. The Debt Service Levy includes principal and interest payments on the 2022 General Obligation (GO) Limited Tax Bonds issued during FY 2022. The 2022 Property Tax Levy will be included in FY 2024 revenues and will reflect the December 2020 to December 2021 increase in the CPI which is 7.00%. Future levies will also be based on the annual increase in the CPI per PTELL.

Sales and Use Tax

YEAR	NON-HOME RULE SALES TAX	MUNICIPAL SALES TAX	USE TAX
2015 Actual	$871,224	$1,855,258	$228,725
2016 Actual	$885,574	$1,852,443	$260,894
2017 Actual	$824,652	$1,727,402	$276,462
2018 Actual	$855,825	$1,873,183	$294,862
2019 Actual	$846,725	$1,871,397	$339,663
2020 Actual	$780,935	$1,844,478	$406,340
2021 Actual	$728,784	$1,866,890	$498,945
2022 Projected	$926,778	$2,223,565	$462,916
2023 Budget	$880,440	$2,112,388	$439,388

Sales and use tax revenues are from the local portion of the State sales tax rate. Per Illinois law, a use tax (6.25%) must be paid on purchases made for use or consumption in Illinois when goods are purchased from businesses located outside Illinois and brought into or delivered to Illinois. The Village receives one cent ($0.01) per dollar of retail sales, which is collected by the State and then distributed to the Village. The Municipal Sales Tax is on all retail sales including food and drugs. The Non-Home Rule Sales Tax is not on food and drugs. The 1% tax was approved by referendum in November of 2010 and became effective July 1, 2011. Use tax is distributed based on population.

This source of revenue is directly related to economic development activity within the Village and is also influenced by general economic conditions. In FY 2017 sales tax revenues were lower due to temporary retail vacancies and competition from new stores opening in neighboring communities. In FY 2022 sales tax and non-home rule sales tax revenues are projected to be higher than last year which is a positive sign for the economy. The Consumer Price Index (CPI) rose 7.0% for the twelve months ending December, the largest increase since the period ending June 1982.

In early 2021 the passage of the leveling the Playing Field for Illinois Retailers' Occupation Tax (ROT) and Use Tax (UT) requiring many remote sellers to charge state and local ROT instead of UT has been noticeable in sales tax and non-home rule sales tax revenues. In FY 2022, use tax revenues declined due to the new law. The Village will continue to explore economic development opportunities to increase these revenue sources.

State Income Tax

YEAR	INCOME TAX
2015 Actual	$1,094,125
2016 Actual	$1,190,627
2017 Actual	$1,056,031
2018 Actual	$1,013,098
2019 Actual	$1,084,678
2020 Actual	$1,210,870
2021 Actual	$1,280,728
2022 Projected	$1,479,885
2023 Actual	$1,550,159

Income tax is State-shared revenue that is distributed based on population. A history of income tax rates and local government allocations follows:

Year	Individual Rate (I)	Corporate Rate (C)	Local Allocation
2011-2014	5.00%	7.00%	I 6%/C 6.86%
2015-2016	3.75%	5.25%	I 8%/C 9.14%
2017-2022	4.95%	7.00%	I 6.06%/C 6.85%

The local allocation has changed to generate an equivalent amount of local government revenue regardless of the income tax rate. Net collections are the total collections less deposits into the refund fund. In FY 2022 all previous reductions to the local share were removed from the State budget.

State income tax revenues continue to exceed projections. It was expected that revenues would decline but because the pandemic did not affect those in high paying professional jobs, continued unemployment benefits and relief package offers this revenue has not suffered. The FY 2022 projected actuals are up due to unemployment continuing to drop and because there has been such a tight labor market, wages grew over the last 12 months. The FY 2023 budgeted amount anticipates an increase assuming 100% of the local allocation is distributed based on the most current Illinois Municipal League(IML) projections. As a result of sustained growth in individual income tax and corporate income tax receipts, the IML projections reflect these increases.

Real Estate Transfer Tax

YEAR	REAL ESTATE TRANSFER TAX
2015 Actual	$99,996
2016 Actual	$110,084
2017 Actual	$131,836
2018 Actual	$127,827
2019 Actual	$121,728
2020 Actual	$126,594
2021 Actual	$168,473
2022 Projected	$154,777
2023 Budget	$133,952

The Village's real estate transfer tax is $1.00 per $1,000 in property value on residential property and is paid by the seller of the property. Revenues are affected by the value of real estate and the volume of real estate transactions. Transfer Tax revenue was lower through 2012 due to the downturn in the housing market and a decrease in home values. Revenues picked up beginning in Fiscal Year 2013 as the Village experienced a higher volume of home sales. In Fiscal Year 2021 revenues were high due to the volume of home sales due to low interest rates. In FY 2022 the volume of home sales continued to increase. In Fiscal Year 2023 the budgeted amount assumes a slight decline in activity due to such an unprecedented large volume of sales in fiscal years 2021 and 2022. A general increase would be expected in this revenue source as home values rise.

Utility Taxes

YEAR	ELECTRIC USE	NATURAL GAS	TELECOM
2015 Actual	$432,000	$225,968	$357,535
2016 Actual	$419,329	$139,689	$342,467
2017 Actual	$447,592	$166,930	$309,679
2018 Actual	$426,868	$176,902	$281,834
2019 Actual	$441,078	$186,938	$269,441
2020 Actual	$413,046	$167,825	$229,384
2021 Actual	$437,531	$182,649	$206,494
2022 Projected	$462,386	$204,000	$179,785
2023 Budget	$443,382	$179,137	$170,796

Utility taxes include the natural gas tax, electric use tax and Simplified Telecommunications Tax. The Natural Gas Utility Tax rate is 5% of the amount billed. Revenues are affected by weather, gas prices, and vacancies. Natural gas and electric use tax revenues have been inconsistent because they are affected by weather and consumption. Revenues were down in Fiscal Years 2016, 2018 and 2020. Projected revenues for electric use tax in FY 2022 are higher due to weather conditions. Higher natural gas revenue was realized in Fiscal Year 2019 because of extremely cold temperatures during the winter. The Electric Utility Tax varies based on the amount of kilowatt hours (kwh) used and is also dependent on weather conditions throughout the year. The budget for Fiscal Year 2023 also includes six monthly payments for the green electric aggregation program that supports renewable energy projects. Electric Tax rates were increased to the maximum amount per kwh allowed by Illinois Compiled Statutes effective June 1, 2010. Average weather conditions are assumed for the FY 2023 budgeted amounts. Future electric and gas revenues will be impacted by weather and consumption.

The Village's tax rate for the Simplified Telecommunications Tax is 6%. The tax is collected by the State of Illinois and remitted to the Village monthly. The Simplified Telecommunications Tax performed reliably until Fiscal Year 2011 during which a decline began likely due to bundling of services and a reduction in land lines. FY 2014 also included a reduction in revenue due to the settlement of a class action lawsuit. This revenue continues to show decreasing collections in FY 2022. We are expecting further reductions in the revenue in FY 2023 and in future years.

Building, Electric and Plumbing Permits

YEAR	PERMITS
2015 Actual	$449,794
2016 Actual	$487,323
2017 Actual	$1,133,995
2018 Actual	$553,275
2019 Actual	$396,820
2020 Actual	$1,163,648
2021 Actual	$541,844
2022 Projected	$833,000
2023 Budget	$605,000

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

Revenues are generally projected based on a four-year average. Permit activity has continued to increase since 2014. Revenues in Fiscal Year 2017 exceeded projections due to larger scale projects such as the Promenade Townhomes, Concordia University Residence Hall, Community Bank of Oak Park River Forest, Fresh Thyme, and an addition at 1530 Jackson (St. Vincent Ferrer Church). Fiscal year 2020 actuals were mainly from the permits issued for construction of the senior care community at Chicago and Harlem (The Sheridan). The Fiscal Year 2022 projection includes the building permit for the Lake & Lathrop mixed use project. Permits were finalized in January 2022 for this project with construction expected to be completed within 18 months. As a result, building activity and reinvestment into the residential and commercial properties in River Forest remains strong.

Solid Waste Service Charge Revenue

YEAR	SOLID WASTE SERVICE CHARGE
2015 Actual	$886,057
2016 Actual	$939,936
2017 Actual	$990,304
2018 Actual	$1,029,779
2019 Actual	$1,063,818
2020 Actual	$1,101,687
2021 Actual	$1,142,557
2022 Projected	$1,170,000
2023 Budget	$1,176,068

Solid waste service charges are billed on a bi-monthly basis and are included with the resident's Water and Sewer bill. Beginning in 2010, 100% of the cost of refuse service is passed on to the customer. The Village's solid waste service is now provided by Lake Shore Recycling (LRS). Roy Strom Company was the Village's refuse removal provider and was recently acquired by LRS. The current contract expires in April of 2022 and the Village is in negotiations with LRS to settle on a new contract. In the past, the contract was adjusted by the Consumer Price Index (CPI) of the previous 12 months. The FY 2023 budget reflects no increase in rates. This is based on the tentative contract being negotiated. Future increases will be based on approved contract rates.

Interest and Net Change in Fair Value

YEAR	INTEREST	NET CHANGE IN FAIR VALUE	TOTAL
2015 Actual	$1,239,714	$872,830	$2,112,544
2016 Actual	$941,910	($1,787,338)	($845,428)
2017 Actual	$977,437	$2,335,556	$3,312,993
2018 Actual	$1,068,995	$2,034,548	$3,103,543
2019 Actual	$1,076,394	$1,411,947	$2,488,341
2020 Actual	$1,361,052	($1,198,780)	$162,272
2021 Actual	$938,994	$9,712,815	$10,651,809
2022 Projected	$813,988	$1,499,734	$2,313,722
2023 Budget	$919,241	$3,246,093	$4,165,334

Interest and the Net Change in Fair Value are revenues generated on Village investments. The source of revenue is primarily from the Police and Firefighters Pension Funds. Interest and dividend revenues on Village investments had remained fairly stable and fluctuate based on the amount invested, current interest rates and dividends paid. In FY 2022 interest rates on short term investments continue to remain low but are now beginning to move upward. The significant increases in the net change is primarily impacted by the performance of the equities in the investment portfolio. A loss on equities was experienced in the spring of FY 2020 when the pandemic first began and the economy was shut down. Equity investments saw a significant gain in FY 2021 and the FY 2022 projections are following with more stable returns. In FY 2022 the Fire Pension Fund investments were consolidated with other Article 4 pension funds into the Firefighters' Pension Investment Fund (FPIF). Future revenues assume that the pension funds will earn their actuarial rate of return of 7.00%. Overall, revenues are expected to increase in the future as investable balances and interest rates increase.

Water and Sewer

YEAR	WATER	SEWER
2015 Actual	$2,695,101	$1,326.388
2016 Actual	$2,779,077	$1,695,940
2017 Actual	$3,026,568	$2,012,890
2018 Actual	$3,264,414	$2,142,743
2019 Actual	$3,129,411	$2,058,423
2020 Actual	$2,937,387	$1,927,463
2021 Actual	$3,257,413	$2,096,578
2022 Projected	$3,331,403	$2,130,014
2023 Budget	$3,520,686	$2,229,926

Customers, including residents and businesses, are billed bi-monthly for water and sewer services. Water and sewer revenues are based on the volume of water used. Water rates are developed to recover the cost of providing potable water to users. The Village receives its water from Lake Michigan, directly from the City of Chicago. Revenues are affected by water rates and water consumption. Water consumption is greatly affected by summer weather conditions. Warmer, drier summers are associated with higher consumption. Higher consumption was seen in FY 2021 and FY 2022 is projected to increase due to weather conditions and the impacts of higher residential demand for water during the Coronavirus pandemic. The FY 2023 Budget uses a five-year overall average.

The Village's Water and Sewer rates were reviewed by a consultant in FY 2016 to determine whether or not the planned water and sewer rates were sufficient to cover operating costs plus required capital improvements for the next five years. In FY 2019, a strategically planned draw down of fund reserves over the 25% recommended fund balance reserves was used to account for inflationary increases in expenditures for operations and capital projects to avoid raising water and sewer rates. Annually, this was reviewed and there have been no rate increases in four years. Only Chicago rate increases were passed on to residents. In FY 2022, an updated water and sewer rate study was performed. Staff has used this information to help project what future rate increases are needed to account for inflation, the many new programs being offered, debt obligations and increases in operational and capital allocations. The planned rate schedule includes increases on June 1st of each year to cover higher operating costs and increases in the cost of water charged by the City of Chicago. The City's ordinance provides for an annual increase on June 1 for the lesser of 5%, or the increase in the Consumer Price Index. The City increased rates 1.10% on June 1, 2021 and has announced another increase of 5.00% effective June 1, 2022.

The FY 2023 budget anticipates average weather conditions and consumption. A 6.02% increase in the combined water and sewer rate is included.

Health Insurance

YEAR	RETIREES	ACTIVE EMPLOYEES
2015 Actual	$127,111	$1,014,093
2016 Actual	$125,288	$1,006,538
2017 Actual	$113,597	$1,027,452
2018 Actual	$127,971	$1,124,009
2019 Actual	$140,442	$1,175,999
2020 Actual	$144,672	$1,092,456
2021 Actual	$107,449	$1,066,725
2022 Projected	$132,258	$1,133,970
2023 Budget	$139,032	$1,167,027

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

Retirees meeting certain length of service and hire or retirement date requirements are eligible to remain on the Village's insurance plan and receive a 1/3 subsidy to offset the cost of the premium through age 65. Medicare-eligible retirees meeting length of service and hire or retirement date requirements may move to a fully-insured supplemental Medicare Plan to continue to receive the 1/3 subsidy. While non-union retirees remain eligible for this subsidy, the program has been phased out for all existing non-union employees, firefighters and police employees with 15 years of service or fewer.

As a member of IPBC, the Village avoids large fluctuations and volatility in future insurance expenses and continues to beat industry trends for insurance premiums. The Fiscal Year 2023 Budget includes a small increase in PPO and decreases in the other plans: (1.4%)for HMO, 2.2% for PPO and a (2.1%) for dental premiums.

Employer Pensions Contributions

YEAR	IMRF	FIRE	POLICE
2015 Actual	$240,586	$822,631	$1,098,682
2016 Actual	$244,255	$946,756	$1,130,516
2017 Actual	$252,958	$1,086,300	$1,329,644
2018 Actual	$262,860	$1,133,699	$1,394,597
2019 Actual	$265,919	$1,193,797	$1,462,304
2020 Actual	$256,315	$1,490,909	$1,584,889
2021 Actual	$186,709	$1,413,737	$1,479,613
2022 Projected	$264,756	$1,713,382	$1,934,942
2023 Budget	$249,803	$1,733,600	$1,959,903

The Village funds three pensions including the Police Pension, the Firefighters' Pension and the Illinois Municipal Retirement Fund (IMRF). The IMRF plan covers all full-time and eligible part-time (1,000 annual hours or more) non-sworn municipal employees. The Village contributes for 30 employees in IMRF, 20 in the Firefighters Pension Plan and 28 in the Police Pension Plan.

Fire and Police pension expenses increased through 2011 due to pension benefit enhancements enacted by the State of Illinois General Assembly as well as poor investment performance. Changes in State law impacted the 2012 Budget as the actuarial funding requirement was extended from 100% by 2033 to 90% by 2040. The FY 2014 Fire and Police contributions increased significantly due to changes in the mortality table to more accurately reflect expected life spans. The pension obligation continues to increase as changes to actuarial assumptions change each year. The FY 2022 projected amounts are based on the actuarial recommended contributions provided by licensed actuaries. The reasons include changes in assumptions to the mortality tables other plan changes. Even with increases in investment returns the Village obligation keeps increasing. The FY 2023 has modest increases based on the expectation that contributions become more stable in the years to come with the new laws put in to place for the consolidation of public safety pension funds.

Long-Term Financial Planning

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

Capital Improvement Plan

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

The Village uses a Capital Equipment Replacement Fund to fund vehicle and equipment purchases. The General Fund and Water and Sewer Funds contribute annually to the Capital Equipment Replacement Fund. The contribution is determined by taking the expected replacement cost of each piece of equipment or vehicle and dividing it by its useful life. The Capital Equipment Replacement Fund balance is evaluated annually to determine whether the funds on hand are sufficient to fund future planned purchases. The amount required in the current year to fund the future purchase of each vehicle and piece of equipment based on the expected replacement cost and planned replacement date is calculated and compared to the amount of available funds. Although transfers from the General Fund were temporarily suspended during the Covid 19 pandemic, the Village continued to make substantive investments, with General Fund items funded at 84.26% and Water and Sewer Fund items funded at 59.81%. Overall, the Capital Equipment Replacement Fund is 80.58% funded.

The Village utilizes the Motor Fuel Tax and Infrastructure Improvement Bond Funds to finance improvements to Village roads. The State Motor Fuel Tax provides revenues for the Motor Fuel Tax Fund and remains a fairly consistent revenue source. Road improvements, street patching and salt purchases are budgeted in this fund. The Infrastructure Improvement Bond Fund accounts for the proceeds of the General Obligation Limited Tax Bonds, Series 2022 that will also be used for street improvements. The General Fund provides for annual street maintenance costs including crack sealing and sidewalk, curb and gutter replacement. The Capital Improvement Fund provides for improvements to buildings, parking lots, municipal lighting systems, street and alley improvements and information technology, and is financed with Automated Traffic Enforcement System fines, parking lot fees and grant revenues when available.

Pension Funding

The Village and Police and Firefighters Pension Funds approved Pension Funding Policies for each fund. The policies stipulate the actuarial assumptions to be used in determining the Village's annual employer contribution to each fund. An actuarial analysis is prepared annually for each fund and the Village is required to contribute the planned amount or the required state minimum, whichever is lower. In May 2018, the Village and Pension Boards approved revised funding policies that reflected actuarial assumptions based on actual fund performance. The planned contributions, based on the actuarial required contributions, included in the Property Tax Levy are as follows:

	Actual FY 2021	Budgeted FY 2022	Budgeted FY 2023	Estimated FY 2024	Estimated FY 2025
Levy Year	**2020**	**2021**	**2022**	**2023**	**2024**
Police Pension Fund	$1,479,613	$1,934,942	$1,959,903	$1,985,241	$2,010,850
Fire Pension Fund	$1,413,737	$1,713,382	$1,733,600	$1,752,496	$1,771,774

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

Three-Year Financial Plans

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

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

Revenue Assumptions

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

General Fund

Property Taxes: As a non-home rule community the Village is subject to the State of Illinois' Property Tax Extension Limitation Law. This law limits the increase in the Village property tax levy to the lesser of 5% or the increase in the December to December change in the Consumer Price Index (CPI). The change in the CPI from December 2020 to December 2021 was 7.0%. This increase is above what the law allows. A 3% increase was used to calculate the FY 2024 property tax revenue projections. The FY 2025 projection assumes a 2.0% increase.

Garbage Collection Charges: The Village is in negotiations with Lake Shore Recycling for garbage collection services. The expected increases for garbage service are will be based on a final agreement. The Budget assumes no increase for FY 2023 and 3.0% for FY 2024 and 2025, respectively.

Other Revenues:

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

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

Capital Improvement Fund

Revenues in the Capital Improvement Fund include parking lot fees and automated traffic enforcement system fines. 25% of revenue from parking fees are allocated to this fund. Sufficient funds have been accumulated in this fund to pay for future commuter parking lot improvements. The FY 2023 Budget anticipates an increase in automated traffic enforcement system fines. The Village has changed vendors and the new contract includes a flat rate per system, per month as opposed to a per ticket fee. The new system is expected to be up and operational in the coming months. Revenues are expected to increase in Fiscal Years 2024 and 2025. The projection assumes that revenues will increase because the Village will be incurring significantly reduced overhead costs.

Water and Sewer Fund

The Village sources Lake Michigan water from the City of Chicago. Annual water rate increases from the City of Chicago are typically passed on directly to Village residents. Beginning June 1, 2016, the City of Chicago implemented a policy that automatically increases the annual water rate to match the Consumer Price Index, with a cap of 5%. The Village saw increases in our annual water purchase rates by 2.45% in 2020 and 1.10% in 2021. The City of Chicago announced a 5% rate increase, effective June 1, 2022. As a result of this, the FY 2023 budget anticipates a $0.16 water rate increase. As part of an overall strategy to help residents with increasing rates, the Village used reserves to offset rate increases from the City of Chicago over the past four years. The offset to rates and use of reserve funds, reduced the Water and Sewer Fund balance.

The Village recently hired Baxter & Woodman to complete a review of the Village's water and sewer rates. When determining the new rates, the study considered both operational and capital costs outlined in the five-year Capital Improvement Program. The study included the future debt service payments on the IEPA Loan that was used to finance the Phase I of the Northside Stormwater Management Project (NSMP) and the debt service payments on the 2022 Debt Certificates issued to finance the Advanced Metering Infrastructure (AMI) project. The updated water and sewer rate analysis includes higher capital allocations for programs recently approved by the board including: lead service program, sewer lateral program, and storm water master plan. The study took into account existing annual maintenance programs including sewer relining, water main replacements and sewer point repairs, and the previously mentioned debt service payments.

Long-Term Financial Planning

Following the water rate increase from the City of Chicago, and the results of the water and sewer rate study that provides funding for ongoing capital improvements and promotes new programs, the FY 2023 budget includes a 6.02% increase in water and sewer rates. Without these increases, the minimum required 25% fund balance policy would not be maintained.

Projections assume a 3.67% combined water and sewer rate increase on June 1, 2023 and 2024, respectively. These projections include increases to account for future projects and to cover an estimated annual 2.45% increase in the cost of water by the City of Chicago. These projected rate increases take into account the new programs being offered, debt obligations and increases in operational and capital allocations. Included in FY 2023 is the continuation of the Stormwater Master Plan that will provide valuable information regarding critical future infrastructure improvements, the sewer lateral program and the lead service program. These projected rate assumptions for Fiscal Years 2024 and 2025 will be reviewed annually to make sure the fund is meeting fund balance policies and the goals and objectives are being met.

Water and sewer revenues are also affected by water consumption. Water consumption was lower through FY 2016 due to weather conditions, conservation measures and perhaps also newer appliances and fixtures that use less water. Consumption has risen in FY 2022. The increase can be attributed to the stay at home order that was issued in response to the COVID-19 pandemic, resulting in residents spending in more time at home and consuming more water in River forest. Weather conditions also played a role. The revenue projections assume average water consumption using a 5-year average, which went up slightly compared to the FY 2021 usage.

Actual and Planned Water and Sewer Rates

	06/01/2021	06/01/2022	06/01/2022	06/01/2023	06/01/2023	06/01/2024
Reason for Increase	**Current**	**Chicago Water Rate**	**Operating**	**Chicago Water Rate**	**Operating**	**Combined**
Water Rate	$6.82	$6.98	$7.32	$7.48	$7.61	$7.90
% Increase		2.35%	4.87%	2.19%	1.74%	3.82%
Sewer Rate	$4.39	$4.39	$4.57	$4..57	$4.69	$4.81
% Increase		0.00%	3.99%	0.00%	2.63%	2.56%
Total Rate	$11.21	$11.37	$11.89	$12.05	$12.30	$12.71
Total % Increase		1.43%	4.59%	1.43%	2.24%	3.67%

Expenditure Assumptions

Salaries

Village employees in the Police, Fire, and Public Works Departments are covered by four labor contracts:

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

All other employees are not covered by a contract. Local 150 labor union contract expires April 30, 2022. The Fraternal Order of Police ratified their contract in September of 2021. This contract expires April 30, 2023. Both Fire union labor contracts are still being negotiated. Future salary increases for all employees range from 2.00% to 2.75% depending on the labor contract.

Other

Account	% Change	Account	% Change
Employee Benefits		**Contractual**	
FICA - % of Payroll	6.20%	IRMA Liability Insurance	4.00%
Medicare - % of Payroll	1.45%	Other Contractual	2.00%
IMRF - % of Payroll	8.81%	**Commodities**	2.00%
Health Insurance	4.00%	**Transfer to CERF**	2.00%
Health Insurance Retirees	4.00%		
Police/Fire Pension Contributions	Per Plan		
Other Benefits	2.00%		

Capital Improvements

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

Projected Results

General Fund

The General Fund projections show a deficit in Fiscal Years 2023, 2024 and 2025. The Village will continue to monitor and adjust revenues and expenditures to ensure that a balanced budget is presented each year. The Fiscal Year 2023 deficit is due to $533,818 in one-time expenditures intended to be funded via reserves, including the study on permit fees and the use of IRMA reserves to pay the annual contribution for Liability Insurance. The General Fund balance exceeds the required 25% through FY 2023.

Capital Improvement Fund

It is estimated that the Capital Improvement Fund will have a fund balance of $1,909,444 at the end of Fiscal Year 2025. Of this amount, $297,185 will be reserved for municipal parking lot improvements. The remainder of the fund balance may be used for other capital improvements.

Water and Sewer Fund

The Water and Sewer Fund projections results show a decrease in cash reserves in FY 2023 from projected FY 2022 expected balances. FY 2023 includes many new initiatives including the sewer lateral program, lead service program and completion of the storm water master plan that are included in the five-year Capital Improvement Plan. The Village will continue to seek alternative funding sources, such as grant opportunities, to avoid issuing future debt. The Water and Sewer Rate Study and staff review determined projected water and sewer rate increases to provide adequate cash reserves to cover future operating and expected capital expenses. The previous rate study recommended the Village maintain an operating reserve of 25% of operating expenses in addition to the capital reserve. The capital reserve was depleted in FY 2016 due to NSMP Phase 0 and I expenditures. The Village will maintain the recommended capital reserve balances in FY 2023 and continue to remain at the recommended reserve in FY 2024 and FY 2025; however, staff will monitor and make adjustments to projects and evaluate future rate increases to keep fund balances at the required 25% reserve.

Village of River Forest
General Fund Three Year Projections
Fiscal Years 2023-2025

	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimated	FY 2023 Budget	FY 2024 Projected	FY 2025 Projected
REVENUES						
Property Taxes	6,440,124	6,556,697	7,188,763	6,931,715	7,139,666	7,282,460
Personal Prop Replcmt Tax	192,475	146,818	247,492	272,241	277,686	283,240
Restaurant Tax	140,214	145,101	171,083	172,794	176,250	179,775
General Sales Taxes	1,866,890	1,832,850	2,223,565	2,112,388	2,154,636	2,197,728
Use Tax	498,945	497,154	462,916	439,388	448,176	457,139
Non-Home Rule Sales Tax	728,784	643,341	926,778	880,440	898,049	916,010
State Income Taxes	1,280,728	1,238,975	1,479,885	1,550,159	1,596,664	1,644,564
Real Estate Transfer Taxes	168,473	128,614	154,777	133,952	136,631	139,364
Communication Taxes	206,494	184,990	179,785	170,796	167,380	164,032
Utility Taxes	620,178	642,990	666,386	622,519	622,519	622,519
Local Gasoline Tax	75,606	95,000	103,976	101,988	60,000	60,000
Cannabis Excise Taxes	9,885	8,935	16,627	21,091	21,513	21,513
Sub-Total	**12,228,796**	**12,121,465**	**13,822,033**	**13,409,471**	**13,699,170**	**13,968,344**
Other Intergovernmental Revenues	270,615	30,961	30,105	43,189	43,189	43,189
Building Permits	447,620	541,605	760,000	525,000	525,000	525,000
Other License/ Permits	717,450	753,652	717,307	718,778	718,778	718,778
Garbage Collection Charges	1,142,557	1,142,598	1,170,000	1,176,068	1,211,350	1,247,691
Other Charges for Services	647,708	626,305	851,819	802,871	804,395	805,951
Fines/Forfeits	225,211	269,469	193,245	260,381	261,227	262,089
Interest	72,549	75,227	41,500	76,725	78,260	79,825
Miscellaneous	293,842	975,793	985,859	976,623	254,220	257,059
IRMA Surplus	738,191	200,000	161,643	200,000	200,000	200,000
Sub-Total	**4,555,743**	**4,615,610**	**4,911,478**	**4,779,635**	**4,096,419**	**4,139,582**
Total Revenues	**16,784,539**	**16,737,075**	**18,733,511**	**18,189,106**	**17,795,589**	**18,107,926**
EXPENDITURES						
Administration	1,584,085	1,596,857	1,564,154	1,848,735	1,903,411	1,948,399
E-911	147,382	200,749	207,199	242,694	247,548	252,499
Boards & Commissions	71,616	60,837	97,981	212,260	217,601	221,953
Building and Development	494,962	538,123	546,352	565,203	577,859	589,892
Legal	310,070	162,000	320,105	233,000	237,660	242,413
Police Department	5,725,992	6,507,454	6,392,627	6,834,140	6,983,630	7,125,894
Fire Department	4,539,174	4,886,937	4,744,346	5,036,486	5,146,945	5,261,601
Public Works	1,558,986	1,486,427	1,380,959	1,505,019	1,532,481	1,566,456
Sanitation	1,216,789	1,215,098	1,227,900	1,248,568	1,285,305	1,323,130
Expenditures before CERF Transfer	**15,649,054**	**16,654,482**	**16,481,623**	**17,726,105**	**18,132,440**	**18,532,237**
Transfers-Out to CERF/CIF/TIF	-	-	-	801,778	559,496	570,655
Total Expenditures	**15,649,054**	**16,654,482**	**16,481,623**	**18,527,883**	**18,691,937**	**19,102,892**
Results of Operations	1,135,485	82,593	2,251,888	(338,777)	(896,348)	(994,966)
Est Available Fund Balances						
Beginning of year	4,387,588	5,523,073	5,523,073	7,774,961	7,436,184	6,539,836
End of year	**5,523,073**	**5,605,666**	**7,774,961**	**7,436,184**	**6,539,836**	**5,544,870**
Percentage of Subsequent Year's Budgeted Expenditures	**33.16%**	**30.26%**	**41.96%**	**39.78%**	**34.23%**	**29.03%**
Target Fund Balance						
(25% of subsequent year budgeted exp.)	4,163,621	4,631,971	4,631,971	4,672,984	4,775,724	4,871,237
Excess (Deficiency)	1,359,453	973,695	3,142,990	2,763,200	1,764,113	673,633

Village of River Forest
Capital Improvement Fund
Three Year Projections 2023-2025

Account Number	Description	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget	% Change	FY 2024 Projected	FY 2025 Projected
14	**Capital Improvement Fund**							
14-00-00-43-3200	Metra Daily Parking Fees	2,490	15,100	3,461	3,500	0.00%	3,500	3,500
14-00-00-43-3220	Parking Lot Permit Fees	22,969	43,236	30,764	31,749	0.00%	31,749	31,749
	Charges for Services	**25,459**	**58,336**	**34,225**	**35,249**		**35,249**	**35,249**
14-00-00-44-4240	Automated Traffic Enf Fines	193,896	850,000	19,527	850,000	0.00%	892,569	892,569
	Fines & Forfeits	**193,896**	**850,000**	**19,527**	**850,000**		**892,569**	**892,569**
14-00-00-45-5100	Interest	9,672	2,113	720	18	0.00%	2,000	2,000
14-00-00-45-5200	Net Change in Fair Value	(732)	-	-	-		-	-
	Interest	**8,940**	**2,113**	**720**	**18**		**2,000**	**2,000**
14-00-00-46-6527	Grants	56,192	-	-	-		-	-
	Grants & Contributions	**56,192**	**-**	**-**	**-**		**-**	**-**
14-00-00-48-7090	Bond Proceeds	-	4,000,000	4,000,000	-		-	-
14-00-00-47-7018	Transfer from Inf Imp BF	-	-	-	256,590		256,590	256,590
	Other Financing Sources	-	4,000,000	4,000,000	256,590		256,590	256,590
	Revenue	**284,486**	**4,910,449**	**4,054,472**	**1,141,857**		**1,186,408**	**1,186,408**
14-00-00-53-0380	Consulting Services	-	-	-	25,000	0.00%	-	-
14-00-00-53-0440	Property Taxes	673	-	-	-	0.00%	-	-
14-00-00-53-4290	License Fees	12,000	12,000	12,000	12,000	0.00%	12,000	12,000
	Contractual Services	**12,673**	**12,000**	**12,000**	**37,000**		**12,000**	**12,000**
14-00-00-55-0500	Building Improvements	1,200	136,300	56,272	78,000	0.00%	97,200	50,000
14-00-00-55-1205	Streetscape Improvements	147,232	46,000	8,876	46,000	0.00%	114,544	45,084
14-00-00-55-1210	Parking Lot Improvements	-	-	-	150,000	0.00%	85,000	20,000
14-00-00-55-1250	Alley Improvements	245,209	1,850,000	1,291,409	2,522,582	0.00%	50,000	50,000
14-00-00-55-8610	Furniture & Equipment	70,235	-	-	-	0.00%	-	-
14-00-00-55-8620	Information Tech Equipment	220,947	402,820	45,000	491,864	0.00%	220,000	122,000
	Capital Outlay	**684,823**	**2,435,120**	**1,401,557**	**3,288,446**		**566,744**	**287,084**
14-00-00-57-5005	Transfer To Debt Service	**-**	**-**	**-**	-		293,852	293,111
	Other Financing Sources	**-**	**-**	**-**	**-**		**293,852**	**293,111**
	Expense	**697,496**	**2,447,120**	**1,413,557**	**3,325,446**		**872,596**	**592,195**
14	**Capital Improvement Fund**	**(413,010)**	**2,463,329**	**2,640,915**	**(2,183,589)**		**313,812**	**594,213**
Beginning Fund Balance		**957,102**	**544,092**	**544,092**	**3,185,007**		**1,001,418**	**1,315,230**
Ending Fund Balance		**544,092**	**3,007,421**	**3,185,007**	**1,001,418**		**1,315,230**	**1,909,443**
Committed for Parking Lot Improvements		**412,213**	**470,549**	**446,438**	**331,687**		**281,936**	**297,185**
Committed for Other Capital Improvements		**131,879**	**2,536,872**	**2,738,569**	**669,731**		**1,033,294**	**1,612,258**

Village of River Forest
Water and Sewer Fund
Three Year Projections 2023-2025

Account Number	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Chg	2024 Projected	% Chg	2025 Projected
02	**Water & Sewer Fund**										
02-00-00-42-2360	Permit Fees	17,150	19,500	21,250	22,780	25,000	23,000	0.00%	23,000	0.00%	23,000
	Licenses & Permits	**17,150**	**19,500**	**21,250**	**22,780**	**25,000**	**23,000**		**23,000**		**23,000**
02-00-00-43-3100	Water Sales	3,129,411	2,937,387	3,257,413	3,244,387	3,331,403	3,520,686	Rate	3,660,167	Rate	3,799,648
02-00-00-43-3150	Sewer Sales	2,058,423	1,927,463	2,096,578	2,084,213	2,130,014	$2,229,926		$2,283,659		$2,337,278
	Fixed Rate						$0		$0		$0
02-00-00-43-3160	Penalties on Water	28,025	27,759	22,536	29,217	28,125	28,969		32,691		33,753
02-00-00-43-3515	NSF Fees	125	-	-	200	-	200		200		200
	Charges for Services	**5,215,984**	**4,892,609**	**5,376,527**	**5,358,017**	**5,489,542**	**5,779,781**		**5,976,717**		**6,170,879**
02-00-00-45-5100	Interest	27,583	38,906	6,623	3,275	2,420	1,253		2,164		7,485
02-00-00-45-5200	Net Change in Fair Value	249	1,927	(725)	-	-	-		-		-
	Interest	**27,832**	**40,833**	**5,898**	**3,275**	**2,420**	**1,253**		**2,164**		**7,485**
02-00-00-46-6410	Miscellaneous	9,310	900	42	5,000	-	5,000		5,000		5,000
02-00-00-46-6417	IRMA Reimbursements	8,306	-	-	2,000	13,000	2,000		2,000		2,000
02-00-00-46-6580	Sale of Meters	10,896	11,921	11,843	10,000	11,000	10,000		10,000		10,000
02-00-00-48-8000	Sale of Property	-	-	-	-	-	-		-		-
	Miscellaneous	**28,512**	**12,821**	**11,885**	**17,000**	**24,000**	**17,000**		**17,000**		**17,000**
	Bond Proceeds	-	-	-	1,400,000	1,400,000	-		-		-
	Other Financing Sources	**-**	**-**	**-**	**1,400,000**	**1,400,000**	**-**		**-**		**-**
Revenues		**5,289,478**	**4,965,763**	**5,415,560**	**6,801,072**	**6,940,962**	**5,821,034**		**6,018,881**		**6,218,364**
02-60-06-51-0200	Salaries Regular	793,657	824,682	827,756	870,435	821,738	874,052	2.00%	891,533	2.00%	909,364
02-60-06-51-1500	Specialist Pay	2,100	2,100	2,100	2,100	2,100	-	0.00%	-	0.00%	-
02-60-06-51-1700	Overtime	5,079	8,625	11,671	12,000	8,076	12,000	2.00%	12,240	2.00%	12,485
02-60-06-51-1950	Insurance Refusal Reimb	428	1,575	1,087	10	125	389	0.00%	389	0.00%	389
02-60-06-51-3000	Part-Time Salaries	6,186	11,486	-	8,000	1,489	9,000	2.00%	9,180	2.00%	9,364
	Personal Services	**807,450**	**848,468**	**842,614**	**892,545**	**833,528**	**895,441**		**913,342**		**931,601**
02-60-06-52-0100	ICMA Contract	-	1,480	-	-	-	-	0.00%	1,534	0.00%	1,534
02-60-06-52-0320	FICA	48,442	50,655	50,746	54,349	50,065	54,239	6.20%	56,627	6.20%	57,759
02-60-06-52-0325	Medicare	11,509	12,168	12,045	13,052	11,893	13,048	1.45%	13,243	1.45%	13,508
02-60-06-52-0330	IMRF	-	-	-	99,230	87,828	78,552	8.81%	79,622	8.81%	81,215
02-60-00-52-0375	Fringe Benefits	5,898	5,623	6,226	5,664	4,405	6,180	2.00%	6,304	2.00%	6,430
02-60-00-52-0381	IMRF Pension Expense	77,743	90,202	(3,501)	-	-	-	0.00%	-	0.00%	-
02-60-06-52-0400	Health Insurance	177,525	160,418	167,774	199,049	204,479	183,597	4.00%	190,941	4.00%	198,579
02-60-06-52-0420	Health Insurance - Retirees	2,897	3,040	2,554	3,156	3,064	3,269	4.00%	3,400	4.00%	3,536
02-60-06-52-0421	OPEB-Other Post Emp Benefits	4,596	6,052	9,503	-	-	-	0.00%	-	0.00%	-
02-60-06-52-0425	Life Insurance	468	422	461	458	377	478	2.00%	488	2.00%	497
02-60-06-52-0430	VEBA Contributions	13,111	11,721	12,598	13,478	14,417	16,202	2.00%	16,526	2.00%	16,857
	Benefits	**342,189**	**341,781**	**258,406**	**388,436**	**376,528**	**355,565**		**368,686**		**379,913**
02-60-06-53-0100	Electricity	32,689	39,777	36,865	33,000	36,974	38,004	2.00%	38,764	2.00%	39,539
02-60-06-53-0200	Communications	6,764	5,460	8,116	8,160	8,028	8,160	2.00%	8,323	2.00%	8,490
02-60-06-53-0300	Auditing	9,075	10,749	9,632	9,900	9,933	9,900	2.00%	10,098	2.00%	10,300
02-60-06-53-0380	Consulting Services	4,200	35,395	31,879	101,400	64,830	52,500	2.00%	60,000	2.00%	61,200
02-60-06-53-0410	IT Support	41,993	40,472	79,124	73,257	85,063	111,773	2.00%	114,008	2.00%	116,289
02-60-06-53-1300	Inspections	-	260	500	1,000	1,158	1,200	2.00%	1,224	2.00%	1,248
02-60-06-53-1310	JULIE Participation	912	878	1,089	2,345	2,345	2,345	2.00%	2,392	2.00%	2,440
02-60-06-53-2100	Bank Fees	25,281	29,078	31,531	33,042	39,067	42,500	2.00%	43,350	2.00%	44,217
02-60-06-53-2200	Liability Insurance	38,477	35,903	34,286	35,903	35,797	41,978	4.00%	43,657	4.00%	45,403
02-60-06-53-2250	IRMA Deductible	18,989	6,536	3,914	9,500	-	9,500	2.00%	9,690	2.00%	9,884
02-60-06-53-3050	Water System Maintenance	103,599	73,948	173,767	123,500	84,425	123,500	2.00%	125,970	2.00%	128,489
02-60-06-53-3055	Hydrant Maintenance	3,818	1,649	-	10,000	4,487	10,000	0.00%	10,000	0.00%	10,000
02-60-06-53-3200	Maintenance of Vehicles	14,254	7,207	4,259	8,000	6,500	8,000	2.00%	8,160	2.00%	8,323
02-60-06-53-3300	Maint of Office Equipment	1,045	1,775	2,299	1,000	2,299	1,000	2.00%	1,020	2.00%	1,040
02-60-06-53-3600	Maint of Buildings	20,586	25,105	25,962	34,750	34,750	14,750	2.00%	15,045	2.00%	15,346
02-60-06-53-3620	Maintenance of Streets	15,556	12,501	-	15,000	-	15,000	2.00%	15,300	2.00%	15,606
02-60-06-53-3640	Sewer/Catch Basin Repair	33,431	49,694	21,470	50,000	20,000	50,000	0.00%	50,000	0.00%	50,000
02-60-06-53-4100	Training	397	-	440	1,150	1,150	1,150	2.00%	1,173	2.00%	1,196
02-60-06-53-4250	Travel & Meeting	831	2,168	225	1,685	2,740	3,740	2.00%	3,815	2.00%	3,891
02-60-06-53-4300	Dues & Subscriptions	1,191	2,191	1,295	1,460	1,401	1,490	2.00%	1,520	2.00%	1,550
02-60-06-53-4350	Printing	5,386	3,470	2,229	2,500	2,150	3,205	2.00%	3,269	2.00%	3,334
02-60-06-53-4400	Medical & Screening	-	-	150	700	700	700	2.00%	714	2.00%	728
02-60-06-53-4480	Water Testing	8,026	3,025	4,040	3,590	3,590	3,590	2.00%	3,662	2.00%	3,735
02-60-06-53-5300	Advertising/Legal Notice	-	-	-	500	500	500	2.00%	510	2.00%	520
02-60-06-53-5350	Dumping Fees	15,139	22,916	31,118	20,000	5,000	20,000	2.00%	20,400	2.00%	20,808
02-60-06-53-5400	Damage Claims	20,648	7,450	2,257	4,000	12,720	4,000	2.00%	4,080	2.00%	4,162
	Contractual Services	**422,287**	**417,607**	**506,447**	**585,342**	**465,607**	**578,485**		**596,144**		**607,740**
02-60-06-54-0100	Office Supplies	678	194	229	500	500	500	2.00%	510	2.00%	520
02-60-06-54-0200	Gas & Oil	11,444	10,198	9,919	10,959	17,686	17,509	2.00%	17,859	2.00%	18,216
02-60-06-54-0310	Uniforms	985	1,220	986	1,525	1,525	1,525	2.00%	1,556	2.00%	1,587
02-60-06-54-0500	Vehicle Parts	5,653	6,845	1,369	8,000	10,000	10,000	2.00%	10,200	2.00%	10,404
02-60-06-54-0600	Operating Supplies	33,670	56,515	42,198	232,994	45,753	222,994	2.00%	55,000	2.00%	56,100
02-60-06-54-1300	Postage	7,793	8,347	7,210	7,746	7,746	7,978	2.00%	8,138	2.00%	8,300
02-60-06-54-2200	Water from Chicago	1,602,809	1,480,397	1,749,713	1,850,897	1,804,500	1,894,725	2.45%	1,941,146	2.45%	1,988,704
	Materials & Supplies	**1,663,032**	**1,563,716**	**1,811,624**	**2,112,621**	**1,887,710**	**2,155,231**		**2,034,408**		**2,083,831**
02-60-06-56-0070	Series 22 Principal	4,059	-	-	-	-	-		51,852		53,148
02-60-06-56-0071	Series 22 Interest	250	-	-	-	-	-		50,996		49,441
02-60-06-56-0104	IEPA Loan Principal	-	-	-	663,212	663,212	677,949		693,015		708,415
02-60-06-56-0105	IEPA Loan Interest	290,674	276,753	262,522	253,934	253,934	239,196		224,130		208,730
	Debt Service	**294,983**	**276,753**	**262,522**	**917,146**	**917,146**	**917,145**		**1,019,993**		**1,019,734**

Village of River Forest
Water and Sewer Fund
Three Year Projections 2023-2025

Account Number	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Chg	2024 Projected	% Chg	2025 Projected
02-60-06-57-5013	Transfer to CERF	**-**	**-**	**-**	**126,235**	**126,235**	**111,467**	**2.00%**	**113,696**	**2.00%**	**115,970**
02-60-06-55-0010	Depreciation	356,031	379,731	379,608	355,000	380,756	380,756		380,756		380,756
02-60-06-55-0050	Loss on Disposal of Assets	-	(32,196)	-	-	-	-		-		-
	Depreciation/Gain/Loss	**356,031**	**347,535**	**379,608**	**355,000**	**380,756**	**380,756**		**380,756**		**380,756**
Total Operating Expenses including Depreciation		**3,885,972**	**3,795,860**	**4,061,221**	**5,377,325**	**4,987,510**	**5,394,090**		**5,427,026**		**5,519,546**
02-60-06-53-3631	Lead Service Line Program	-	-	-	250,000	115,855	50,000		50,000		50,000
02-60-06-53-0380	lake Street Berm	-	-	-	70,000	-	90,000		-		-
02-60-06-53-0380	Storm Water Master Plan	-	-	-	180,000	98,291	106,709		250,000		250,000
02-60-06-53-3630	Overhead Sewer Program	58,055	25,710	119,548	59,000	97,500	59,000		50,000		50,000
02-60-06-55-0500	Building Improvements	4,640	25,740	-	-	-	-		-		-
02-60-06-55-1150	Sewer System Improvements	173,990	175,677	154,303	375,000	217,349	225,000		470,000		225,000
02-60-06-55-1300	Water Distribution System	58,298	312,170	25,276	1,448,000	1,433,596	333,000		445,000		350,000
02-60-06-55-1400	Meter Replacement Program	16,195	21,290	6,660	-	-	-		11,000		17,000
02-60-06-55-9100	Street Improvements	70,105	70,000	71,056	70,000	70,000	70,000		70,000		70,000
	Capital Outlay	**323,228**	**604,877**	**376,843**	**2,452,000**	**2,032,591**	**933,709**		**1,346,000**		**1,012,000**
Total	Water & Sewer Fund	**4,209,200**	**4,400,737**	**4,438,064**	**7,829,325**	**7,020,101**	**6,327,799**		**6,773,026**		**6,531,546**
Total Rev over Total Exp excluding Depreciation (Impact on Cash and Investments)		**1,436,309**	**912,561**	**1,357,104**	**(673,253)**	**301,617**	**(126,009)**		**(373,389)**		**67,574**
Operating Rev over Operating Exp incl Depreciation (Impact on Net Position)		**1,403,506**	**1,169,903**	**1,354,339**	**1,423,747**	**1,953,452**	**426,944**		**591,856**		**698,818**
Cash and Investments		**1,727,982**	**2,132,402**	**1,665,485**	**992,232**	**1,967,102**	**1,841,093**		**1,467,704**		**1,535,278**
% of subsequent year's operating expenses		**37.25%**	**41.61%**	**33.39%**	**18.39%**	**36.47%**	**33.92%**		**26.59%**		**27.14%**
Ending Operating Reserve		**1,218,778**	**1,237,394**	**1,344,331**	**1,348,523**	**1,348,523**	**1,356,756**		**1,379,887**		**1,414,384**
Ending Capital Reserve		**509,205**	**895,008**	**321,154**	**(356,292)**	**618,579**	**484,337**		**87,818**		**120,894**

Estimated Changes in Fund Balance

	GENERAL	MOTOR FUEL TAX	DEBT SERVICE	CAPITAL EQUIPMENT REPLACMNT	CAPITAL IMPRVMTS
	1.	4.	4.	2.	2.
Budgeted Revenues	$ 18,189,106	$ 599,883	$ 263,830	$ 963,850	$ 1,141,857
Budgeted Expenditures Excluding Depreciation	18,527,883	544,826	278,934	726,864	3,582,035
Excess of Rev over Exp Excluding Depreciation	(338,777)	55,057	(15,104)	236,986	(2,440,178)
Estimated Fund Balance/Net Position-Unassgnd/Unrstrctd April 30, 2022	7,774,961	893,522	242,502	3,628,968	3,185,007
Estimated Fund Balance/Net Position-Unassgnd/Unrstrctd April 30, 2023	7,436,184	948,579	227,398	3,865,954	744,829

1. The General Fund unassigned fund balance, plus the amount restricted for working cash, should be maintained at a minimum of 25% of the General Fund total budgeted annual expenditures in the most recently approved annual budget. This General Fund reserve is expected to exceed this requirement as of April 30, 2023 and be at 39.90% of the subsequent years' budgeted expenditures.

2. No minimum assigned fund balance has been established for the Capital Equipment Replacement, Capital Improvement and Infrastructure Improvement Bond Funds but the funds will only expend the amount available from the combination of the assigned fund balance, revenues or transfers. The maximum fund balance allowed in the Capital Equipment and Replacement Fund is equal to 3% of the equalized assessed value of the taxable real property located in the corporate boundaries of the Village (ILCS 5/8-2-9.5).

Increases or Decreases exceeding 10%:

The fund balance in the General Fund, a major fund, is not expected to change by more than 10% in Fiscal Year 2023. The Capital Equipment Replacement (CERF) reserves will increase due to transfer from the General fund being reinstated. The Water & Sewer transfer is included to cover future planned equipment replacement purchases. The Capital Improvement Fund (CIF) increased due to bond proceeds received in FY 2022 and be decreased in FY 2023 due to the cost of capital projects.

Estimated Changes in Fund Balance

	TIF-MADISON STREET	TIF-NORTH AVENUE	INFRSTRCT IMP BOND	WATER AND SEWER	POLICE PENSION	FIRE PENSION
	3.	3.	2.	5.	4.	4.
Budgeted Revenues	$ 672,264	$ 362,018	$ 93	$ 5,821,034	$ 4,853,619	$ 3,427,269
Budgeted Expenditures Excluding Depreciation	724,284	360,000	256,590	5,947,043	2,937,403	2,290,904
Excess of Rev over Exp Excluding Depreciation	(52,020)	2,018	(256,497)	(126,009)	1,916,216	1,136,365
Estimated Fund Balance/Net Position-Unassgnd/Unrstrctd April 30, 2022	845,434	503,145	547,668	1,967,102	28,597,389	19,383,816
Estimated Fund Balance/Net Position-Unassgnd/Unrstrctd April 30, 2023	793,414	505,163	291,171	1,841,093	30,513,605	20,520,181

3. The North Avenue TIF Fund has received tax incremental revenues and now has a positive fund balance. There is an advance from the General fund that will be transferred back to the General Fund as more incremental property tax revenues becomes available.

4. Special revenue, debt service and pension trust funds do not have a minimum fund balance requirement.

5. The Waterworks and Sewerage Fund shall maintain an operating reserve equivalent to three months of operating expenses (25%). This reserve is intended to provide resources for unanticipated expenditures, to cover revenue shortfalls and to compensate for fluctuations in cash flows. A capital reserve shall be maintained in addition to the operating reserve. The total reserve at April 30, 2022 is expected to be at 33.92%. Operating reserves are 25% and capital reserves are at 8.92%. Construction on the North Side Stormwater Management Project began during FY 2015 and was completed during FY 2016. The costs of the project were funded with reserves, a bank loan and proceeds from an IEPA loan. In FY2022 the cost of the Automated Metered Infrastructure project was funded by bond proceeds. The FY 2023 budget includes a Water & Sewer rate increase needed to cover current and future capital costs. The available cash and investment balance is used in this schedule for the Water and Sewer Fund.

Personnel History

DEPARTMENT	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2022 vs 23
Administration											
Village Administrator	1	1	1	1	1	1	1	1	1	1	0
Assistant Village Administrator	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1	0.5
Assistant to the Village Administrator	0	0	0	0	0	0	1	1	1	1	0
Management Analyst/Deputy Clerk	0	0	0	0	1	1	1	1	1	1	0
Administrative Clerk	0	0	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0
Administrative Assistant	1	0	0	0	0	0	0	0	0	0	0
Executive Secretary	0	1	1	1	1	1	0	0	0	0	0
Finance											
Finance Director	1	1	1	1	1	1	1	1	1	1	0
Assistant Finance Director	1	1	1	1	1	1	1	1	1	1	0
Cashier/Receptionist	1	1	0	0	0	0	0	0	0	0	0
Customer Service Assistant	0	0.5	0	0	0	0	0	0	0	0	0
HR Generalist	0	0	0	0	0	0	0	0	0	1	1
Accounting Clerk – Customer Service/AP	0	0	1	1	1	1	1	1	1	1	0
Accounting Clerk - Customer Service	0	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0
Building & Zoning											
Assistant Village Administrator	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0	-0.5
Permit Clerk	1	1	1.5	1.5	1.5	1.5	1.5	1.5	1.5	0	-1.5
Building/Zoning Inspector	0.5	0.5	0.5	0.75	0.75	0.75	0.75	1	1	0	-1
Building Official	1	1	1	1	1	1	1	1	1	0	-1
Total General Government	8.5	9	9.5	10.25	11.25	11.25	11.25	11.5	11.5	9	-2.5
Police											
Police Chief	1	1	1	1	1	1	1	1	1	1	0
Deputy Chief(s)	1	1	1	1	1	1	1	1	1	1	0
Commander	1	1	1	1	1	1	1	1	1	1	0
Sergeants	5	5	5	5	5	5	5	5	5	5	0
Police Officers	20	20	20	20	20	20	20	20	20	20	0
Total Sworn Police	28	28	28	28	28	28	28	28	28	28	0
Community Service Officer	1	1	1	1	1	1	1	1	1	1.5	0.5
Police Records Clerk	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0
Police Records Supervisor	0	1	1	1	1	1	1	1	1	1	0
Part-Time Traffic Analyst	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0
Total Non-Sworn Police	2	3	3	3	3	3	3	3	3	3.5	0.5
Total Police	30	31	31	31	31	31	31	31	31	31.5	0.5
Fire											
Fire Chief	1	1	1	1	1	1	1	1	1	1	0
Deputy Fire Chief	1	1	1	1	1	0	0	0	0	0	0
Lieutenants	5	5	4	4	4	4	4	4	4	4	0
Firefighters	15	15	15	15	15	15	15	15	15	15	0
Fire Marshal	0	0	1	1	1	1	1	1	1	1	0
Administrative Assistant	0	0	0	0	0.5	0.5	0.5	0.5	0.5	0.5	0
Total Fire	22	22	22	22	22.5	21.5	21.5	21.5	21.5	21.5	0

DEPARTMENT	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2022 vs 23
Public Works & Development Services											
Director of Public Works & Development Services	0	0	0	0	0	0	0	0	0	1	1
Public Works Director	1	1	1	1	1	1	1	1	1	0	-1
Village Engineer	1	1	1	1	1	1	1	1	1	0	-1
Staff Engineer	0	0	0	0	0	0	0	0	0	1	1
Management Analyst	0	0	0	0	0	0	0	0	0	1	1
Building Official	0	0	0	0	0	0	0	0	0	1	1
Building & Zoning Inspector	0	0	0	0	0	0	0	0	0	1	1
Permit Clerk	0	0	0	0	0	0	0	0	0	1.5	1.5
Custodian	1	1	1	1	1	1	1	1	1	0	-1
Building Maintenance Technician	0	0	0	0	0	0	0	0	0	1	1
Superintendent	1	1	1	1	1	1	1	1	1	1	0
Crew Leader	1	1	1	1	1	1	1	1	1	1	0
Maintenance Workers	6	6	6	6	6	6	6	6	6	6	0
Water Operators	2	2	2	2	2	2	2	2	2	2	0
Billing Clerk	1	1	1	1	1	1	1	1	1	1	0
Customer Service Assistant	0	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0
Total PW & Development Services	**14**	**14**	**14.5**	**14.5**	**14.5**	**14.5**	**14.5**	**14.5**	**14.5**	**18**	0
TOTAL VILLAGE	**74.5**	**76**	**77**	**77.75**	**79.25**	**78.25**	**78.25**	**78.5**	**78.5**	**80**	**1.5**

The FY 2023 personnel information reflects the reorganization of the Public Works and Development Services Department, realignment of responsibilities related to that reorganization and the funding source, the promotion of the Custodian to the position of Building Maintenance Technician, the addition of a part time Community Service Officer in the Police Department, and a full time Human Resources Generalist in the Finance Department.

Budget Summary

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

Revenues by Fund- All Funds

FUND	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
REVENUES AND OTHER FINANCING SOURCES					
General (01)	$ 16,712,016	$ 16,784,539	$ 16,737,075	$ 18,733,511	$ 18,189,106
Special Revenue Fund					
Motor Fuel Tax (03)	442,182	772,953	686,154	713,044	599,883
Debt Service Fund					
Debt Service Fund (05)	269,737	279,344	269,146	269,595	263,830
Capital Projects Funds					
Cap Equip Replacement (13)	621,525	56,685	186,464	178,035	963,850
Capital Improvements Fund (14)	879,399	284,486	4,910,449	4,054,472	1,141,857
Economic Dev (16)	22,529	28	-	-	-
TIF-Madison Street (31)	184,854	371,242	332,550	808,591	672,264
TIF-North Avenue (32)	631	66	520,200	522,225	362,018
Infrastructure Imp Bond Fund (35)	528,287	950	225	550,030	93
	2,237,225	713,456	5,949,888	6,113,353	3,140,082
Enterprise Fund					
Water and Sewer (02)	4,965,763	5,415,560	6,801,072	6,940,962	5,821,034
Trust and Agency Funds					
Police Pension (09)	1,641,249	8,185,980	4,562,578	3,379,814	4,853,619
Fire Pension (10)	1,682,866	5,701,506	3,137,915	2,829,368	3,427,269
	3,324,115	13,887,485	7,700,493	6,209,182	8,280,888
Total Village Revenue	$ 27,951,037	$ 37,853,338	$ 38,143,828	$ 38,979,647	$ 36,294,823

Revenues by Source- All Funds

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	$CHNG FY22/23	% CHNG FY22/23
REVENUES BY SOURCE-ALL FUNDS							
Property Taxes	$ 7,079,926	$ 7,089,740	$ 7,677,720	$ 8,788,794	$ 8,228,719	550,999	7.18%
Other Taxes	5,484,895	5,788,675	5,564,768	6,633,270	6,477,756	912,988	16.41%
Licenses and Permits	1,818,925	1,186,320	1,318,037	1,502,307	1,266,778	(51,259)	-3.89%
Charges for Services	6,762,293	7,192,251	7,185,256	7,545,586	7,793,969	608,713	8.47%
Fines	1,043,459	419,105	1,119,469	212,772	1,110,381	(9,088)	-0.81%
Interest	162,272	10,651,809	3,651,473	2,313,722	4,165,334	513,861	14.07%
Miscellaneous	4,617,473	5,525,438	6,100,870	5,906,961	6,082,051	(18,819)	-0.31%
Other Financing Sources	981,795	-	5,526,235	6,076,235	1,169,835	(4,356,400)	-78.83%
Total Village Revenues	**$ 27,951,037**	**$ 37,853,338**	**$ 38,143,828**	**$ 38,979,647**	**$ 36,294,823**	**$ (1,849,005)**	**-4.85%**

Village of River Forest
Budget Summary by Account-All Funds
Fiscal Year 2023 Budget

	Revenues by Account - All Funds	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
411000	Property Taxes-Prior	$ 3,399,725	$ 3,608,745	$ 3,794,173	$ 4,604,161	$ 4,014,633	$ 220,460	5.81%
411021	Property Taxes-Current	3,680,201	3,480,995	3,883,547	4,184,633	4,214,086	330,539	8.51%
	Property Taxes	**7,079,926**	**7,089,740**	**7,677,720**	**8,788,794**	**8,228,719**	**550,999**	**7.18%**
411150	Personal Property Replacement Ta	151,747	192,475	146,818	247,492	272,241	125,423	85.43%
411190	Restaurant Tax	151,323	140,214	145,101	171,083	172,794	27,693	19.09%
411200	State Sales Tax	1,844,478	1,866,890	1,832,850	2,223,565	2,112,388	279,538	15.25%
411205	State Use Tax	406,340	498,945	497,154	462,916	439,388	(57,766)	-11.62%
411210	Non-Home Rule Sales Tax	780,935	728,784	643,341	926,778	880,440	237,099	36.85%
411250	Income Tax	1,210,870	1,280,728	1,238,975	1,479,885	1,550,159	311,184	25.12%
411450	Transfer Tax	126,594	168,473	128,614	154,777	133,952	5,338	4.15%
411460	Communication Tax	229,384	206,494	184,990	179,785	170,796	(14,194)	-7.67%
411475	Utility Tax Electric	413,046	437,531	466,494	462,386	443,382	(23,112)	-4.95%
411480	Utility Tax Gas	167,825	182,649	176,496	204,000	179,137	2,641	1.50%
411490	Local Gasoline Tax	-	75,606	95,000	103,976	101,988	6,988	7.36%
411600	Cannabis Excise Tax	2,355	9,885	8,935	16,627	21,091	12,156	136.05%
	Other Taxes	**5,484,895**	**5,788,675**	**5,564,768**	**6,633,270**	**6,477,756**	**912,988**	**16.41%**
422115	Pet Licenses	930	760	2,000	2,000	2,000	-	0.00%
422120	Vehicle Licenses	294,338	262,690	290,000	278,204	290,000	-	0.00%
422345	Contractor's License Fees	75,936	102,350	99,511	110,000	95,000	(4,511)	-4.53%
422350	Business Licenses	20,188	22,542	21,000	20,725	21,000	-	0.00%
422355	Tent Licenses	90	90	300	120	300	-	0.00%
422360	Building Permits	1,078,368	468,870	564,385	785,000	548,000	(16,385)	-2.90%
422361	Plumbing Permits	41,805	42,722	42,630	35,000	35,000	(7,630)	-17.90%
422362	Electrical Permits	62,975	51,502	50,600	38,000	45,000	(5,600)	-11.07%
422364	Reinspection Fees	4,200	5,025	5,000	5,000	5,000	-	0.00%
422365	Bonfire Permits	90	60	60	-	60	-	0.00%
422366	Beekeeping Permit	-	25	150	-	150	-	0.00%
422368	Solicitors Permits	950	575	1,200	550	1,200	-	0.00%
422369	Zoning Variation Fee	-	4,500	3,000	1,500	3,000	-	0.00%
422370	Film Crew License	3,000	5,000	4,813	3,250	4,538	(275)	-5.71%
422520	Liquor Licenses	26,300	21,000	23,500	23,500	23,500	-	0.00%
422570	Cable Television Franchise	209,755	198,611	209,888	199,458	193,030	(16,858)	-8.03%
	Licenses and Permits	**1,818,925**	**1,186,320**	**1,318,037**	**1,502,307**	**1,266,778**	**(51,259)**	**-3.89%**
433065	Police Reports	1,991	1,675	2,200	2,000	2,200	-	0.00%
433070	Fire Reports	250	300	400	400	400	-	0.00%
433100	Water Sales	2,937,387	3,257,413	3,244,387	3,331,403	3,520,686	276,299	8.52%
433150	Sewer Charges	1,927,463	2,096,578	2,084,213	2,130,014	2,229,926	145,713	6.99%
433160	Water Penalties	27,759	22,536	29,217	28,125	28,969	(248)	-0.85%
433180	Garbage Collection	1,101,687	1,142,557	1,142,598	1,170,000	1,176,068	33,470	2.93%
433185	Penalties on Garbage Fees	7,333	6,740	7,625	8,244	8,408	783	10.27%
433200	Metra Parking	53,070	5,940	23,890	13,844	14,000	(9,890)	-41.40%
433220	Parking Lot Fees	138,343	95,894	118,236	123,058	126,997	8,761	7.41%
433225	Administrative Towing Fees	90,700	84,005	102,175	101,250	95,000	(7,175)	-7.02%
433230	Animal Release Fees	-	5	-	-	-	-	0.00%
433515	NSF Fees	25	25	400	-	400	-	0.00%
433530	50/50 Sidewalk Program	1,770	93	10,000	16,284	10,000	-	0.00%
433536	Elevator Inspection Fees	4,450	4,550	4,450	4,450	4,450	-	0.00%
433537	Elevator Reinspection Fees	250	1,400	400	-	400	-	0.00%
433540	ROW Encroachment Fees	1,200	700	-	900	-	-	0.00%
433550	Ambulance Fees	404,824	406,454	350,000	548,310	510,000	160,000	45.71%
433554	CPR Fees	680	1,200	1,000	2,000	2,000	1,000	100.00%
433557	Car Fire & Extrication Fee	500	-	500	500	500	-	0.00%
433560	State Highway Maintenance	62,612	64,185	63,565	64,804	63,565	-	0.00%
	Charges for Services	**6,762,293**	**7,192,251**	**7,185,256**	**7,545,586**	**7,793,969**	**608,713**	**8.47%**
444230	Police Tickets	163,689	114,328	162,126	130,030	157,924	(4,202)	-2.59%
444240	Automated Traffic Enf Fines	837,966	234,960	891,904	19,527	892,282	378	0.04%
444300	Dues & Subscriptions	2,084	13,040	6,256	876	2,957	(3,299)	-52.73%
444430	Court Fines	32,585	29,637	46,143	50,912	41,325	(4,818)	-10.44%
444435	DUI Fines	6,750	2,278	4,851	5,127	3,976	(875)	-18.04%
444436	Drug Forfeiture Revenue	-	5,397	318	300	400	82	25.79%
444439	Article 36 Forfeited Funds	-	-	1,871	-	1,517	(354)	-18.92%
444440	Building Construction Citation	385	19,467	6,000	6,000	10,000	4,000	66.67%
	Fines	**1,043,459**	**419,105**	**1,119,469**	**212,772**	**1,110,381**	**(9,088)**	**-0.81%**

Village of River Forest
Budget Summary by Account-All Funds
Fiscal Year 2023 Budget

	Revenues by Account - All Funds	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
455100	Interest Earned	1,361,052	938,994	1,077,077	813,988	919,241	(157,836)	-14.65%
455200	Net Change in Fair Value	(1,198,780)	9,712,815	2,574,396	1,499,734	3,246,093	671,697	26.09%
	Interest	**162,272**	**10,651,809**	**3,651,473**	**2,313,722**	**4,165,334**	**513,861**	**14.07%**
411100	Employer Contribution	3,075,798	2,893,351	3,638,786	3,967,420	3,693,503	54,717	1.50%
466410	Miscellaneous	115,992	8,777	15,000	7,674	15,000	-	0.00%
466411	Miscellaneous Public Safety	2,663	6,170	2,750	13,070	2,750	-	0.00%
466412	Reimb-Crossing Guards	65,745	52,603	67,286	79,823	81,420	14,134	21.01%
466415	Reimb of Expenses	472	-	10,000	-	2,500	(7,500)	-75.00%
466417	IRMA Reimbursements	43,557	137,561	52,000	62,621	52,000	-	0.00%
466510	T Mobile Lease	36,000	36,000	36,000	36,000	36,000	-	0.00%
466511	WSCDC Rental Income	51,720	52,752	53,570	54,484	57,766	4,196	7.83%
466521	Law Enforcement Training Reimb	-	-	5,700	14,212	17,055	11,355	199.21%
466524	ISEARCH Grant	8,925	9,029	8,925	9,125	9,125	200	2.24%
466525	Bullet Proof Vest Reimb	2,535	3,356	4,000	4,212	4,400	400	10.00%
466528	IDOT Safety Grant	7,112	4,026	10,861	2,556	9,609	(1,252)	-11.53%
466532	Grants	29,400	310,396	745,187	745,187	735,187	(10,000)	0.00%
466580	Sales of Meters	11,921	11,843	10,000	11,000	10,000	-	0.00%
466615	MABAS Grant	232	-	-	-	-	-	0.00%
466620	State Fire Marshal Training	5,759	-	1,475	-	3,000	1,525	103.39%
467381	Employee Contribution	490,855	464,157	527,727	-	527,727	-	0.00%
467388	Sustainability Comm Donations	12,000	5,022	-	-	-	-	0.00%
477090	State Grants and Reimbs	20,259	-	-	-	-	-	0.00%
477100	State Allotment	273,744	232,868	258,073	269,491	278,865	20,792	8.06%
477200	State Renewal Allotment	138,521	167,135	182,104	198,017	197,431	15,327	8.42%
477250	State Rebuild Bond Fund Disb	-	368,139	245,426	245,426	122,713	(122,713)	0.00%
468001	IRMA Excess Surplus	184,122	738,191	200,000	161,643	200,000	-	0.00%
488000	Sale of Property	40,140	24,063	26,000	25,000	26,000	-	0.00%
	Miscellaneous	**4,617,473**	**5,525,438**	**6,100,870**	**5,906,961**	**6,082,051**	**(18,819)**	**-0.31%**
477001	Transfer From General	456,795	-	-	-	801,778	801,778	0.00%
477002	Transfer From Water and Sewer	-	-	126,235	126,235	111,467	(14,768)	-11.70%
477003	Transfer From Infrast Imp BF	-	-	-	-	256,590	256,590	100.00%
487090	Bond Proceeds	525,000	-	5,400,000	5,950,000	-	(5,400,000)	0.00%
	Total Other Financing Sources	**981,795**	**-**	**5,526,235**	**6,076,235**	**1,169,835**	**(4,356,400)**	**-78.83%**
	Total Revenues	**$ 27,951,037**	**$ 37,853,338**	**$ 38,143,828**	**$ 38,979,647**	**$ 36,294,823**	**$ (1,849,005)**	**-4.85%**

Expenditures by Fund- All Funds

FUND	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
EXPENDITURES AND OTHER FINANCING USES					
General (01)	$ 16,319,760	$ 15,649,054	$ 16,654,482	$ 16,481,623	$ 18,527,883
Special Revenue Fund					
Motor Fuel Tax (03)	398,475	657,237	544,488	520,123	544,826
Debt Service Fund					
Debt Service Fund (05)	259,461	267,313	265,511	265,650	278,934
Capital Project Funds					
Capital Equip Replacement (13)	228,925	89,240	684,710	342,060	726,864
Capital Improvements Fund (14)	1,962,288	697,496	2,447,120	1,413,557	3,325,446
Economic Development (16)	181,373	50,366	-	-	-
TIF-Madison Street (31)	232,472	85,187	126,490	88,788	724,284
TIF-North Avenue (32)	1,565	1,252	17,000	1,325	360,000
Infrastructure Imp Bond (35)	289,652	268,941	250,000	255,084	256,590
	2,896,275	1,192,481	3,525,320	2,100,814	5,393,184
Enterprise Fund					
Water and Sewer (02)	4,426,447	4,438,064	7,829,325	7,020,101	6,327,799
Trust and Agency Funds					
Police Pension (09)	2,555,696	3,129,138	2,907,833	3,163,034	2,937,403
Fire Pension (10)	1,983,222	2,049,536	2,167,432	2,196,778	2,290,904
	4,538,918	5,178,674	5,075,265	5,359,812	5,228,307
Total Village Expenditures	$ 28,839,336	$ 27,382,822	$ 33,894,391	$ 31,748,123	$ 36,300,933

Expenditures by Category- All Funds

	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET	$CHNG FY22/23	% CHNG FY22/23
EXPENDITURES BY CATEGORY-ALL FUNDS							
Personal Services	$ 7,917,685	$ 7,988,548	$ 8,491,165	$ 8,024,439	$ 8,893,681	$ 402,516	4.74%
Employee Benefits	9,371,509	9,690,869	10,622,061	10,812,751	10,897,915	275,854	2.60%
Salaries & Benefits	17,289,193	17,679,417	19,113,226	18,837,190	19,791,596	678,370	3.55%
Contractual Services	4,358,311	4,539,462	4,828,674	4,745,670	5,178,542	349,868	7.25%
Commodities	2,029,091	2,388,849	2,566,179	2,321,782	2,611,881	45,702	1.78%
Depreciation	347,536	379,608	355,000	380,756	380,756	25,756	7.26%
Capital Outlay	3,768,255	1,811,710	5,666,730	4,129,157	5,916,210	249,480	4.40%
Debt Service	590,156	583,777	1,238,347	1,207,333	1,252,113	13,766	1.11%
Transfers	456,795	-	126,235	126,235	1,169,835	1,043,600	826.71%
Total Expenditures	**$ 28,839,336**	**$ 27,382,822**	**$ 33,894,391**	**$ 31,748,123**	**$ 36,300,933**	**$ 2,406,542**	**7.10%**

Village of River Forest
Budget Summary by Account - All Funds
Fiscal Year 2023 Budget

	Expenditures by Account - All Funds	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
	Personal Services							
510100	Salaries Sworn	4,471,593	4,512,353	4,905,053	4,660,512	5,113,254	208,201	4.24%
510200	Salaries Regular	2,424,487	2,428,962	2,600,408	2,400,869	2,708,071	107,663	4.14%
511500	Specialist Pay	191,675	185,532	192,820	182,493	197,081	4,261	2.21%
511600	Holiday Pay	189,418	188,621	213,215	184,674	225,545	12,330	5.78%
511700	Overtime	431,399	555,309	417,229	457,920	451,903	34,674	8.31%
511727	IDOT STEP Overtime	5,388	4,026	10,861	2,556	9,609	(1,252)	-11.53%
511750	Compensated Absences	68,525	-	-	-	-	-	0.00%
511800	Educational Incentives	52,800	43,200	49,150	37,850	44,700	(4,450)	-9.05%
511950	Insurance Refusal Reimb	5,950	4,950	2,443	5,300	8,889	6,446	263.86%
513000	Part-Time Salaries	76,451	65,593	99,986	92,265	134,629	34,643	34.65%
	Total Personal Services	7,917,685	7,988,548	8,491,165	8,024,439	8,893,681	402,516	4.74%
	Employee Benefits							
520100	ICMA Retirement Contribution	14,800	-	-	-	-	-	0.00%
520320	FICA	151,096	155,092	167,123	154,952	175,799	8,676	5.19%
520325	Medicare	110,613	111,379	123,429	106,037	126,912	3,483	2.82%
520330	IMRF	166,113	190,209	306,466	264,756	249,803	(56,663)	-18.49%
520350	Employee Assistance Program	1,827	1,804	1,850	1,850	16,910	15,060	814.05%
520375	Fringe Benefits	24,880	26,765	27,360	20,626	27,840	480	1.75%
520381	IMRF Pension Expense	90,202	(3,500)	-	-	-	-	0.00%
520400	Health Insurance	1,092,456	1,066,725	1,190,119	1,133,970	1,167,027	(23,092)	-1.94%
520420	Health Insurance - Retirees	144,672	107,449	131,343	132,258	139,032	7,689	5.85%
520421	OPEB - Other Post Employment Benefits	6,052	9,503	-	-	-	-	0.00%
520425	Life Insurance	4,997	4,714	5,238	4,566	5,540	302	5.77%
520430	VEBA Contributions	142,882	145,237	176,288	185,185	191,104	14,816	8.40%
520500	Wellness Program	3,021	3,663	-	1,240	1,250	1,250	100.00%
526100	Public Safety Pensions	4,342,101	4,978,479	4,794,521	5,158,987	5,053,195	258,674	5.40%
526150	Public Safety Pension Refunds	-	-	50,000	-	50,000	-	0.00%
530009	Police Pension Contributions	1,584,889	1,479,613	1,934,942	1,934,942	1,959,903	24,961	1.29%
530010	Fire Pension Contributions	1,490,909	1,413,737	1,713,382	1,713,382	1,733,600	20,218	1.18%
	Total Employee Benefits	9,371,509	9,690,869	10,622,061	10,812,751	10,897,915	275,854	2.60%
	Contractual Services							
530100	Electricity	41,984	39,092	34,000	38,674	38,004	4,004	11.78%
530200	Communications	34,815	57,902	50,157	65,676	66,705	16,548	32.99%
530300	Auditing Services	38,960	35,910	40,020	39,513	41,020	1,000	2.50%
530350	Actuarial Services	13,185	10,430	14,310	13,575	12,320	(1,990)	-13.91%
530360	Payroll Services	31,460	34,105	44,035	43,470	46,145	2,110	4.79%
530370	Professional Services	9,552	17,108	13,045	16,500	13,680	635	4.87%
530371	Recorder's Office Fees	-	-	-	1,300	1,000		
530380	Consulting Services	280,690	282,901	640,724	457,748	680,209	39,485	6.16%
530385	Administrative Adjudication	17,334	18,218	23,740	20,493	26,140	2,400	10.11%
530400	Secretarial Services	4,047	9,425	5,000	11,310	10,000	5,000	100.00%
530410	IT Support	224,000	298,063	246,665	300,315	316,358	69,693	28.25%
530420	Legal Services	83,293	179,441	64,000	146,194	84,000	20,000	31.25%
530425	Village Attorney	181,063	155,732	127,500	201,435	185,000	57,500	45.10%
530426	Village Prosecutor	10,504	11,016	12,000	12,615	18,000	6,000	50.00%
530429	Vehicle Sticker Program	16,070	17,644	18,625	18,000	18,850	225	1.21%
530430	Animal Control	1,050	1,880	2,200	1,350	1,775	(425)	0.00%
530440	Property Taxes	-	6,032	-	51	-	-	0.00%
531100	Health/Inspection Services	15,450	15,450	15,450	15,915	15,915	465	3.01%
531250	Unemployment Claims	32,126	(2,142)	5,000	16,810	5,000	-	0.00%
531300	Inspections	61,847	81,238	69,920	66,158	66,200	(3,720)	-5.32%
531305	Plan Review Services	51,337	38,573	20,000	41,000	35,000	15,000	75.00%
531310	Julie Notifications	1,756	2,178	3,345	3,448	3,595	250	7.47%
532100	Bank Fees	50,266	53,980	55,913	63,012	63,499	7,586	13.57%
532200	Liability Insurance	303,520	274,066	265,299	262,261	303,331	38,032	14.34%
532250	IRMA Liability Deductible	50,773	28,928	19,500	-	19,500	-	0.00%
533050	Water System Maintenance	73,948	173,767	123,500	84,425	123,500	-	0.00%
533055	Hydrant Maintenance	1,649	-	10,000	4,487	10,000	-	0.00%
533100	Maintenance of Equipment	13,405	23,361	26,835	26,668	27,931	1,096	4.08%
533200	Maintenance of Vehicles	126,197	145,440	141,635	117,656	137,060	(4,575)	-3.23%
533300	Maint of Office Equipment	12,861	12,052	12,540	12,229	11,540	(1,000)	-7.97%
533400	Maintenance Traffic/St Lights	57,320	96,027	67,400	36,700	74,500	7,100	10.53%
533550	Maintenance of Trees	122,711	60,874	98,500	89,821	104,500	6,000	6.09%
533600	Maintenance of Buildings	116,628	114,995	113,070	100,959	92,020	(21,050)	-18.62%

Village of River Forest
Budget Summary by Account - All Funds
Fiscal Year 2023 Budget

	Expenditures by Account - All Funds	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
533610	Maintenance of Sidewalks	55,089	55,579	55,000	62,327	55,000	-	0.00%
533620	Maintenance of Streets	174,605	183,932	163,000	114,736	214,000	51,000	31.29%
533630	Overhead Sewer Program	25,710	119,548	59,000	97,500	59,000	-	0.00%
533631	Lead Service Line Program	-	-	250,000	115,855	50,000	(200,000)	0.00%
533640	Sewer/Catch Basin Repair	49,694	21,470	50,000	20,000	50,000	-	0.00%
534100	Training	44,847	38,334	71,850	79,903	74,300	2,450	0.00%
534150	Tuition Reimbursement	-	2,500	-	-	-		
534200	Community Support Services	116,300	89,263	111,721	124,232	152,665	40,944	36.65%
534250	Travel & Meeting	18,412	804	26,395	19,302	44,225	17,830	67.55%
534275	WSCDC Contribution	325,370	138,982	182,199	182,199	224,144	41,945	23.02%
534277	Citizens Corps Council	823	-	5,000	5,000	5,000	-	0.00%
534278	Medical Reserve Corps	-	-	500	500	500	-	0.00%
534290	License Fees	12,000	12,000	12,000	12,000	12,000	-	0.00%
534300	Dues & Subscriptions	54,980	54,869	57,018	53,244	57,683	665	1.17%
534350	Printing	14,417	10,504	11,000	9,470	11,305	305	2.77%
534400	Medical & Screening	12,865	18,883	31,965	44,713	36,815	4,850	15.17%
534450	Testing	3,959	9,206	6,000	30,910	8,000	2,000	33.33%
534480	Water Testing	3,025	4,040	3,590	3,590	3,590	-	0.00%
535300	Advertising/Legal Notice	8,322	15,057	10,000	15,865	14,650	4,650	46.50%
535350	Dumping Fees	30,873	58,304	33,000	18,090	33,000	-	0.00%
535400	Damage Claims	60,732	103,976	34,000	52,236	39,000	5,000	14.71%
535450	Street Light Electricity	28,261	30,183	27,660	23,550	29,000	1,340	4.84%
535500	Collection & Disposal	1,107,676	1,153,008	1,142,598	1,170,000	1,176,068	33,470	2.93%
535510	Leaf Disposal	88,658	63,781	72,000	57,900	72,000	-	0.00%
535600	Community & Employee Programs	41,890	49,551	29,250	52,780	54,300	25,050	85.64%
535700	GEMT Expenses	-	12,000	-	50,000	50,000	50,000	100.00%
	Total Contractual Services	4,358,311	4,539,462	4,828,674	4,745,670	5,178,542	349,868	7.25%
	Commodities							
540100	Office Supplies	27,791	27,109	28,185	31,561	31,061	2,876	10.20%
540150	Equipment	42,016	152,532	27,978	7,000	3,750	(24,228)	-86.60%
540200	Gas & Oil	84,173	76,620	78,366	89,406	88,512	10,146	12.95%
540300	Uniforms Sworn Personnel	49,265	48,206	47,333	55,565	56,575	9,242	19.53%
540310	Uniforms Other Personnel	7,050	7,440	8,175	8,412	9,325	1,150	14.07%
540400	Prisoner Care	2,271	3,697	3,650	2,524	3,650	-	0.00%
540500	Vehicle Parts	18,741	15,697	18,000	20,000	22,000	4,000	22.22%
540600	Operating Supplies/Equipment	135,620	135,833	315,614	132,906	297,869	(17,745)	-5.62%
540601	Radios	4,179	4,332	8,350	6,925	8,350	-	0.00%
540602	Firearms and Range Supplies	16,291	18,465	18,640	18,614	19,909	1,269	6.81%
540603	Evidence Supplies	10,437	5,628	7,650	7,255	7,150	(500)	-6.54%
540605	DUI Expenditures	7,376	4,070	4,851	4,450	3,976	(875)	-18.04%
540610	Drug Forfeiture Expenditures	2,210	3,390	318	300	400	82	25.79%
540615	Article 36 Seizures	-	-	1,871	1,800	1,517	(354)	-18.92%
540620	Cannabis Tax Act Expenditures	-	7,255	4,465	16,627	21,091	16,626	372.36%
540800	Trees	29,656	34,201	36,000	19,415	36,000	-	0.00%
541300	Postage	20,329	17,718	19,213	17,801	18,668	(545)	-2.84%
542100	Snow & Ice Control	54,883	39,422	54,428	45,992	54,766	338	0.62%
542200	Water From Chicago	1,480,397	1,749,713	1,850,897	1,804,500	1,894,725	43,828	2.37%
543100	Miscellaneous Expenses	36,408	37,520	32,195	30,729	32,587	392	1.22%
	Total Commodities	2,029,091	2,388,849	2,566,179	2,321,782	2,611,881	45,702	1.78%
	Depreciation/Gain/Loss							
550010	Depreciation	379,731	379,608	355,000	380,756	380,756	25,756	7.26%
550050	Gain on Disposal of Assets	(32,195)	-	-	-	-	-	0.00%
	Total Depreciation/Gain/Loss	347,536	379,608	355,000	380,756	380,756	25,756	7.26%
	Capital Outlay							
550500	Building Improvements	82,044	1,200	136,300	56,272	111,477	(24,823)	-18.21%
550700	Property Purchase	467,616	-	-	-	-	-	0.00%
551150	Sewer System Improvements	175,677	154,303	375,000	217,349	225,000	(150,000)	-40.00%
551205	Streetscape Improvements	258,452	147,232	46,000	8,876	46,000	-	0.00%
551210	Parking Lot Improvements	59,150	-	-	-	150,000	150,000	0.00%
551250	Alley Improvements	917,471	245,209	1,850,000	1,291,409	2,522,582	672,582	36.36%
551300	Water System Improvements	312,170	25,276	1,448,000	1,433,596	333,000	(1,115,000)	-77.00%
551400	Meter Replacement Program	21,290	6,660	-	-	-	-	0.00%
554300	Other Improvements	187,087	57,147	54,000	47,200	923,000	869,000	1609.26%
558610	Furniture and Equipment	15,640	70,235	-	-	-	-	0.00%

Village of River Forest
Budget Summary by Account - All Funds
Fiscal Year 2023 Budget

	Expenditures by Account - All Funds	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
558620	Information Technology Equip	281,656	220,947	402,820	45,000	491,864	89,044	22.11%
558700	Police Vehicles	123,640	-	138,660	138,660	103,176	(35,484)	-25.59%
558720	Police Equipment	22,505	20,220	22,450	23,400	40,411	17,961	80.00%
558800	Fire Vehicles	-	-	83,500	-	263,500	180,000	215.57%
558850	Fire Equipment	33,602	-	45,000	-	45,000	-	0.00%
558910	Public Works Vehicles	-	65,600	215,000	-	241,200	26,200	12.19%
558925	Public Works Equipment	87,431	3,420	180,000	180,000	-	(180,000)	-100.00%
559100	Street Improvements	722,824	794,261	670,000	687,395	420,000	(250,000)	-37.31%
	Total Capital Outlay	3,768,255	1,811,710	5,666,730	4,129,157	5,916,210	249,480	4.40%
	Debt Service							
560033	2018 GO Bond Principal	254,000	-	-	-	-	-	0.00%
560034	2018 GO Bond Interest	5,461	-	-	-	-	-	0.00%
560035	2020 GO Bond Principal	-	262,500	262,500	262,500	-	(262,500)	-100.00%
560036	2020 GO Bond Interest	-	4,813	2,511	3,150	-	(2,511)	-100.00%
560035	2022 GO Bond Principal	-	-	-	-	275,000	275,000	0.00%
560036	2022 GO Bond Interest	-	-	-	-	3,434	3,434	0.00%
560081	Interfund Loan Interest	53,942	53,942	56,190	24,537	56,534	344	0.61%
560104	IEPA Loan Principal (WS)	-	-	663,212	663,212	677,949	14,737	2.22%
560105	IEPA Loan Interest (WS)	276,753	262,522	253,934	253,934	239,196	(14,738)	-5.80%
	Total Debt Service	590,156	583,777	1,238,347	1,207,333	1,252,113	13,766	1.11%
	Transfers							
575013	Transfer to Capital Equipment Repl Fund	456,795	-	126,235	126,235	913,245	787,010	623.45%
575014	Transfer to Capital Improvement Fund	-	-	-	-	256,590	256,590	100.00%
	Total Transfers	456,795	-	126,235	126,235	1,169,835	1,043,600	826.71%
	Total Expenditures	**28,839,336**	**27,382,822**	**33,894,391**	**31,748,123**	**36,300,933**	**2,406,542**	**7.10%**

General Fund

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

Village of River Forest
General Fund
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
01	**General Fund**							
01-00-00-41-1000	Property Tax-Prior Years	3,162,428	3,233,969	3,153,861	3,660,371	3,379,362	225,501	7.15%
01-00-00-41-1021	Property Tax-Current Year	3,470,599	3,206,155	3,402,836	3,528,392	3,552,353	149,517	4.39%
	Property Taxes	**6,633,027**	**6,440,124**	**6,556,697**	**7,188,763**	**6,931,715**	**375,018**	**5.72%**
01-00-00-41-1150	Replacement Tax	151,747	192,475	146,818	247,492	272,241	125,423	85.43%
01-00-00-41-1190	Restaurant Tax	151,323	140,214	145,101	171,083	172,794	27,693	19.09%
01-00-00-41-1200	Sales Tax	1,844,478	1,866,890	1,832,850	2,223,565	2,112,388	279,538	15.25%
01-00-00-41-1205	State Use Tax	406,340	498,945	497,154	462,916	439,388	(57,766)	-11.62%
01-00-00-41-1210	Non-Home Rule Sales Tax	780,935	728,784	643,341	926,778	880,440	237,099	36.85%
01-00-00-41-1250	Income Tax	1,210,870	1,280,728	1,238,975	1,479,885	1,550,159	311,184	25.12%
01-00-00-41-1450	Transfer Tax	126,594	168,473	128,614	154,777	133,952	5,338	4.15%
01-00-00-41-1460	Communication Tax	229,384	206,494	184,990	179,785	170,796	(14,194)	-7.67%
01-00-00-41-1475	Utility Tax Elec	413,046	437,531	466,494	462,386	443,382	(23,112)	-4.95%
01-00-00-41-1480	Utility Tax Gas	167,825	182,649	176,496	204,000	179,137	2,641	1.50%
01-00-00-41-1490	Local Gasoline Tax	-	75,606	95,000	103,976	101,988	6,988	7.36%
01-00-00-41-1600	Cannabis State Excise Tax	2,355	9,885	8,935	16,627	21,091	12,156	136.05%
	Other Taxes	**5,484,895**	**5,788,675**	**5,564,768**	**6,633,270**	**6,477,756**	**912,988**	**16.41%**
01-00-00-42-2115	Pet Licenses	930	760	2,000	2,000	2,000	-	0.00%
01-00-00-42-2120	Vehicle Licenses	294,338	262,690	290,000	278,204	290,000	-	0.00%
01-00-00-42-2345	Contractor's License Fees	75,936	102,350	99,511	110,000	95,000	(4,511)	-4.53%
01-00-00-42-2350	Business Licenses	20,188	22,542	21,000	20,725	21,000	-	0.00%
01-00-00-42-2355	Tent Licenses	90	90	300	120	300	-	0.00%
01-00-00-42-2360	Building Permits	1,058,868	447,620	541,605	760,000	525,000	(16,605)	-3.07%
01-00-00-42-2361	Plumbing Permits	41,805	42,722	42,630	35,000	35,000	(7,630)	-17.90%
01-00-00-42-2362	Electrical Permits	62,975	51,502	50,600	38,000	45,000	(5,600)	-11.07%
01-00-00-42-2364	Reinspection Fees	4,200	5,025	5,000	5,000	5,000	-	0.00%
01-00-00-42-2365	Bonfire Permits	90	60	60	-	60	-	0.00%
01-00-00-42-2366	Beekeeping Permit	-	25	150	-	150	-	0.00%
01-00-00-42-2368	Solicitors Permits	950	575	1,200	550	1,200	-	0.00%
01-00-00-42-2369	Zoning Variation Fee	-	4,500	3,000	1,500	3,000	-	0.00%
01-00-00-42-2370	Film Crew License	3,000	5,000	4,813	3,250	4,538	(275)	-5.71%
01-00-00-42-2520	Liquor Licenses	26,300	21,000	23,500	23,500	23,500	-	0.00%
01-00-00-42-2570	Cable/Video Svc Provider Fees	209,755	198,611	209,888	199,458	193,030	(16,858)	-8.03%
	Licenses & Permits	**1,799,425**	**1,165,070**	**1,295,257**	**1,477,307**	**1,243,778**	**(51,479)**	**-3.97%**
01-00-00-43-3065	Police Reports	1,991	1,675	2,200	2,000	2,200	-	0.00%
01-00-00-43-3070	Fire Reports	250	300	400	400	400	-	0.00%
01-00-00-43-3180	Garbage Collection	1,101,687	1,142,557	1,142,598	1,170,000	1,176,068	33,470	2.93%
01-00-00-43-3185	Penalties on Garbage Fees	7,333	6,740	7,625	8,244	8,408	783	10.27%
01-00-00-43-3200	Metra Daily Parking	39,803	3,451	8,790	10,383	10,500	1,710	19.45%
01-00-00-43-3220	Parking Lot Permit Fees	103,757	72,925	75,000	92,294	95,248	20,248	27.00%
01-00-00-43-3225	Administrative Towing Fees	90,700	84,005	102,175	101,250	95,000	(7,175)	-7.02%
01-00-00-43-3230	Animal Release Fees	-	5	-	-	-	-	0.00%
01-00-00-43-3515	NSF Fees	25	25	200	-	200	-	0.00%
01-00-00-43-3530	50/50 Sidewalk Program	1,770	93	10,000	16,284	10,000	-	0.00%
01-00-00-43-3536	Elevator Inspection Fees	4,450	4,550	4,450	4,450	4,450	-	0.00%
01-00-00-43-3537	Elevator Reinspection Fees	250	1,400	400	-	400	-	0.00%
01-00-00-43-3540	ROW Encroachment Fees	1,200	700	-	900	-	-	0.00%
01-00-00-43-3550	Ambulance Fees	404,824	406,454	350,000	548,310	510,000	160,000	45.71%
01-00-00-43-3554	CPR Fees	680	1,200	1,000	2,000	2,000	1,000	100.00%
01-00-00-43-3557	Car Fire & Extrication Fee	500	-	500	500	500	-	0.00%
01-00-00-43-3560	State Highway Maintenance	62,612	64,185	63,565	64,804	63,565	-	0.00%
	Charges for Services	**1,821,832**	**1,790,265**	**1,768,903**	**2,021,819**	**1,978,939**	**210,036**	**11.87%**
01-00-00-44-4230	Police Tickets	163,689	114,328	162,126	130,030	157,924	(4,202)	-2.59%
01-00-00-44-4240	Automated Traffic Enf Fines	36,944	41,064	41,904	-	42,282	378	0.90%
01-00-00-44-4300	Local Ordinance Tickets	2,084	13,040	6,256	876	2,957	(3,299)	-52.73%
01-00-00-44-4430	Court Fines	32,585	29,637	46,143	50,912	41,325	(4,818)	-10.44%
01-00-00-44-4435	DUI Fines	6,750	2,278	4,851	5,127	3,976	(875)	-18.04%
01-00-00-44-4436	Drug Forfeiture Revenue	-	5,397	318	300	400	82	25.79%
01-00-00-44-4439	Article 36 Forfeited Funds	-	-	1,871	-	1,517	(354)	-18.92%
01-00-00-44-4440	Building Construction Citation	385	19,467	6,000	6,000	10,000	4,000	66.67%
	Fines & Forfeits	**242,437**	**225,209**	**269,469**	**193,245**	**260,381**	**(9,088)**	**-3.37%**

Village of River Forest
General Fund
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
01-00-00-45-5100	Interest	156,411	81,193	75,227	41,500	76,725	1,498	1.99%
01-00-00-45-5200	Net Change in Fair Value	13,656	(8,644)	-		-	-	0.00%
	Interest	**170,067**	**72,550**	**75,227**	**41,500**	**76,725**	**1,498**	**1.99%**
01-00-00-46-6410	Miscellaneous	110,093	3,735	10,000	7,674	10,000	-	0.00%
01-00-00-46-6411	Miscellaneous Public Safety	2,663	6,170	2,750	13,070	2,750	-	0.00%
01-00-00-46-6412	Reimbursements-Crossing Guards	65,745	52,603	67,286	79,823	81,420	14,134	21.01%
01-00-00-46-6415	Reimbursement of Expenses	472	-	10,000	-	2,500	(7,500)	-75.00%
01-00-00-46-6417	IRMA Reimbursements	43,557	137,561	50,000	49,621	50,000	-	0.00%
01-00-00-46-6510	T-Mobile Lease	36,000	36,000	36,000	36,000	36,000	-	0.00%
01-00-00-46-6511	WSCDC Rental Income	51,720	52,752	53,570	54,484	57,766	4,196	7.83%
01-00-00-46-8001	IRMA Excess	184,122	738,191	200,000	161,643	200,000	-	0.00%
	Miscellaneous	**494,373**	**1,027,011**	**429,606**	**402,315**	**440,436**	**10,830**	**2.52%**
01-00-00-46-6521	Law Enforcement Training Reimb	-	-	5,700	14,212	17,055	11,355	199.21%
01-00-00-46-6524	ISEARCH Grant	8,925	9,028	8,925	9,125	9,125	200	2.24%
01-00-00-46-6525	Bullet Proof Vest Reimb-DOJ	2,535	3,355	4,000	4,212	4,400	400	10.00%
01-00-00-46-6528	IDOT Traffic Safety Grant	7,112	4,026	10,861	2,556	9,609	(1,252)	-11.53%
01-00-00-46-6532	Grants	29,400	254,204	745,187	745,187	735,187	(10,000)	-1.34%
01-00-00-46-6615	MABAS Grant	232	-	-	-	-	-	0.00%
01-00-00-46-6620	State Fire Marshal Training	5,759	-	1,475	-	3,000	1,525	103.39%
01-00-00-46-7388	Sustainability Comm Donations	12,000	5,022	-	-	-	-	0.00%
	Grants & Contributions	**65,963**	**275,635**	**776,148**	**775,292**	**778,376**	**2,228**	**0.29%**
01-00-00-48-8000	Sale of Property	-	-	1,000	-	1,000	-	0.00%
	Other Financing Sources	**-**	**-**	**1,000**	**-**	**1,000**	**-**	**0.00%**
	Revenue	**16,712,017**	**16,784,539**	**16,737,075**	**18,733,511**	**18,189,106**	**1,452,031**	**8.68%**

General Fund- Expenditures by Category

	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET	$CHNG FY22/23	% CHNG FY22/23
EXPENDITURES BY CATEGORY							
Personal Services	7,069,217	7,145,934	7,598,620	7,190,911	7,998,240	399,620	5.26%
Employee Benefits	4,687,626	4,453,984	5,389,104	5,277,236	5,439,155	50,051	0.93%
Salaries and Benefits	11,756,843	11,599,918	12,987,724	12,468,147	13,437,395	449,671	3.46%
Contractual Services	3,638,902	3,547,821	3,299,873	3,656,175	3,919,463	619,590	18.78%
Commodities	428,967	501,315	366,885	357,301	369,247	2,362	0.64%
Capital Outlay	38,253	-	-	-	-	-	0.00%
Transfers	456,795	-	-	-	801,778	801,778	100.00%
TOTAL	16,319,760	15,649,054	16,654,482	16,481,623	18,527,883	1,873,401	11.25%

General Fund Expenditures by Department

	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET	$CHNG FY22/23	% CHNG FY22/23
EXPENDITURES BY DEPARTMENT							
Administration	1,674,079	1,584,084	1,596,857	1,564,154	1,848,735	251,878	15.77%
E911	334,193	147,382	200,749	207,199	242,694	41,945	20.89%
Boards & Commissions	44,829	71,616	60,837	97,981	212,260	151,423	248.90%
Building and Development	474,370	494,962	538,123	546,352	567,137	29,014	5.39%
Legal Services	227,459	310,070	162,000	320,105	233,000	71,000	43.83%
Police Department	6,060,944	5,725,991	6,507,454	6,392,627	7,139,367	631,913	9.71%
Fire Department	4,630,633	4,539,173	4,886,937	4,744,346	5,306,241	419,304	8.58%
Public Works	1,676,919	1,558,986	1,486,427	1,380,959	1,729,881	243,454	16.38%
Sanitation	1,196,334	1,216,789	1,215,098	1,227,900	1,248,568	33,470	2.75%
TOTAL	16,319,760	15,649,054	16,654,482	16,481,623	18,527,883	1,873,401	11.25%

Village of River Forest
General Fund
Budget Summary by Account
Fiscal Year 2023 Budget

ACCOUNT NUMBER	DESCRIPTION	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
	Personal Services							
510100	Salaries Sworn	4,471,593	4,512,353	4,905,053	4,660,512	5,113,254	208,201	4.24%
510200	Salaries Regular	1,599,805	1,601,206	1,729,973	1,579,131	1,834,019	104,046	6.01%
511500	Specialist Pay	189,575	183,432	190,720	180,393	197,081	6,361	3.34%
511600	Holiday Pay	189,418	188,621	213,215	184,674	225,545	12,330	5.78%
511700	Overtime	422,774	543,639	405,229	449,844	439,903	34,674	8.56%
511727	IDOT STEP Overtime	5,388	4,026	10,861	2,556	9,609	(1,252)	-11.53%
511750	Compensated Absences-Retiremt	68,525	-	-	-	-	-	0.00%
511800	Educational Incentives	52,800	43,200	49,150	37,850	44,700	(4,450)	-9.05%
511950	Insurance Refusal Reim	4,375	3,863	2,433	5,175	8,500	6,067	249.36%
513000	Part-Time Salaries	64,964	65,593	91,986	90,776	125,629	33,643	36.57%
	Total Personal Services	7,069,217	7,145,934	7,598,620	7,190,911	7,998,240	399,620	5.26%
	Employee Benefits							
520100	ICMA Retirement Contract	13,320	-	-	-	-	-	0.00%
520320	FICA	100,441	104,346	112,774	104,887	121,560	8,786	7.79%
520326	Medicare	98,445	99,334	110,377	94,144	113,864	3,487	3.16%
520331	IMRF	166,113	190,209	207,236	176,928	171,251	(35,985)	-17.36%
520350	Employee Assistance Program	1,827	1,804	1,850	1,850	16,910	15,060	814.05%
520376	Fringe Benefits	19,257	20,539	21,696	16,221	21,660	(36)	-0.17%
520401	Health Insurance	932,038	898,951	991,070	929,491	983,430	(7,640)	-0.77%
520421	Health Insurance - Retirees	141,632	104,896	128,187	129,194	135,763	7,576	5.91%
520426	Life Insurance	4,575	4,253	4,780	4,189	5,062	282	5.90%
520431	VEBA Contributions	131,160	132,639	162,810	170,768	174,902	12,092	7.43%
520500	Wellness Program	3,021	3,663	-	1,240	1,250	1,250	100.00%
530009	Police Pension Contribution	1,584,889	1,479,613	1,934,942	1,934,942	1,959,903	24,961	1.29%
530010	Fire Pension Contribution	1,490,909	1,413,737	1,713,382	1,713,382	1,733,600	20,218	1.18%
	Total Employee Benefits	4,687,626	4,453,984	5,389,104	5,277,236	5,439,155	50,051	0.93%
	Contractual Services							
530200	Communications	29,355	49,786	41,997	57,648	58,545	16,548	39.40%
530300	Audit Services	23,858	20,798	24,500	23,960	24,500	-	0.00%
530350	Actuarial Services	6,405	3,335	6,680	6,430	4,300	(2,380)	-35.63%
530370	Professional Services	9,552	17,108	13,045	16,500	13,680	635	4.87%
530371	Recorder's Office Fees	-	-	-	1,300	1,000	1,000	100.00%
530380	Consulting Services	117,247	108,149	178,000	211,971	324,000	146,000	82.02%
530385	Administrative Adjudication	17,334	18,218	23,740	20,493	26,140	2,400	10.11%
530400	Secretarial Services	4,047	9,425	5,000	11,310	10,000	5,000	100.00%
530410	IT Support	183,528	218,939	173,408	215,252	204,585	31,177	17.98%
530420	Legal Services	60,562	162,738	40,000	117,110	60,000	20,000	50.00%
530425	Village Attorney	171,113	154,642	120,000	197,935	165,000	45,000	37.50%
530426	Village Prosecutor	10,504	11,016	12,000	12,615	18,000	6,000	50.00%
530429	Vehicle Sticker Program	16,070	17,644	18,625	18,000	18,850	225	1.21%
530430	Animal Control	1,050	1,880	2,200	1,350	1,775	(425)	-19.32%
531100	Health/Inspection Services	15,450	15,450	15,450	15,915	15,915	465	3.01%
531250	Unemployment Claims	32,126	(2,142)	5,000	16,810	5,000	-	0.00%
531300	Inspection Services	61,588	80,738	68,920	65,000	65,000	(3,920)	-5.69%
531305	Plan Review Services	51,337	38,573	20,000	41,000	35,000	15,000	75.00%
531310	Julie Notifications	878	1,089	1,000	1,103	1,250	250	25.00%
532100	Bank Fees	10,550	13,558	13,911	17,180	18,039	4,128	29.67%
532200	Liability Insurance	267,617	239,781	229,396	226,464	261,353	31,957	13.93%
532250	IRMA Liability Deductible	44,238	25,014	10,000	-	10,000	-	0.00%
533100	Maintenance of Equipment	13,405	23,361	26,835	26,668	27,931	1,096	4.08%
533200	Maintenance of Vehicles	118,990	141,181	133,635	111,156	129,060	(4,575)	-3.42%
533300	Maint of Office Equipment	11,086	9,754	11,540	9,930	10,540	(1,000)	-8.67%
533400	Maintenance Traffic/St Lights	57,320	96,027	67,400	36,700	74,500	7,100	10.53%
533550	Tree Maintenance	122,711	60,874	98,500	89,821	104,500	6,000	6.09%
533600	Maintenance of Buildings	82,284	88,330	73,520	61,409	76,520	3,000	4.08%

Village of River Forest
General Fund
Budget Summary by Account
Fiscal Year 2023 Budget

ACCOUNT NUMBER	DESCRIPTION	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
533610	Maintenance of Sidewalks	55,089	55,579	55,000	62,327	55,000	-	0.00%
533620	Maintenance of Streets	132,551	59,915	8,000	8,000	59,000	51,000	637.50%
534100	Training	43,052	35,304	65,200	77,253	71,650	6,450	9.89%
534150	Tuition Reimbursement	-	2,500	-	-	-	-	0.00%
534200	Community Support Services	116,300	89,263	111,721	124,232	152,665	40,944	36.65%
534250	Travel & Meeting	15,303	329	22,210	15,062	38,985	16,775	75.53%
534275	WSCDC Contribution	325,370	138,982	182,199	182,199	224,144	41,945	23.02%
534277	Citizens Corps Council	823	-	5,000	5,000	5,000	-	0.00%
534278	Medical Reserve Corp	-	-	500	500	500	-	0.00%
534300	Dues & Subscriptions	51,199	51,984	53,968	50,253	54,603	635	1.18%
534350	Printing	10,947	8,275	6,500	5,820	8,100	1,600	24.62%
534400	Medical & Screening	9,235	18,733	27,265	42,213	33,315	6,050	22.19%
534450	Testing	3,959	9,206	6,000	30,910	8,000	2,000	33.33%
535300	Advertising/Legal Notice	7,146	15,057	7,500	14,540	14,150	6,650	88.67%
535350	Dumping Fees	7,958	27,186	13,000	13,090	13,000	-	0.00%
535400	Damage Claims	53,282	101,719	30,000	39,516	35,000	5,000	16.67%
535450	St Light Electricity	28,261	30,183	27,660	23,550	29,000	1,340	4.84%
535500	Collection & Disposal	1,107,676	1,153,008	1,142,598	1,170,000	1,176,068	33,470	2.93%
535510	Leaf Disposal	88,658	63,781	72,000	57,900	72,000	-	0.00%
535600	Community and Emp Programs	41,890	49,551	29,250	52,780	54,300	25,050	85.64%
535700	GEMT Expenses	-	12,000	-	50,000	50,000	50,000	100.00%
	Total Contractual Services	3,638,902	3,547,821	3,299,873	3,656,175	3,919,463	619,590	18.78%
	Commodities							
540100	Office Supplies	27,597	26,880	27,685	31,061	30,561	2,876	10.39%
540150	Equipment	42,016	152,532	27,978	7,000	3,750	(24,228)	-86.60%
540200	Gas & Oil	73,975	66,701	67,407	71,720	71,003	3,596	5.33%
540300	Uniforms Sworn Personnel	49,265	48,206	47,333	55,565	56,575	9,242	19.53%
540310	Uniforms Other Personnel	5,830	6,454	6,650	6,887	7,800	1,150	17.29%
541300	Postage	11,982	10,508	11,417	10,005	10,640	(777)	-6.81%
540400	Prisoner Care	2,271	3,697	3,650	2,524	3,650	-	0.00%
540500	Vehicle Parts	11,895	14,328	10,000	10,000	12,000	2,000	20.00%
540600	Operating Supplies	79,105	93,635	82,620	87,153	74,875	(7,745)	-9.37%
540601	Radios	4,179	4,332	8,350	6,925	8,350	-	0.00%
540602	Firearms and Range Supplies	16,291	18,465	18,640	18,614	19,909	1,269	6.81%
540603	Evidence Supplies	10,437	5,628	7,650	7,255	7,150	(500)	-6.54%
540605	DUI Expenditures	7,376	4,070	4,851	4,450	3,976	(875)	-18.04%
540610	Drug Forfeiture Expenditures	2,210	3,390	318	300	400	82	25.79%
540620	Article 36 Exp	-	-	1,871	1,800	1,517	(354)	-18.92%
540615	Cannabis Tax Act Expenditures	-	7,255	4,465	16,627	21,091	16,626	0.00%
540800	Trees	29,656	34,201	36,000	19,415	36,000	-	0.00%
542100	Snow & Ice Control	54,883	1,033	-	-	-	-	0.00%
	Total Commodities	428,967	501,315	366,885	357,301	369,247	2,362	0.64%
	Capital Outlay							
558700	Police Vehicles	38,253	-	-	-	-	-	0.00%
	Total Capital Outlay	38,253	-	-	-	-	-	0.00%
	Transfers							
575013	Transfer to Capital Equipment Repl Fu	456,795	-	-	-	801,778	801,778	100.00%
	Total Transfers	456,795	-	-	-	801,778	801,778	0.00%
	Total General Fund	**16,319,760**	**15,649,054**	**16,654,482**	**16,481,623**	**18,527,883**	**1,873,401**	**11.25%**

Administration Organizational Chart

Administration

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Personal Services	$608,644	$664,293	$550,455	$759,075
Employee Benefits	$208,050	$229,233	$187,318	$259,600
Contractual Services	$732,285	$673,854	$791,526	$799,200
Commodities	$35,106	$29,477	$34,855	$30,860
Transfers	$0	$0	$0	$0
Total	**$1,584,084**	**$1,596,857**	**$1,564,154**	**$1,848,735**

DEPARTMENT DESCRIPTION

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

The Village Administrator's Office provides support to Village departments in the areas of human resources, employee benefits, organizational development, risk management, information technology, communications, and community relations as well as leading the Village's economic development efforts. The office also provides legislative support and deputy clerk functions, keeping records of legislative actions taken by the Village Board of Trustees (e.g. minutes and ordinances), and responding to FOIA requests.

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

BUDGET ANALYSIS

The Administration budget includes a variety of contractual services, some of which are specific to this Department and some that serve the overall organization including, for example, the Information Technology (IT) Support Services. The FY 2023 Communications budget increased to include fees associated with fiber internet service to increase the reliability of internet access for Village operations. The FY 2023 IT Support Services budget increased due to new licenses and an annual fee associated with the Village's new land and license management (LAMA) software as well as Office365. The budget includes plans to expand its wellness program to enhance mental health support for its employees, including the implementation of a mental health screening and counseling program for sworn officers. Finally, the Community and Employee Programs budget for FY 2023 includes funds for the growing snow removal persons for residents who are over 65 or have a disability, as well as the handyman program to assist older residents with home repairs.

The Administration budget also includes the Village's annual premium for liability insurance for the entire organization. The Village is a member of the Intergovernmental Risk Management Agency (IRMA), which is a member-owned, self-governed public risk pool. A higher deductible, claims experience, hardening within the insurance market, overall pool experience, and other factors all influence the Village's premiums. The Village has a healthy reserve at IRMA that may only be used for liability-related expenses. The Village plans to once again draw down on that reserve to pay its premium and deductible-related expenses in FY 2023.

The Village is also member of the Intergovernmental Personnel Benefit Cooperative (IPBC), which allows the Village and other municipal groups to band together and hold the line on expenses related to employee benefits.

The FY 2023 budget reflects changes in the allocation of staff within the budget due to the reorganization of the Public Works and Development Services Department. It also incorporates the addition of one position in the Finance Department of Human Resources Generalist.

PERSONNEL SUMMARY

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Administration	3.5	3.5	4.5
Finance	3.5	3.5	4.5
TOTAL ADMINISTRATION FTEs	7	7	9

LOOKING FORWARD: 2023 OBJECTIVES

Guiding Principle: Protecting Public Safety

1. Continue collaborative efforts with the River Forest Township, Concordia University, and other community partners to expand and implement the Village's AARP Age Friendly and Dementia-friendly initiatives
2. Continue to assist the Police Department with implementation of smart city/public safety technology enhancements
3. Continue to assist the Village's public safety departments with employee recruitment and retention to address public safety staffing challenges

Guiding Principle: Stabilizing Property Taxes

1. Assist the Village's advisory bodies with a holistic review of the Village's Zoning Ordinance as recommended by the Comprehensive Plan; prepare potential amendments for consideration incorporating the recommendations from the Village's Affordable Housing Plan in those potential amendments
2. Utilize the expertise of the Economic Development Commission to identify strategies for reinvestment in key corridors and properties and in the TIF Districts, and work to retain existing and attract new businesses to River Forest
3. Support the work of the Development Review Board and Village Board of Trustees in reviewing all planned development applications brought forward
4. Negotiate a successor collective bargaining agreement with Local 150, which represents public works employees
5. Examine staffing, staff retention, and consulting service arrangements relative to funding and the needs of the municipal organization and service expectations of the community

Guiding Principle: Strengthening Property Values

1. Continue responsible investment to ensure sound infrastructure throughout the community while pursuing federal, state, and county funding for projects and programs
2. Co-lead and support the mission, goals and responsibilities of the Village's Diversity, Equity and Inclusion Advisory Group.
3. Implement recommendations from the Economic Development Commission for the use of American Rescue Plan funds to support the Village's business community
4. Preserve the charm and aesthetic appeal that makes River Forest desirable to residents and businesses by promoting the installation of public art, and preservation of the Village's rich historic and architectural heritage.
5. Use the Village's communication tools to educate and inform the community on topics of interest (e.g. programs, property tax appeals, sustainability, etc.), community and university events (including Triton College), and assist new residents in learning more about their community and connecting with neighbors
6. Continue collaborative efforts to plan for the possible expansion and/or improvement of the River Forest Civic Center Authority Building, including a review by the Village Board of Trustees of the analysis conducted to-date

REVIEWING THE YEAR: 2022 ACCOMPLISHMENTS

VILLAGE BOARD STRATEGIC GOAL: PROTECTING PROPERTY VALUES

GOALS	STATUS
Continue the Village's efforts to respond to the COVID-19 pandemic by implementing and communicating public health guidelines, supporting the roll-out of COVID-19 vaccinations to the community, examining Village operations and adapting where necessary, collaborating with the Senior Response team, and evaluating the financial impact to the Village and its stakeholders and offering assistance to the extent possible.	Vaccinations became readily available to the public in early FY 2022 and the Village's Fire Department also worked to bring the vaccine to residents with limited mobility. The Village continued to provide regular updates and reminders to the public via its communication channels as the Delta and Omicron variants surged.
Continue collaborative efforts with the River Forest Township, Concordia University, and other community partners to expand and implement the Village's AARP Age Friendly and Dementia-friendly initiatives.	The Village partnered with the North West Housing Partnership to launch the Oak Park/River Forest Senior Home Repair Program to cover minor repairs in the home. The Village also expanded its snow removal program to assist residents over age 65 and those with disabilities. River Forest Staff and officials also attended Dementia Friendly River Forest training in November along with local businesses which allows them to be recognized as dementia-friendly. Trustee Vazquez also continues his participation in the Age Friendly Communities Collaborative.
Continue to assist the Police Department with implementation of smart city/public safety technology enhancements.	In FY 2022 the Police Department implemented its street camera expansion program along the south end of River Forest.

VILLAGE BOARD STRATEGIC GOAL: STABILIZING PROPERTY TAXES

GOALS	STATUS
Develop and implement a plan to utilize funds from the American Rescue Plan Act to support Village operations and the Village's small business community.	In FY 2022 the Economic Development Commission invited local business owners to participate in a facilitated conversation regarding the challenges and needs presented by the COVID-19 pandemic. Based on these conversations the Economic Development Commission began exploring programs in conjunction with the Oak Park/River Forest Chamber of Commerce and will implement additional programs in late FY 2022/early FY 2023.
Support the Building Department's efforts to implement the Village's new land and license management (permitting) software.	The system went "live" in April 2021 and refinement of processes continued into the first quarter of FY 2022.
Work alongside the Public Works to finance, communicate and complete alley reconstruction and automated metering infrastructure projects.	Phase 1 of this project has been complete and Phase 2 will be complete in late FY 2022, early FY 2023. Phases 3 and 4 will be complete by the end of FY 2023.

Continue to seek grant funding for short and long term projects such as the Harlem Avenue viaduct project.	River Forest, Oak Park, and Forest Park Staff provided additional information to Congressman Davis's Office regarding potential funding for this project. The Village President has also actively pursued funding for this project. The Village Administrator is also taking steps to obtain funding to move forward with Phase I and Phase II Engineering to position this project for potential future funding opportunities.
Cross train customer service personnel to improve customer service and enhance operating efficiency.	The implementation of LAMA software for licenses and permits provided a unique opportunity to cross-train staff on various functions, including basic permitting and licensing requirements. This cross-training provides enhanced customer service by ensuring multiple employees can assist callers and customers, instead of just the Permit and Administrative Clerks.
Improve the Village's performance measurement program by reevaluating the metrics used to measure organizational performance and improve the Village's ICMA Performance Measurement Certificate from "Certificate of Achievement" to "Certificate of Distinction".	In FY 2023 Village Staff will reassess and update its performance metrics to align with evolving community and organizational goals and the Village Board's strategic priorities.

VILLAGE BOARD STRATEGIC GOAL: STRENGTHENING PROPERTY VALUES

GOALS	STATUS
Continue implementation of recommendations from the Comprehensive Plan.	The Comprehensive Plan calls for the potential consideration of amendments to the Zoning Ordinance regarding the bulk standards applicable to the Village's commercial zoning districts. That work will be combined and completed in FY 2023 with funds included in the Boards and Commissions budget for this purpose.
Continue implementation of recommendations from the Affordable Housing Plan.	The Plan includes recommendations that the Village consider amendments to its zoning ordinance relative to standards of consideration for planned developments and to allow accessory dwelling units (ADUs) in single-family residential zoning districts. These potential amendments will be included in the holistic review of the Village's Zoning Ordinance in FY 2023.
Continue to evaluate metrics and improve the Village's communications program.	In FY 2022 the Village continued its weekly and monthly e-newsletters as well as its social media presence on Facebook and Instagram. The Village worked with a communications consultant to streamline process for drafting the newsletter and improve its aesthetic appeal. In addition, the Village implemented the recommendations of its consultant by expanding the monthly newsletter to a long-form piece using Issu to improve its aesthetic appeal and content. Further, to assist resident without computer access, staff began

	producing and distributing a small quantity of hardcopy monthly newsletters.
Continue to review and implement "Smart City" applications to determine which applications may enhance customer service and/or Village operations.	Finance and Public Works have worked closely to implement the Advanced Metering Infrastructure (AMI) program in FY 2022.
Continue collaborative efforts to plan for the possible expansion and/or improvement of the River Forest Civic Center Authority Building.	Village Staff continues to research funding alternatives and organizational mechanisms, for continued discussions regarding possible next steps.
Co-lead and support the mission, goals and responsibilities of the Village's Diversity, Equity and Inclusion Advisory Group.	The group held its first meeting in June 2021 and adopted definitions of the terms "diversity", "equity", and "inclusion". They also identified areas of focus that they will pursue via a subcommittee structure, which includes the drafting and distribution of a request for proposals (RFP) for a DEI consultant in late FY 22.
The recently-formed Age-Friendly Committee will complete its a baseline assessment of age-friendliness in the Village and evaluate the results.	A survey was distributed in late 2021 and the Committee is in the process of analyzing the survey results in late FY 2022.

PERFORMANCE MEASURES

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

MEASURES	FY 2021		FY 2022		FY 2023
	GOAL	PROJECTED	GOAL	PROJECTED	GOAL
GFOA Certificate of Excellence in Financial Reporting	Obtain	Obtained	Obtain	Obtained	Obtain
GFOA Distinguished Budget Award	Obtain	Obtained	Obtain	Obtained	Obtain
Send Monthly E-mail Blast to Village Residents	12 E-Mails	12 E-Mails	12 E-Mails	12 E-Mails	12 E-Mails
Increase Website Traffic by 5%	5% Increase	Obtained; 60% increase	5% Increase		5% Increase
Retain or Improve Number of Resident Email Addresses	Retain 95% of e-mail addresses	Obtained; 21% increase	Retain 95% of e-mail addresses	Obtained; 95% of email addressed retained	Retain 95% of e-mail addresses
Increase Number of Followers of Facebook page	5% Increase	Obtained; 60% increase	10% Increase	Obtained; 10% increase in followers	10% Increase
Increase Number of Employees Participating in the Flexible Benefit Program (FSA-125)	Retain 100% of current enrollment	Enrollment decreased by 7.4% from FY 2020 (25 total)	Retain 100% of current enrollment	Obtained; Enrollment increased by 16%	Retain 100% of current enrollment
FOIA Response Time - Commercial Requests responded to within state guidelines	100%	100%	100%	100%	100%
FOIA Response Time - Non-Commercial Requests responded to within state guidelines	100%	100%	100%	100%	100%

ACTIVITY MEASURES

Projected through the end of the fiscal year.

Measure	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Vehicle Stickers- Passenger	5,448	5,827	5,618	5,139	5,033
Vehicle Stickers- Seniors	938	928	934	910	895
Vehicle Stickers- Trucks	114	132	141	107	116
Vehicle Stickers- Motorcycles	90	121	107	88	82
Vehicle Stickers- Total	6,590	7,008	6,800	6,244	6,126
Vehicle Stickers- Late Notices Issued	1,188	1,699	759	-	-
Vehicle Stickers- Late Fees Assessed	601	755	660	222	497
Vehicle Stickers- Online Payments	2,041	2,091	2,368	3,167	3,026
Vehicle Sticker Sales	$285,378	$306,732	$289,331	$261,643	$259,588
Accounts Payable Checks Printed/Electronic Payments Made	2,300	2,182	2,272	2,164	2,131
Real Estate Transfer Stamps Issued	232	232	233	241	318
Animal Tags Issued	227	207	131	68	160
Cash Receipts	27,500	26,677	25,404	22,889	23,048
Invoices Issued	145	167	112	135	142
Freedom of Information Requests	96	125	188	162	180
Snow Removal Program Participants	-	-	15	33	52
Auto Liability Claims	1	2	1	1	3
Auto Physical Damage	1	4	1	2	4
General Liability Claims	1	1	1	2	2
Village Property Damage Claims	8	12	10	6	11
Workers Compensation Claims	3	6	5	3	3

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
10	**Administration**							
01-10-00-51-0200	Salaries Regular	613,154	607,451	663,793	533,935	758,575	94,782	14.28%
01-10-00-51-1700	Overtime	-	-	500	-	500	-	0.00%
01-10-00-51-1950	Insurance Refusal Reimb	825	113	-	-	-	-	0.00%
01-10-00-51-3000	Part-Time Salaries	5,200	1,080	-	16,520	-	-	0.00%
	Personal Services	**619,179**	**608,644**	**664,293**	**550,455**	**759,075**	**94,782**	**14.27%**
01-10-00-52-0100	ICMA Retirement Contract	13,320	-	-	-	-	-	0.00%
01-10-00-52-0320	FICA	33,079	33,638	37,470	34,285	42,090	4,620	12.33%
01-10-00-52-0325	Medicare	9,092	8,700	9,733	8,225	11,007	1,274	13.09%
01-10-00-52-0330	IMRF	59,728	65,138	74,202	55,490	60,994	(13,208)	-17.80%
01-10-00-52-0350	Employee Assistance Program	1,827	1,804	1,850	1,850	16,910	15,060	814.05%
01-10-00-52-0375	Fringe Benefits	9,748	9,186	10,224	5,830	10,188	(36)	-0.35%
01-10-00-52-0400	Health Insurance	61,908	68,494	79,936	66,970	99,468	19,532	24.43%
01-10-00-52-0420	Health Insurance - Retirees	7,872	(1,072)	-	-	-	-	0.00%
01-10-00-52-0425	Life Insurance	760	686	774	423	901	127	16.41%
01-10-00-52-0430	VEBA Contributions	14,474	17,813	15,044	13,005	16,792	1,748	11.62%
01-10-00-52-0500	Wellness Program	3,021	3,663	-	1,240	1,250	1,250	0.00%
	Benefits	**214,829**	**208,050**	**229,233**	**187,318**	**259,600**	**30,367**	**13.25%**
01-10-00-53-0200	Communications	23,942	40,326	32,785	49,555	49,255	16,470	50.24%
01-10-00-53-0300	Audit Services	23,858	20,798	24,500	23,960	24,500	-	0.00%
01-10-00-53-0350	Actuarial Services	6,405	3,335	6,680	6,430	4,300	(2,380)	-35.63%
01-10-00-53-0380	Consulting Services	100,473	89,625	112,000	157,260	131,500	19,500	17.41%
01-10-00-53-0410	IT Support	136,838	158,344	113,072	143,987	137,073	24,001	21.23%
01-10-00-53-0429	Vehicle Sticker Program	16,070	17,644	18,625	18,000	18,850	225	1.21%
01-10-00-53-1100	Health/Inspection Services	15,450	15,450	15,450	15,915	15,915	465	3.01%
01-10-00-53-1250	Unemployment Claims	32,126	(2,142)	5,000	16,810	5,000	-	0.00%
01-10-00-53-2100	Bank Fees	10,550	13,558	13,911	17,180	18,039	4,128	29.67%
01-10-00-53-2200	Liability Insurance	267,617	239,781	229,396	226,464	261,353	31,957	13.93%
01-10-00-53-2250	IRMA Liability Deductible	44,238	25,014	10,000	-	10,000	-	0.00%
01-10-00-53-3300	Maint of Office Equipment	11,086	9,754	11,040	9,430	10,040	(1,000)	-9.06%
01-10-00-53-4100	Training	9,082	1,416	5,500	9,060	7,500	2,000	36.36%
01-10-00-53-4150	Tuition Reimbursement	-	2,500	-	-	-	-	0.00%
01-10-00-53-4250	Travel & Meeting	12,236	191	7,875	8,070	11,650	3,775	47.94%
01-10-00-53-4300	Dues & Subscriptions	32,877	34,684	33,070	30,400	34,225	1,155	3.49%
01-10-00-53-4350	Printing	6,344	3,418	2,200	1,120	2,200	-	0.00%
01-10-00-53-4400	Medical & Screening	-	4,872	1,500	695	1,500	-	0.00%
01-10-00-53-5300	Advertising/Legal Notice	3,141	3,968	2,000	4,410	2,000	-	0.00%
01-10-00-53-5400	Damage Claims	-	200	-	-	-	-	0.00%
01-10-00-53-5600	Community and Emp Programs	41,890	49,551	29,250	52,780	54,300	25,050	85.64%
	Contractual Services	**794,222**	**732,285**	**673,854**	**791,526**	**799,200**	**125,346**	**18.60%**
01-10-00-54-0100	Office Supplies	16,198	17,496	15,085	17,855	17,245	2,160	14.32%
01-10-00-54-0150	Office Equipment	2,080	3,372	3,000	7,000	3,000	-	0.00%
01-10-00-54-0600	Operating Supplies	15,593	3,736	-	-	-	-	0.00%
01-10-00-54-1300	Postage	11,979	10,502	11,392	10,000	10,615	(777)	-6.82%
	Materials & Supplies	**45,850**	**35,106**	**29,477**	**34,855**	**30,860**	**1,383**	**4.69%**
10	**Administration**	**1,674,079**	**1,584,084**	**1,596,857**	**1,564,154**	**1,848,735**	**251,878**	**15.77%**

E911

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Contractual Services	$147,382	$200,749	$207,199	$242,694
Commodities				
Total	**$147,382**	**$200,749**	**$207,199**	**$242,694**

DEPARTMENT DESCRIPTION

The Village contracts with the West Suburban Consolidated Dispatch Center (WSCDC) for Police and Fire Emergency 911 Dispatch services. WSCDC provides service for the Villages of Forest Park, Oak Park, and River Forest and serves more than 80,000 residents.

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

WSCDC is governed by a Board of Directors comprised of the Village Manager of Oak Park, the Village Administrator of River Forest, and the Village Administrator of Forest Park. The agency has an annual budget of approximately $4 million and runs on a calendar fiscal year. Member dues are calculated according to the number of calls for service generated by each member agency.

BUDGET ANALYSIS

The 2022 WSCDC Budget decreased by 5.80% from the previous budget amount. WSCDC FY begins January 1. Being that River Forest uses a Fiscal Year Budget, the RF Costs shown reflect the cost increase beginning in January 0f 2023.

	FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 BUDGET	FY 2022 BUDGET
WSCDC Budget	$4,788,549	$5,035,867	$4,169,271	$3,934,077
RF Costs	$435,434	$148,426	$182,199	$224,144
RF Percent of WSCDC	13.73%	7.40%	9.74%	16.85%

WSCDC is funded by contributions from each member based on their respective call volume. Park Ridge and Elmwood Park left the dispatch center last year. With the consolidation now split between three communities, River Forest saw a sharp increase to its allocation percentage. This change accounts for the $36,038 increase in the Village's FY 2022 contribution over FY 2021. When the State of Illinois passed the dispatch consolidation bill, River Forest's share of ETSB funds began being redistributed directly to WSCDC in November 2017. WSCDC is using those funds to discount each member's contribution. WSCDC is continuously trying to streamline services and technology, as well as, pursue additional members to offset any future added expenses.

PERSONNEL SUMMARY

There are no personnel assigned to this division.

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
14	**E911**							
01-14-00-53-0380	Consulting Services	-	-	3,000	3,000	3,000	-	0.00%
01-14-00-53-0410	IT Support	8,000	8,400	8,500	8,500	8,500	-	0.00%
01-14-00-53-3100	Maintenance of Equipment	-	-	500	500	500	-	0.00%
01-14-00-53-4100	Training	-	-	1,050	7,500	1,050	-	0.00%
01-14-00-53-4275	WSCDC Contribution	325,370	138,982	182,199	182,199	224,144	41,945	23.02%
01-14-00-53-4277	Citizens Corps Council	823	-	5,000	5,000	5,000	-	0.00%
01-14-00-53-4278	Medical Reserve Corp	-	-	500	500	500	-	0.00%
	Contractual Services	**334,193**	**147,382**	**200,749**	**207,199**	**242,694**	**41,945**	**20.89%**
14	**E911**	**334,193**	**147,382**	**200,749**	**207,199**	**242,694**	**41,945**	**20.89%**

Boards and Commissions

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Employee Benefits	$2,476	$1,662	$2,906	$2,425
Contractual Services	$69,133	$59,050	$95,045	$209,710
Commodities	$7	$125	$30	$125
Total	**$71,616**	**$60,837**	**$97,981**	**$212,260**

DEPARTMENT DESCRIPTION

In FY 2019 the Village re-organized the budget to place all funds related to Village Boards, Commissions, and Committees into a single area within the budget. Funds included in this "Department" include expenses related to the functions of the following Boards and Commissions:

- Age Friendly Ad Hoc Advisory Committee
- Board of Fire and Police Commissioners
- Development Review Board
- Diversity, Equity, and Inclusion Advisory Group
- Economic Development Commission
- Finance and Administration Committee
- Historic Preservation Commission
- Local Ethics Commission
- Plan Commission
- Sustainability Commission
- Traffic and Safety Commission
- Zoning Board of Appeals

Expenses related to other Village Boards and Commissions, including the Fire Pension Board and Police Pension Board are charged to those funds. The FY 2023 budget includes various services applicable to all advisory bodies including, for example, the proposed outsourcing of minute taking.

Board of Fire and Police Commissioners

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

The total budget for the Board of Fire and Police Commissioners for FY 2023 is $39,446, which includes secretarial services, recruiting costs and pre-employment testing for all sworn public safety positions. A majority of the BFPC's budget will be used toward the creation of new lists for public safety positions in accordance with the schedule below and to recruit candidates for any vacancies created during the Fiscal Year.

List	Expiration Date	Comments
Patrol Officer	October 2023	Unless the current list is exhausted prior to its expiration date
Firefighter/Paramedic	August 2022	Testing to be completed in FY 23
Police Sergeant	April 2025	New list process underway in 4th quarter of FY 22; lists are valid for 3 years
Fire Lieutenant	February 2025	

The remainder of the FY 2023 budget for Boards and Commissions includes funds for future project-specific expenses and general expenses that cross multiple advisory bodies. The primary goals and objectives for each for FY 2023 include:

Age Friendly Ad Hoc Advisory Committee

The Age Friendly *Ad Hoc* Committee is tasked with Conducting a baseline assessment of the age-friendliness of the Village and Evaluating and preparing an Age-Friendly Plan to be submitted to the AARP (American Association of Retired Persons) for review and endorsement.

Development Review Board

The Development Review Board holds hearings and makes recommendations to the Village Board of Trustees regarding planned development applications. All, or nearly all, expenses related to the Development Review Board are charged to the applicant. Most of the costs associated with planned development applications heard by the Development Review Board are reimbursed by the applicant.

Diversity, Equity, and Inclusion Advisory Group

The Diversity, Equity, and Inclusion (DEI) Advisory Group was created and began meeting in FY 2022 to begin working toward its initial goals and responsibilities. The initial goals include the engagement of a third party consultant with experience in the area of DEI.

Economic Development Commission

The Economic Development Commission will (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, (7) Coordinate economic development outreach to surrounding units of local government.

Historic Preservation Commission

The Historic Preservation Commission (HPC) holds hearings and reviews applications for Landmark properties and Certificates of Appropriateness. The Commission also acts as a resource to the public providing education in the areas of historic and architectural preservation.

Local Ethics Commission

The Local Ethics Commission receives all complaints about violations of the River Forest Ethics Ordinance. As of this writing, there have been no complaints received.

Plan Commission

The Plan Commission oversees the maintenance of the Comprehensive Plan that articulates the Village's general land use policies. The new Comprehensive Plan was adopted in FY 2020.

Sustainability Commission

The Sustainability Commission's purpose is to enhance the quality of life of its residents through the study and promotion of sustainable practices that conserve natural resources and protect the environment.

Traffic and Safety Commission

The function of the Traffic and Safety Commission is to review transit, parking and potentially hazardous traffic matters of the Village that have been referred to them. The Commission serves in an advisory capacity to the Village Board of Trustees.

Zoning Board of Appeals

The Zoning Board of Appeals holds hearings and makes recommendations to the Village Board regarding applications for zoning variations, rezoning, zoning code text amendments, appeals and special use permits.

PERSONNEL SUMMARY

There is one in-house position that acts in an interim secretarial role for the Board of Fire and Police Commissioners.

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
15	**Boards and Commissions**							
01-15-00-52-0320	FICA	251	584	310	746	665	355	114.52%
01-15-00-52-0325	Medicare	59	137	73	175	155	82	112.33%
01-15-00-52-0330	IMRF	401	1,035	559	1,265	885	326	58.32%
01-15-00-52-0375	Fringe Benefits	600	720	720	720	720	-	0.00%
	Benefits	**1,310**	**2,476**	**1,662**	**2,906**	**2,425**	**763**	**45.91%**
01-15-00-53-0380	Consulting Services	9,378	13,164	28,500	14,995	150,000	121,500	426.32%
01-15-00-53-0400	Secretarial Services	4,047	9,425	5,000	11,310	10,000	5,000	100.00%
01-15-00-53-0420	Legal Services	14,721	18,327	10,000	7,555	10,000	-	0.00%
01-15-00-53-4100	Training	2,000	-	500	250	500	-	0.00%
01-15-00-53-4250	Travel & Meeting	48	96	175	50	10,175	10,000	5714.29%
01-15-00-53-4300	Dues & Subscriptions	375	375	375	385	385	10	2.67%
01-15-00-53-4400	Medical & Screening	7,153	10,124	4,000	20,960	10,000	6,000	150.00%
01-15-00-53-4450	Testing	3,959	9,206	6,000	30,910	8,000	2,000	33.33%
01-15-00-53-5300	Advertising/Legal Notice	1,834	8,416	4,500	8,630	10,650	6,150	136.67%
	Contractual Services	**43,516**	**69,133**	**59,050**	**95,045**	**209,710**	**150,660**	**255.14%**
01-15-00-54-0100	Office Supplies	-	-	100	25	100	-	0.00%
01-15-00-54-1300	Postage	3	7	25	5	25	-	0.00%
	Materials & Supplies	**3**	**7**	**125**	**30**	**125**	**-**	**0.00%**
15	**Boards and Commissions**	**44,829**	**71,616**	**60,837**	**97,981**	**212,260**	**151,423**	**248.90%**

Building & Development

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Personal Services	$264,040	$310,417	$304,509	$338,934
Employee Benefits	$92,070	$117,877	$115,920	$106,018
Contractual Services	$137,169	$108,450	$125,285	$118,915
Commodities	$1,683	$1,379	$638	$1,336
Transfers	$0	$0	$0	$1,934
Total	**$494,962**	**$538,123**	**$546,352**	**$567,137**

DEPARTMENT DESCRIPTION

The Building & Development Division administers all land use and zoning regulations and coordinates the planned development process in conjunction with the Village Administrator's Office. The Division is responsible for the enforcement of all building codes as well as zoning, sign, and subdivision ordinances. The Division was reorganized in FY 2022 and splits the Building Services Division under Public Works, and Zoning and related matters remain under the Village Administrator's Office.

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

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

BUDGET ANALYSIS

In FY 2021, a full time Building and Zoning Inspector was hired to replace the semi-full time position. The full-time Building and Zoning Inspector position has helped to reduce contractual services associated with sending certain plans for review to a third-party consultant, while also performing code-enforcement related duties. The Village's full-time permit clerk also retired in FY 2021 and that vacancy was filled in-kind. Additional training funds have been budgeted for these employees to obtain job-related certifications. The implementation of the Village's new permitting software in FY 2021 has also increased efficiency associated with permit submittals and reviews.

Contractual services associated with various Building and Development goals and zoning functions (i.e. Zoning Board of Appeals expenses) are included in the Boards and Commissions budget (i.e. Comprehensive Plan implementation).

The FY 2023 budget reflects changes in the allocation of staff within the budget due to the reorganization of the Public Works and Development Services Department.

PERSONNEL SUMMARY

	FY 2021 BUDGET	FY 2022 BUDGET	FY 2023 BUDGET
Building & Development	4	4	3.5

LOOKING FORWARD: 2023 OBJECTIVES

Guiding Principle: Protecting Public Safety
1. The Building Department will continue to deliver high quality permit reviews to ensure that building codes are met and safe building practices are planned for all structures within River Forest.
2. The Building Department will continue to deliver thorough building inspections to ensure that building codes are met in the field and safe building practices are implemented for all structures within River Forest
3. The Building Department will continue to oversee the health inspection program to ensure that licensed Food Establishments in River Forest meet all health code requirements.
4. The Building Department will continue to identify and monitor vacant and Village-owned properties to ensure sufficient maintenance and upkeep of the structure.

Guiding Principle: Stabilizing Property Taxes
1. The Building Department will continue to utilize new Land and License Management (LAMA) software to operate more efficiently, enhance communication, and improve customer service in the areas of permitting, plan review, inspections, code enforcement, zoning entitlement, and licensing. The Building Department will also work to utilize the data collected through this software to analyze and identify trends.
2. The Building Department will continue working alongside the Development Review Board and Zoning Board for all Planned Development and Special Use permit applications.
3. Evaluate projects that require building permits, inspections, and the related fees to determine where, if any, fee adjustments are recommended for future Fiscal Years.

Guiding Principle: Strengthening Property Values
1. The Village Board of Trustees identified as its strategic goal a wholesale review and consideration of possible amendments to the Zoning Ordinance. The recommendations of the Affordable Housing Plan with implications to the Zoning Ordinance will be included in this process.
2. The Building and Administration teams will utilize existing communication channels to educate residents regarding building-related topics.
3. The Building Department will work with the building community to understand and implement the 2018 building codes.

REVIEWING THE YEAR: 2022 ACCOMPLISHMENTS

VILLAGE BOARD STRATEGIC GOAL: PROTECTING PUBLIC SAFETY

GOALS	STATUS
The Building Department will continue to deliver high quality permit reviews to ensure that building codes are met and safe building practices are planned for all structures within River Forest.	Village Staff and the Village's third-party plan reviewer continued to conduct high quality plan reviews that ensured structures built in River Forest met code requirements as designed. High quality plan reviews not only protect public safety, they assist contractors and homeowners with identifying issues before construction commences to increase the likelihood that work passes inspection.
The Building Department will continue to deliver thorough building inspections to ensure that building codes are meet in the field and safe building practices are implemented for all structures within River Forest	The Village continued to utilize third-party consultants to conduct building inspections. No inspections were deferred or delayed due to the COVID-19 pandemic.
The Building Department will continue to oversee the health inspection program to ensure that licensed Food Establishments in River Forest meet all health code requirements.	The Building Department continued to oversee the health inspection program to ensure that all licensed food establishments operating and seeking to operate in River Forest comply with all code requirements. Further, the Village's health inspector worked with local businesses to understand and implement regulations related to the COVID-19 pandemic.
Implement personnel changes to the Building and Zoning Inspector position to improve plan review response times and ensure properties are maintained as required by the IPMC.	The Building and Zoning Inspector position was filled with a full time employee in December, 2020, and immediately began working to support the Village's plan review and property maintenance programs.
Identify and continually monitor vacant and Village-owned properties to ensure sufficient maintenance and upkeep of the structure.	The Village's Building and Zoning Inspector has been monitoring vacant properties and working with property owners to maintain and improve properties, where needed, to comply with the Village's property maintenance requirements.

VILLAGE BOARD STRATEGIC GOAL: STABILIZING PROPERTY TAXES

GOAL	STATUS
The Building Department will implement new Land and License Management software that will assist the Department in improving the efficiency of operations while enhancing customer service through improved communication and online document submission.	The LAMA software was implemented in April of 2021. The software has allowed the Building Department to improve customer service and efficiency in the areas of permitting, plan review, inspections, code enforcement, zoning entitlement and licensing.
Continue working alongside the Development Review Board and Zoning Board for all Planned Development and Special Use permit applications.	Planned Development applications were completed for 400 Ashland Avenue, Trinity High School, and the River Forest Public Library. There were no special use applications filed by the 4th quarter of FY 2022. Staff anticipates working with the River Forest Tennis Club and

	River Forest Park District on pending planned development applications.
Evaluate projects that require building permits, inspections, and the related fees.	The Village implemented an increase in contractor licensing fees in FY 2021 but held off on raising any other fees in light of the COVID-19 pandemic.

VILLAGE BOARD STRATEGIC GOAL: STRENGTHENING PROPERTY VALUES

GOALS	STATUS
Work alongside the Plan Commission, Zoning Board of Appeals and Development Review Board to implement initiatives identified in the Comprehensive Plan.	The Village Board of Trustees identified as its strategic goal a wholesale review and consideration of possible amendments to the Zoning Ordinance. The recommendations of the Affordable Housing Plan with implications to the Zoning Ordinance will be included in this process.
The Building and Administration teams will utilize existing communication channels to educate customers regarding the use and benefits of the Village's new LAMA software and other building-related topics.	The Village continues to educate customers about the new LAMA software and other building-related topics through its communication channels, and will continue to do so.
The Building Department will work with the building community to understand and implement the 2018 building codes.	The Department is conducting a sample of plan reviews under the current 2003 code and 2018 code for comparison to illustrate the changes between the codes to the building community.

PERFORMANCE MEASURES

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

MEASURES	FY 2021		FY 2022		FY 2023
	GOAL	ACTUAL	GOAL	ACTUAL (1ST – 3RD QUARTERS)	GOAL
Plan Reviews of Large Projects Completed in 3 Weeks or Less	95%	86%	95%	72% (Average review time: 20 days)	95%
Re-Reviews of Large Projects Completed in 2 weeks or Less	95%	93%	95%	56% (Average review time 14.9 days)	95%
Plan Reviews of Small Projects Completed in 1 week or Less	95%	100%	95%	79%	95%
Village Inspections Completed within 24 Hours of Request	100%	100%	100%	100%	100%
Contractual Inspections Passed	80%	94%	80%	99%	80%

ACTIVITY MEASURES

FY 2022 values are actual totals as of January 31, 2022.

Measure	FY 2019	FY 2020	FY 2021	FY 2022
Building Permits	157	184	488	322
Plumbing Permits	263	204	115	120
Electrical Permits	194	174	42	68
Miscellaneous Permits*	718	648	304	271
Permit Inspections	1,700	1,739	N/A	1,565
Code Enforcement Inspections	223	173	N/A	90
Code Enforcement Citations	53	39	44	21
Zoning Variation Applications**	8	10	6	1
Text Amendment Petitions**	4	3	1	0
Special Use Permit Applications**	0	0	0	0
Planned Development Permit Applications**	4	1	0	3

*Miscellaneous permits include gutters, roofs, sidewalks, windows, masonry, drain tile, HVAC, exterior work, generator, fence, driveway, deck, sign, tuck-pointing, concrete, dumpster permits, and waterproofing.
** Applications for which a public hearing was held.

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
20	**Building and Development**							
01-20-00-51-0200	Full-Time Salaries	261,360	258,138	309,917	299,596	337,084	27,167	8.77%
01-20-00-51-1700	Overtime	-	611	500	2,190	500	-	0.00%
01-20-00-51-1950	Insurance Refusal Reimbursemnt	1,350	675	-	1,125	1,350	1,350	0.00%
01-20-00-51-3000	Part-Time Salaries	-	4,616	-	1,598	-	-	0.00%
	Personal Services	**262,710**	**264,040**	**310,417**	**304,509**	**338,934**	**28,517**	**9.19%**
01-20-00-52-0320	FICA	15,524	15,733	18,229	17,120	20,263	2,034	11.16%
01-20-00-52-0325	Medicare	3,720	3,749	4,530	4,325	4,895	365	8.06%
01-20-00-52-0330	IMRF	24,720	27,540	34,729	30,905	29,741	(4,988)	-14.36%
01-20-00-52-0375	Fringe Benefits	1,840	2,226	2,376	2,212	3,456	1,080	45.45%
01-20-00-52-0400	Health Insurance	35,079	34,013	49,429	51,877	37,471	(11,958)	-24.19%
01-20-00-52-0425	Life Insurance	127	115	148	179	159	11	7.43%
01-20-00-52-0430	VEBA Contributions	6,091	8,694	8,436	9,302	10,033	1,597	18.93%
	Benefits	**87,102**	**92,070**	**117,877**	**115,920**	**106,018**	**(11,859)**	**-10.06%**
01-20-00-53-0370	Professional Services	9,552	17,108	13,045	16,500	13,680	635	4.87%
01-20-00-53-0371	Recorder's Office Fees		-	-	1,300	1,000	1,000	0.00%
01-20-00-53-1300	Inspection Services	61,588	80,738	68,920	65,000	65,000	(3,920)	-5.69%
01-20-00-53-1305	Plan Review Services	51,337	38,573	20,000	41,000	35,000	15,000	75.00%
01-20-00-53-3200	Vehicle Maintenance	224	-	50	50	500	450	900.00%
01-20-00-53-4100	Training	-	700	6,200	1,200	3,500	(2,700)	-43.55%
01-20-00-53-4300	Dues & Subscriptions	68	50	235	235	235	-	0.00%
	Contractual Services	**122,769**	**137,169**	**108,450**	**125,285**	**118,915**	**10,465**	**9.65%**
01-20-00-54-0100	Office Supplies	-	110	500	250	500	-	0.00%
01-20-00-54-0150	Office Equipment	-	-	150	-	150	-	0.00%
01-20-00-54-0200	Gas & Oil	349	211	229	188	186	(43)	-18.78%
01-20-00-54-0600	Operating Supplies	-	1,363	500	200	500	-	0.00%
	Materials & Supplies	**349**	**1,683**	**1,379**	**638**	**1,336**	**(43)**	**-3.12%**
01-20-00-57-5013	Transfer to CERF	1,440	-	-	-	1,934	1,934	0.00%
	Other Financing Uses	**1,440**	**-**	**-**	**-**	**1,934**	**1,934**	**0.00%**
20	**Building and Development**	**474,370**	**494,962**	**538,123**	**546,352**	**567,137**	**29,014**	**5.39%**

Legal

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Contractual Services	$310,070	$162,000	$320,105	$233,000
Total	**$310,070**	**$162,000**	**$320,105**	**$233,000**

DEPARTMENT DESCRIPTION

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

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

BUDGET ANALYSIS

The FY 2022 legal budget includes fees associated with collective bargaining with the FOP (police) and IAFF (fire) labor unions, including arbitration with the FOP. It also includes all fees associated with ongoing litigation.

The FY 2023 legal budget includes anticipated fees associated with negotiating a collective bargaining agreement with Local 150, which represents Public Works employees. It also includes a fee increase for prosecution services in the 4th District by the Village's Attorney.

PERSONNEL SUMMARY

There are no personnel assigned to this division.

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
30	**Legal Services**							
01-30-00-53-0420	Labor and Employment Legal Svc	45,841	144,411	30,000	109,555	50,000	20,000	66.67%
01-30-00-53-0425	Village Attorney	171,113	154,642	120,000	197,935	165,000	45,000	37.50%
01-30-00-53-0426	Village Prosecutor	10,504	11,016	12,000	12,615	18,000	6,000	50.00%
	Contractual Services	**227,459**	**310,070**	**162,000**	**320,105**	**233,000**	**71,000**	**43.83%**
30	**Legal Services**	**227,459**	**310,070**	**162,000**	**320,105**	**233,000**	**71,000**	**43.83%**

Police Organizational Chart

FOP

Police

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Personal Services	$3,211,725	$3,459,587	$3,371,724	$3,696,761
Employee Benefits	$ 2,100,470	$2,639,098	$2,552,119	$2,634,537
Contractual Services	$278,585	$ 274,517	$315,396	$340,030
Commodities	$135,212	$134,252	$153,308	$162,812
Transfers			-	$305,227
Total	**$5,725,991**	**$6,507,454**	**$6,392,627**	**$7,139,367**

DEPARTMENT DESCRIPTION

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

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

The Patrol Division is the largest and most visible component of the department, consisting of 20 uniformed patrol officers, a patrol commander, three sergeants (one per shift), and three corporals (one per shift, which is included in the 20 uniformed patrol). Marked patrol vehicles are used to patrol the community, and the Patrol Division provides continuous policing to the community 24 hours a day, every day of the year. One officer is assigned as a hybrid traffic/tactical officer, who addresses traffic complaints and crime patterns plus works closely with the Investigations Division.

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

The Administrative Division includes the police chief, deputy chief, support services sergeant, crime prevention/school liaison officer, records supervisor, community service officer, and 3 part-time personnel. The third part-time position is for a part-time community service officer which is to begin in the last quarter of FY22 and continue through FY23. This division provides support to both patrol and investigations by developing the department's objectives, promoting community policing strategies, operating budget oversight, and making program recommendations, which are aligned with the Village's and department's goals. This division is also tasked with fiscal monitoring, oversight of personnel and benefits, records management and maintenance of the department's technical equipment, and automated traffic enforcement administration.

BUDGET ANALYSIS

Personal Services includes labor/management contractual obligations, which includes cost of living, holiday pay, IDOT Step overtime, and educational incentives increases. Overtime expenditures were higher due to COVID-19 response and lateral transfers by officers to other departments. A moderate increase is expected comparing FY22 and FY23. Employee Benefits primarily include Medicare, health insurance, retiree health insurance, and pension contribution increases. There is a small increase expected between FY22 and FY23. Contractual Services include IT support, maintenance of vehicles, training, and community support services. There is an increase expected between FY22 and FY23 mainly due to increase in obligation to the crossing guard vendor. Materials and Supplies include gas & oil costs and equipment purchases. A higher than normal increase is expected between FY22 and FY23.

PERSONNEL SUMMARY

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
Sworn Officers	28	28	28
Non-Sworn	3	3	3.5*
TOTAL POLICE FTEs	31	31	31.5
*reflects additional PT CSO position			

LOOKING FORWARD: 2023 OBJECTIVES

In FY 2021 the Village of River Forest modified its Objectives Section to incorporate the guiding principles set by the Village Board, which include Protecting Public Safety, Stabilizing Property Taxes, and Strengthening Property Values. The strategies in which the Village works to satisfy these principles is through providing exceptional customer service, ensuring efficient and effective municipal operations, protecting and enhancing the quality of life for Village residents, and continuing efforts towards economic development.

Guiding Principle: Protecting Public Safety
1. Continue to implement recommendations from the River Forest Bicycle Plan including: additional training to enhance Bicycle Officers knowledge and abilities; participate in Education and Enforcement programs as Ambassadors of bicycle use and safety; attend community events such as LemonAid and the Annual Food Truck Rally to encourage community members to practice bicyclist safety; organize community bicycle rides through existing programs such as the Junior Citizen Police Academy; and organize an additional Bike to Campus event for schools in River Forest. The Department will assign Bicycle Patrol Teams as COVID-19 restrictions are relaxed and as staffing permits.
2. Expand on existing platform used for overnight parking to include access for residents to additional modules that will improve access and communication with the Department.
3. Further Community/Problem Policing Oriented Strategies - Host quarterly Community Safety Meetings, as part of a strong public outreach strategy, and utilizing electronic communications to broaden our outreach. Utilize existing Village communication tools (website, e-news, Facebook, crime alerts) as part of a well-rounded communications strategy. Attend block parties, as well as expanding the Police Department's presence at community events and functions taking place at schools, parks, and the Community Center. Look for new opportunities to engage the public on ongoing police-related matters, including social, procedural, and restorative, in the community and identify crime or related traffic priorities.

4. Expand and enhance use of smart city technology to apprehend offenders and prevent criminal acts within the Village. Utilization and expansion of street cameras, license plate readers, and other emerging technologies has already proven to be a force-multiplier and has enhanced situational/command awareness.
5. Conduct enhanced traffic enforcement strategies to address resident, school official, and officer driven safety concerns. This will include tactics which are data driven and accomplished with the use of message boards, speed-radar trailers, decoy squad cars, and high visibility patrols. Both educational and enforcement methods will be utilized.

Guiding Principle: Stabilizing Property Taxes

1. Collaborate with other Village Departments on the Village-wide Traffic Study in an effort to make the roadways in the Village safer for motorists, pedestrians, and bicyclists.
2. Identify additional sources of funding for Department programs and equipment such as public and private grant opportunities. Examine utilizing a grant research, writing, and consulting service would be a professional strategy to help apply for and increase the likelihood of being a grant recipient.
3. Further develop the scheduling system to enhance tracking of overtime, compensatory time, and staffing in an effort to reduce costs.
4. Improve Police Officer Candidate training and evaluation process to ensure quality candidates are attracted and retained.

Guiding Principle: Strengthening Property Values

1. Use crime analysis to identify the central locations of crime “hot spots” and identify strategies to address those patterns to ensure that River Forest neighborhoods remain desirable places to live and work.
2. Continue to build upon existing partnerships and develop new relationships with stakeholders to address issues such as homelessness, mental health, and drug abuse, and help to provide resources to strengthen community relations.
3. Implement community partnership programs such as Vacation Watch and shared residential security camera programs that can reinforce community pride and commitment to homeowner engagement in common public safety goals.

REVIEWING THE YEAR: 2022 ACCOMPLISHMENTS

VILLAGE BOARD STRATEGIC GOAL: PROTECTING PUBLIC SAFETY

GOALS	STATUS
Continue to implement recommendations from the River Forest Bicycle Plan including: additional training to enhance Bicycle Officers knowledge and abilities; participate in Education and Enforcement programs as Ambassadors of bicycle use and safety; attend community events such as LemonAid and the Annual Food Truck Rally to encourage community members to practice bicyclist safety; organize community bicycle rides through existing programs such as the Junior Citizen Police Academy; and organize an additional Bike to Campus event for schools in River Forest. The Department will participate in events to the extent possible given COVID-19 restrictions.	Block parties and other community events were affected by the pandemic, however, block parties resumed in May 2021. Officers attended nearly all of the forty (40) block parties. Officers participated in the 1st Annual River Forest Community Bicycle Exchange. The Junior Citizen Police Academy was held with bicycle safety as one of the items on the curriculum. The Department continued its support of the LemonAid event. Officers participated in the 2nd Annual Tour de Proviso Bicycle Ride with the finale of the event happening in River Forest. Officers also participated in the Wounded Warrior Project Soldier Ride. Online Bicycle Registration has been successful in allowing residents to register their bicycles electronically.
Expand on existing platform used for overnight parking to include: access for residents to make vacation watch requests online; directed patrol assignments for traffic enforcement and foot patrols; and entry of information for at-risk residents for access by police to better respond to the needs of community members.	The Department is in the final stages of implementing the directed patrol assignments and traffic enforcement missions using the platform. The Department is working with the platform vendor to offer online vacation watch requests for residents Both applications are projected to roll out in April 2022.
Further Community/Problem Policing Oriented Strategies - attend block parties, as well as expanding the Police Department's presence at community events and functions taking place at schools, parks, and the Community Center. The Department will participate in events to the extent possible given COVID-19 restrictions. Look for new opportunities to engage the public on ongoing police-related matters, including social, procedural, and restorative, in the community and identify crime or related traffic priorities. Host quarterly Community Safety Meetings, as part of a strong public outreach strategy, and utilizing electronic communications to broaden our outreach. Utilize existing Village communication tools (website, e-news, Facebook, crime alerts) as part of a well-rounded communications strategy.	Many opportunities for customary community outreach were affected by the COVID-19 pandemic. The Department continued outreach through available technologies such as Facebook Live, YouTube, and Zoom. The Department hosted quarterly Community Safety Meetings which were live-streamed and recordings of the meetings were made available to the public via the Village website. Officers attended nearly all of the 40 block parties and special events, including LemonAid, Tour de Proviso Bicycle Ride, and the 1st Annual River Forest Bicycle Exchange. The Department sent out monthly safety tips and community alerts via the Village website and contributed information for the Village E-News Messages.
Expand and enhance use of smart city technology to apprehend offenders and prevent criminal acts within the Village. Utilization and expansion of street cameras, license plate readers, and other emerging technologies has already proven to be a force-multiplier and has enhanced situational/command awareness.	The use of street cameras proved to be invaluable in several cases throughout the year. The systems assisted in developing suspects and identifying vehicles. The systems were also used during in-progress incidents to assist in locating offenders. The Street Camera Strategic Plan continued with the addition of cameras on the south side of the Village, primarily along Madison Street and Washington Boulevard.

Conduct enhanced traffic enforcement strategies to address resident, school official, and officer driven safety concerns. This will include tactics which are data driven and accomplished with the use of message boards, speed radar trailers, decoy squad cars, and high visibility patrols. Both educational and enforcement methods will be utilized.	Officers continued with traditional enforcement and education methods. The addition of pole-mounted radar units and use of traffic crash analysis were used for data driven response by officers. Officers also conducted traffic enforcement missions based on requests from citizens. Officers completed over 990 hours of traffic enforcement related duties in 2021, with a total of 3,171 stops resulting in 2,026 moving violations, 665 compliance violations, and 1,145 warnings.

VILLAGE BOARD STRATEGIC GOAL: STABILIZING PROPERTY TAXES

GOAL	STATUS
Collaborate with other Village Departments on the Commuter Parking Study in an effort to identify parking needs of community members and identify possible additional revenue streams.	The Department continued to work on the Commuter Parking Study with other Village Departments. Much of the work was affected by the COVID-19 pandemic as commuter parking reduced significantly with most people working or learning from home.
Identify additional sources of funding for Department programs and equipment such as public and private grant opportunities. Examine utilizing a grant research, writing, and consulting service would be a professional strategy to help apply for and increase the likelihood of being a grant recipient.	The Department was successful in taking 1st Place in the Illinois Association of Chiefs of Police Traffic Safety Challenge and was awarded a speed radar unit and 40 hours of training, valued over $3,000. The Department continued to receive grant funding through the US Department of Justice and Illinois Department of Transportation. Other grants were applied for, including the Firehouse Subs Public Safety Foundation grant. Funding was not granted but will be applied for again.
Further develop the new scheduling system to enhance tracking of overtime, compensatory time, and staffing in an effort to reduce costs.	A multi-phase approach was implemented. All scheduling and overtime was entered and tracked using the scheduling system during 2022.
Improve Police Officer Candidate training and evaluation process to ensure quality candidates are attracted and retained.	Command Staff worked with the labor union to develop a new schedule for the 2022 Calendar Year to improve quality of life for Department members. The Administration and Finance Departments were also engaged in the process. Command Staff and the Administration worked with the labor union to develop a more robust Lateral Police Officer process to draw on the knowledge, training and experience of certified officers interested in working for the Village of River Forest.

VILLAGE BOARD STRATEGIC GOAL: STRENGTHENING PROPERTY VALUES

GOAL	STATUS
Use crime analysis to identify the central locations of crime “hot spots” and identify strategies to address those patterns to ensure that River Forest neighborhoods remain desirable places to live and work.	Crime analysis mapping was used to assist officers in identifying areas of focus and concern. Pattern and trend analysis were also used throughout the year.

Monitor and observe the effects of non-violent offenses, such as criminal damage and vandalism, and quality of life issues, such as homelessness, mental health, and drug abuse, to determine if additional resources or public/private partnerships are needed to strengthen community relations.	The Department continued partnerships with Oak Park Township services, Age-Friendly River Forest, and Housing Forward, among others. Officers completed training in Crisis Intervention, De-escalation Techniques, and Human Rights.
Implement community partnership programs such as Vacation Watch and shared residential security camera programs that can reinforce community pride and commitment to homeowner engagement in common public safety goals.	The Vacation Watch program was offered to residents through traditional means. The existing platform that offers online vacation watch requests was further developed. A plan to roll out the system to residents is projected for April 2022. The Department will continue to work with residents and existing camera system platforms such as Ring and Nest.

PERFORMANCE MEASURES

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

MEASURES	FY 2021		FY 2022		FY 2023
	GOAL	ACTUAL (1ST – 4TH QTRS)	GOAL	ACTUAL (1ST – 3RD QTRS)	GOAL
4:00 Minute Average Police Response Time for High Priority Calls for Service	4 minutes	2.54 minutes	4 minutes	3.385 minutes	4 minutes
Staff Injuries on Duty Resulting in Lost Work Days	↓ **50%**	0 Injuries 0 days	↓ **50%**	0 Injuries 0 days	0 days lost
Reduction in Number of Claims Filed for Property or Vehicle Damage Caused by the Police Department	0 Claims ↓	3 Claims	0 Claims	6 Claims	0 Claims
Improve Communication with Bargaining Unit and Reduce Number of Grievances	↓ **25%**	0 Grievance	↓ **25%**	0 Grievance	0 Grievances
Reduce Overtime and Improve Morale by Reducing Sick Leave Usage. Comparison of FY 2020 and FY 2021	↓ **10 %**	108.5 total days including 30 FMLA days	↓ **10 %**	67 total days including 42 FMLA days	↓ **10 %**

ACTIVITY MEASURES

Activity is measured by calendar year.

Measure	2018	2019	2020	2021
Calls for Service/Events***	17,284	13,140	10,475	10,342
Group A Offenses*	248	245	202	171
Group B Offenses**	830	803	629	888
Traffic Citations***	2,592	2,518	1,695	2,026
Parking and Compliance Citations***	5,953	5,468	1,282	4,080
Traffic Accidents***	541	521	323	429
Group A Arrests- Adult	110	87	93	58
Group A Arrests- Juvenile	6	15	2	1
Group B Arrests- Adult	536	483	351	375
Group B Arrests- Juvenile	21	14	19	11
Special Event Permits***	13	14	5	13
Film Permits	15	6	9	8

* Group A offenses (formerly Part I offenses) include Homicide, Criminal Sexual Assault, Robbery, Aggravated Battery, Burglary, Theft over $500.00, Arson and Motor Vehicle Theft.

** Group B offenses (formerly Part II offenses) include Simple Battery, Assault, Criminal Trespass, Disorderly Conduct and all other misdemeanor offenses.

*** The COVID-19 Pandemic had an effect on several measured categories. The result was a reduction in Calls for Service, Group A and Group B Offenses, Citations (including Traffic, Parking, and Compliance), and Traffic Accidents. Special Event and Film Permits were also impacted.

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
40	**Police Department**							
01-40-00-51-0100	Salaries Sworn	2,629,234	2,616,911	2,841,733	2,752,368	3,003,649	161,916	5.70%
01-40-00-51-0200	Salaries Regular	132,025	138,406	136,860	114,405	135,041	(1,819)	-1.33%
01-40-00-51-1500	Specialist Pay	35,780	30,944	40,718	39,134	43,718	3,000	7.37%
01-40-00-51-1600	Holiday Pay	112,277	107,756	125,988	111,720	134,842	8,854	7.03%
01-40-00-51-1700	Overtime	176,847	249,699	218,229	287,576	252,903	34,674	15.89%
01-40-00-51-1727	IDOT STEP Overtime	5,388	4,026	10,861	2,556	9,609	(1,252)	-11.53%
01-40-00-51-1750	Compensated Absences-Retiremt	22,073	-	-	-	-	-	0.00%
01-40-00-51-1800	Educational Incentives	37,800	29,150	35,100	22,600	30,650	(4,450)	-12.68%
01-40-00-51-1950	Insurance Refusal Reim	1,200	1,575	900	2,550	5,400	4,500	500.00%
01-40-00-51-3000	Part-Time Salaries	31,176	33,257	49,198	38,815	80,949	31,751	64.54%
	Personal Services	**3,183,801**	**3,211,725**	**3,459,587**	**3,371,724**	**3,696,761**	**237,174**	**6.86%**
01-40-00-52-0320	FICA	9,945	10,008	12,956	8,905	13,391	435	3.36%
01-40-00-52-0325	Medicare	43,547	43,914	50,164	40,459	53,424	3,260	6.50%
01-40-00-52-0330	IMRF	14,861	17,306	18,773	15,147	17,968	(805)	-4.29%
01-40-00-52-0375	Fringe Benefits	1,200	1,840	2,640	1,813	2,640	-	0.00%
01-40-00-52-0400	Health Insurance	438,157	404,738	446,145	377,875	419,501	(26,644)	-5.97%
01-40-00-52-0420	Health Insurance - Retirees	87,866	81,938	92,838	91,424	93,073	235	0.25%
01-40-00-52-0425	Life Insurance	2,118	1,920	2,135	1,988	2,277	142	6.65%
01-40-00-52-0430	VEBA Contributions	60,584	59,193	78,505	79,646	72,360	(6,145)	-7.83%
01-40-00-53-0009	Contribution to Police Pension	1,584,889	1,479,613	1,934,942	1,934,942	1,959,903	24,961	1.29%
	Benefits	**2,243,166**	**2,100,470**	**2,639,098**	**2,552,199**	**2,634,537**	**(4,561)**	**-0.17%**
01-40-00-53-0200	Communications	3,167	4,632	3,472	3,100	3,300	(172)	-4.95%
01-40-00-53-0385	Administrative Adjudication	17,334	18,218	23,740	20,493	26,140	2,400	10.11%
01-40-00-53-0410	IT Support	11,414	16,633	17,601	19,536	24,156	6,555	37.24%
01-40-00-53-0430	Animal Control	1,050	1,880	2,200	1,350	1,775	(425)	-19.32%
01-40-00-53-3100	Maint of Equipment	5,781	12,529	15,535	16,254	16,631	1,096	7.06%
01-40-00-53-3200	Maintenance of Vehicles	47,260	52,402	55,085	58,032	56,560	1,475	2.68%
01-40-00-53-3600	Maintenance of Buildings	667	-	850	763	850	-	0.00%
01-40-00-53-4100	Training	27,250	28,998	33,450	43,443	40,600	7,150	21.38%
01-40-00-53-4200	Community Support Services	103,776	77,730	95,421	109,932	136,365	40,944	42.91%
01-40-00-53-4250	Travel & Meeting	462	38	3,450	2,372	3,450	-	0.00%
01-40-00-53-4300	Dues & Subscriptions	8,667	7,623	8,948	8,738	8,838	(110)	-1.23%
01-40-00-53-4350	Printing	4,602	4,857	4,300	4,700	5,900	1,600	37.21%
01-40-00-53-4400	Medical & Screening	328	740	5,465	5,290	5,465	-	0.00%
01-40-00-53-5400	Damage Claims	7,664	52,303	5,000	21,393	10,000	5,000	100.00%
	Contractual Services	**239,423**	**278,585**	**274,517**	**315,396**	**340,030**	**65,513**	**23.86%**
01-40-00-54-0100	Office Supplies	10,211	7,833	9,500	10,931	10,216	716	7.54%
01-40-00-54-0150	Equipment	39,936	10,001	-	-	-	-	0.00%
01-40-00-54-0200	Gas & Oil	43,726	37,445	39,269	41,311	40,898	1,629	4.15%
01-40-00-54-0300	Uniforms Sworn Personnel	29,126	31,417	27,683	35,915	36,925	9,242	33.39%
01-40-00-54-0310	Uniforms Other Personnel	85	165	1,200	1,925	1,925	725	60.42%
01-40-00-54-0400	Prisoner Care	2,271	3,697	3,650	2,524	3,650	-	0.00%
01-40-00-54-0600	Operating Supplies	3,766	1,515	6,805	4,731	6,805	-	0.00%
01-40-00-54-0601	Radios	4,179	4,332	8,350	6,925	8,350	-	0.00%
01-40-00-54-0602	Firearms and Range Supplies	16,291	18,465	18,640	18,614	19,909	1,269	6.81%
01-40-00-54-0603	Evidence Supplies	10,437	5,628	7,650	7,255	7,150	(500)	-6.54%
01-40-00-54-0605	DUI Expenditures	7,376	4,070	4,851	4,450	3,976	(875)	-18.04%
01-40-00-54-0610	Drug Forfeiture Expenditures	2,210	3,390	318	300	400	82	25.79%
01-40-00-54-0615	Article 36 Exp	-	-	1,871	1,800	1,517	(354)	-18.92%
01-40-00-54-0620	Cannabis Tax Act Expenditures	-	7,255	4,465	16,627	21,091	16,626	372.36%
	Materials & Supplies	**169,614**	**135,212**	**134,252**	**153,308**	**162,812**	**28,560**	**21.27%**
01-40-00-55-8700	Police Vehicle	38,253	-	-	-	-	-	0.00%
	Capital Outlay	**38,253**	**-**	**-**	**-**	**-**	**-**	**0.00%**
01-40-00-57-5013	Transfer to CERF	186,687	-	-	-	305,227	305,227	0.00%
	Other Financing Uses	**186,687**	**-**	**-**	**-**	**305,227**	**305,227**	**0.00%**
40	**Police Department**	**6,060,944**	**5,725,991**	**6,507,454**	**6,392,627**	**7,139,367**	**631,913**	**9.71%**

Fire Organizational Chart

IAFF Lieutenants

IAFF Firefighters/ Paramedics

Fire

BUDGET SNAPSHOT

CATEGORY	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Personal Services	$2,438,424	$2,567,320	$2,365,021	$2,623,173
Employee Benefits	$1,793,050	$2,131,078	$2,147,625	$2,169,961
Contractual Services	$117,359	$132,645	$166,230	$177,145
Commodities	$190,341	$55,894	$65,470	$66,207
Transfers	$0	$0	$0	$269,755
Total	**$4,539,173**	**$4,886,937**	**$4,744,346**	**$5,306,241**

DEPARTMENT DESCRIPTION

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

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

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

BUDGET ANALYSIS

The FY 2023 Budget reflects an 8.58% increase of $419,304 from the FY 2022 Budget mainly due to an increase of $20,218 in pension contributions, $46,285 in salaries of sworn personnel and the $269,755 transfer to CERF which had been suspended for two years.

While the FY 2023 overtime budget is equal to the $136,000 budgeted for FY 2022, the FY 2023 budget recommends $136,000 to reflect expected expenditures due to possible COVID-19 related sick leave. The Fire Department is currently at full staff with only one member eligible for retirement.

Due to the position of Fire Chief not being filled until after the budget process had begun many expenditures have remained the same or with a small increase. This is due to limited time to review the needs of the department at this time.

PERSONNEL SUMMARY

	FY 2021 BUDGET	FY 2022 BUDGET	FY 2023 BUDGET
Sworn Officers	20	20	20
Civilian Fire Marshal and Administrative Assistant	1.5	1.5	1.5
TOTAL FIRE FTEs	21.5	21.5	21.5

LOOKING FORWARD: 2023 OBJECTIVES

In FY 2021 the Village of River Forest modified its Objectives Section to incorporate the guiding principles set by the Village Board. The means in which the Village works to satisfy these principles is through a variety of means such as providing excellent customer service, ensuring efficient and effective municipal operations, protecting and enhancing the quality of life for Village residents, and continuing efforts toward economic development.

Guiding Principle: Protecting Public Safety
1. Continue to improve fire and safety awareness through public education in the schools and continue to expand public outreach programs.
2. Use Village website and social media to enhance public safety communications with residents.
3. Provide added CPR/AED classes for employees, residents and businesses throughout the community.
4. Attend and teach fire safety to residents at block parties, when not on emergency service calls.
5. Train with surrounding communities to be prepared for mass casualty incidents.
6. Exercise the Village's Emergency Operations Plan with all emergency preparedness drills, including TRIPCOM Pharmaceutical Distribution Plan.
7. Purchase a new ambulance with updated/current technology and replace the aged unit currently in front line service.
8. Update Building Codes to the 2018 ICC Code Series.
9. Develop electronic platform to increase efficiency of property fire inspections.
10. Increase number of Firefighters certified in Vehicle Machinery Operations.
11. Increase number of Firefighters certified to level of Advanced Firefighter.
12. Establish a residential smoke detector replacement program. This includes providing and installing new 10-year smoke detectors in residents homes free of charge. We would also establish a smoke detector recycling program for residents to properly dispose of old smoke detectors.

Guiding Principle: Stabilizing Property Taxes
1. Improve the fire departments Insurance Services Office (ISO) Rating to a Class 2 Rating. We currently have a Class 3 ISO Rating. Bringing this rating up will help provide reduced property insurance rates to homeowners and property owners within the village.

Guiding Principle: Strengthening Property Values
1. Provide and promote the availability of voluntary home fire inspections with both fire prevention bureau and shift personnel, increasing safety in the Village.

REVIEWING THE YEAR: 2022 ACCOMPLISHMENTS

VILLAGE BOARD GUIDING PRINCIPLE: PROTECTING PUBLIC SAFETY

GOALS	STATUS
Improve fire and safety awareness through public education in the schools and expand public outreach programs, emphasizing programs for the older adult population.	Completed 45 public safety education programs community-wide, making contact with 2,495 residents, students and businesses, a decrease of 51% in programs. Due to COVID, a large portion of public safety programs were canceled.
Use Village website and social media to enhance public safety communications with residents.	Published public safety articles in Village's e-newsletter on a regular basis.
Provide added CPR/AED classes for employees, residents and businesses throughout the community.	Provided CPR/AED classes for Fire, Police and Public Works. Provided CPR/AED classes for about 32 residents/businesses.
Exercise the Village's Emergency Operations Plan with all emergency preparedness drills, including TRIPCOM Pharmaceutical Distribution Plan.	Developed COVID vaccine distribution plan with TRIPCOM, subject to IDPH approval.

VILLAGE BOARD GUIDING PRINCIPLE: STABILIZING PROPERTY TAXES

GOALS	STATUS
Improve Firefighter Candidate training and evaluation process to ensure quality candidates are attracted and retained.	Worked with Fire and Police Commission to improve candidate attraction. Training Division redesigned candidate program.

VILLAGE BOARD GUIDING PRINCIPLE: STRENGTHENING PROPERTY VALUES

GOALS	STATUS
Provide and promote the availability of voluntary home fire inspections with both fire prevention bureau and shift personnel.	Increase public awareness of the voluntary home fire inspection program through community outreach and advertising methods.

PERFORMANCE MEASURES

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

MEASURES	CALENDAR YEAR 2020		CALENDAR YEAR 2021		2022
	GOAL	ACTUAL	GOAL	ACTUAL	GOAL
Maintain Fire / Rescue Quality Standard of high priority turnout times at an average of 1:20 minutes or less as established in NFPA 1710 (4.1.2.1)	1:15	1:08	1:15	1:36	1:15
Maintain Fire / Rescue Quality Standard of high priority response times at an average of 4:00 minutes or less as established in NFPA 1710 (4.1.2.1)	4:00	4:05	4:00	5:07	4:00
Customer complaints and/or public safety professional complaint of less than one percent of total call volume	<1%	0%	<1%	0%	<1%
Medical complaints filed by medical director and/or hospital personnel of less than one percent of total call volume	<1%	0%	<1%	0%	<1%
All commercial, multi-family, educational properties inspected once per year. High hazard properties inspected twice per year.	383	286*	383	557	358
Complete 5,092 hours of training for all 19 shift personnel.	4,824	5,527	4,824	4,566	5,092
Inspect and flush 445 fire hydrants within the village annually. Inspect, flush and flow test pressure annually.	446 (once per year)	445	445 (once per year)	445	445 (once per year)

*Total inspections down due to temporary suspension of in-person inspections when virus spread was at its height

ACTIVITY MEASURES

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

MEASURES	2017	2018	2019	2020	2021
Emergency Fire Responses	892	1,000	894	954	941
Building Fires	27	29	32	23	31
Cooking related Fires	20	58	37	41	25
Other Fires	27	20	24	33	14
Severe Weather	3	0	2	3	1
Hazardous Conditions (no fire)	59	85	62	73	72
Service Calls	142	177	165	166	185
Good Intent Call	255	334	284	306	337
False Alarms	357	294	298	309	276
Emergency Medical Responses	1,161	1,255	1,236	1,131	1311
Total Calls for Service	2,053	2,255	2,130	2,085	2,252
Patient Contacts	1,233	1,329	1,260	1,196	1296
ALS	501	477	499	570	579
BLS	732	852	761	626	664
Refused Transport	329	348	303	338	306
Simultaneous Calls	325	367	282	352	251
Percent of Simultaneous Calls	15.83%	16.27%	13.23%	16.88%	11.14%
Average Emergency Response Time (in minutes)	3:59	4:11	4:10	4:05	5:07
Dollar Value of Property	$3,736,000	$2,913,500	$3,875,000	$5,552,200	$3,512,731
Saved	$3,184,325	$2,808,408	$3,702,100	$5,539,050	$3,286,181
Percent Saved	85.23%	96.4%	95.5%	99.76%	93.5%
Loss	$551,675	$105,020	$172,900	$13,150	$226,550
Public Education Programs/Contacts	48/2,452	45/3,805	70/3,169	93/1,211	45/2,495

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
50	**Fire Department**							
01-50-00-51-0100	Salaries Sworn	1,842,359	1,895,442	2,063,320	1,908,144	2,109,605	46,285	2.24%
01-50-00-51-0200	Salaries Regular	84,398	85,538	88,583	90,627	90,522	1,939	2.19%
01-50-00-51-1500	Specialist Pay	146,145	145,689	143,352	135,659	146,613	3,261	2.27%
01-50-00-51-1600	Holiday Pay	77,140	80,865	87,227	72,954	90,703	3,476	3.99%
01-50-00-51-1700	Overtime	182,149	190,200	136,000	114,499	136,000	-	0.00%
01-50-00-51-1750	Compensated Absences-Retiremt	46,452	-	-	-	-	-	0.00%
01-50-00-51-1800	Educational Incentives	15,000	14,050	14,050	15,250	14,050	-	0.00%
01-50-00-51-3000	Part-Time Salaries	28,588	26,640	34,788	27,888	35,680	892	2.56%
	Personal Services	**2,422,231**	**2,438,424**	**2,567,320**	**2,365,021**	**2,623,173**	**55,853**	**2.18%**
01-50-00-51-1950	Insurance Refusal Reimb	1,000	1,500	1,525	1,500	1,500	(25)	-1.64%
01-50-00-52-0320	FICA	6,624	6,617	7,694	7,304	9,963	2,269	29.49%
01-50-00-52-0325	Medicare	33,697	33,913	37,247	32,417	36,064	(1,183)	-3.18%
01-50-00-52-0330	IMRF	10,383	11,762	13,780	12,017	11,118	(2,662)	-19.32%
01-50-00-52-0375	Fringe Benefits	1,200	1,440	1,440	1,374	1,440	-	0.00%
01-50-00-52-0400	Health Insurance	277,573	267,328	280,469	293,262	278,357	(2,112)	-0.75%
01-50-00-52-0420	Health Insurance - Retirees	31,977	12,877	20,052	22,472	27,177	7,125	35.53%
01-50-00-52-0425	Life Insurance	1,324	1,362	1,458	1,462	1,458	-	0.00%
01-50-00-52-0430	VEBA Contributions	43,657	42,514	54,031	62,435	69,284	15,253	28.23%
01-50-00-53-0010	Contribution to Fire Pension	1,490,909	1,413,737	1,713,382	1,713,382	1,733,600	20,218	1.18%
	Benefits	**1,898,344**	**1,793,050**	**2,131,078**	**2,147,625**	**2,169,961**	**38,883**	**1.82%**
01-50-00-53-0200	Communications	1,462	4,024	4,000	4,000	4,000	-	0.00%
01-50-00-53-0410	IT Support	5,760	15,667	12,695	12,695	12,695	-	0.00%
01-50-00-53-3100	Maintenance of Equipment	6,993	7,735	7,300	7,300	7,300	-	0.00%
01-50-00-53-3200	Maintenance of Vehicles	53,735	55,146	50,500	38,800	41,500	(9,000)	-17.82%
01-50-00-53-3300	Maint of Office Equipment	-	-	500	500	500	-	0.00%
01-50-00-53-3600	Maintenance of Buildings	1,203	1,886	1,000	1,500	1,500	500	50.00%
01-50-00-53-4100	Training	4,403	4,040	17,300	15,300	17,300	-	0.00%
01-50-00-53-4200	Community Support Services	12,524	11,532	16,300	14,300	16,300	-	0.00%
01-50-00-53-4250	Travel & Meeting	704	4	4,250	3,500	7,250	3,000	70.59%
01-50-00-53-4300	Dues & Subscriptions	3,114	2,551	3,800	3,335	3,800	-	0.00%
01-50-00-53-4400	Medical & Screening	450	1,725	15,000	15,000	15,000	-	0.00%
01-50-00-53-5400	Damage Claims	-	1,048	-	-	-	-	0.00%
01-50-00-53-5700	GEMT Expenses	-	12,000	-	50,000	50,000	50,000	0.00%
	Contractual Services	**90,350**	**117,359**	**132,645**	**166,230**	**177,145**	**44,500**	**33.55%**
01-50-00-54-0100	Office Supplies	546	632	1,500	1,000	1,500	-	0.00%
01-50-00-54-0150	Office Equipment	-	139,159	-	-	600	600	0.00%
01-50-00-54-0200	Gas & Oil	13,114	11,268	11,444	16,320	16,157	4,713	41.18%
01-50-00-54-0300	Uniforms Sworn Personnel	20,139	16,789	19,650	19,650	19,650	-	0.00%
01-50-00-54-0600	Operating Supplies	25,401	22,493	23,300	28,500	28,300	5,000	21.46%
	Materials & Supplies	**59,200**	**190,341**	**55,894**	**65,470**	**66,207**	**10,313**	**18.45%**
01-50-00-57-5013	Transfer to CERF	160,509	-	-	-	269,755	269,755	0.00%
	Other Financing Uses	**160,509**	**-**	**-**	**-**	**269,755**	**269,755**	**0.00%**
50	**Fire Department**	**4,630,633**	**4,539,173**	**4,886,937**	**4,744,346**	**5,306,241**	**419,304**	**8.58%**

Public Works & Development Services Organizational Chart

LU 150

Public Works- Administration & Operations

BUDGET SNAPSHOT

CATEGORY	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Personal Services	$621,601	$595,478	$597,702	$578,797
Employee Benefits	$259,369	$271,681	$272,768	$268,114
Contractual Services	$539,049	$474,010	$407,010	$550,701
Commodities	$138,967	$145,258	$103,000	$107,407
Transfers	-	-	-	$224,862
Total	**$1,558,986**	**$1,486,427**	**$1,380,959**	**$1,729,881**

DEPARTMENT DESCRIPTION

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

In FY2022, the Department reorganized to include the Building Services Division, though Zoning and related matters remain under the Village Administrator's Office.

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

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

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

The Department provides staff support to the Traffic and Safety Commission and Sustainability Commission.

BUDGET ANALYSIS

The 2023 Budget includes the following:

Tree Maintenance: The Budget maintains previous levels of funding for the contractual tree removals, contractual tree trimming, and GIS tree inventory data collection.

Trees: The Budget reflects a cost of $36,000 for the purchase of trees lost due to typical reforestation needs and tree disease infestations.

Street Maintenance: The Budget reflects an increase of $51,000 due to re-starting the pavement preservation program, which was suspended last fiscal year as well as a slight increase for thermoplastic striping.

The FY 2023 personnel information reflects the reorganization of the Department, realignment of responsibilities related to that reorganization, and the promotion of the Custodian to the position of Building Maintenance Technician.

PERSONNEL SUMMARY

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 BUDGET
TOTAL PUBLIC WORKS FTEs	14.5	14.5	14.5

LOOKING FORWARD: 2023 OBJECTIVES

Guiding Principle: Protecting Public Safety

1. Public Works staff will continue to collaborate with the Police Department on the installation and operation of cameras positioned on street poles and traffic signal poles throughout the Village.
2. The installation of speed radar signs will continue to be performed by Public Works staff. These signs are selected and their locations are determined by the Police Department and/or Traffic and Safety Commission. Public Works staff keeps them in operating condition and handles issues related to maintenance and solar panel positioning.
3. Public Works staff will continue to perform proactive tree trimming on Village trees. It is important to keep trees trimmed on a regular basis in order to maintain the health of the tree, ensure fewer limbs fall during periods of high winds, and to improve traffic and pedestrian sightlines throughout Village streets.
4. The sidewalk replacement program will continue to improve the overall condition of public sidewalks and curb/gutters throughout the Village. The public safety purpose of this program is to eliminate all trip hazards for pedestrians and to bring all sidewalk ramps into compliance with the requirements set forth in the Americans with Disabilities Act (ADA). Additional methods for achieving these goals will be investigated in FY 2023.

Guiding Principle: Stabilizing Property Taxes

1. Ongoing maintenance tasks will continue to be evaluated on a regular basis for whether they should be performed with in-house staff or contractually. Many items may be more efficient and cost effective to have performed contractually, while some may make more sense to be done with in-house staff. These determinations are based not only on cost, but must also be balanced with customer service needs and performance.
2. Grants will continue to be sought after for projects and equipment identified within the Public Works budget. This can be seen in past projects including the LED street light replacements, interior lighting and HVAC energy efficiency projects, street rating analysis, bicycle plan implementation, permeable paver alleys, and the electric vehicle charging station.
3. Public Works staff will continue to evaluate the viability of vehicles and equipment on an annual basis and re-adjust the vehicle and equipment replacement schedule if possible. Each vehicle and piece of equipment has an expected “useful life” which determines when replacement is needed. By evaluating each item annually, we are able to adjust the “useful life” and keep vehicles/equipment that are in good working order thus saving money and not replacing item unnecessarily.

Guiding Principle: Strengthening Property Values
1. Alleys have been prioritized for reconstruction with a permeable paver solution at each location. These alley reconstruction projects improve drainage, replace failing pavement, and restore the natural infiltration of stormwater underground and out of the combined sewer system.
2. Village streets will be maintained and re-paved on an ongoing basis through the use of a third party street ratings system. This ratings system will guide decision making for selecting the streets in most need of re-paving, cracksealing, patching, or preservation.
3. Construction updates will continue to be communicated to residents and area stakeholders through the construction page of the Village website. The status of each construction project will be continually updated through project completion.
4. Public Works will continue to participate in community events such as the “touch a truck” event at the River Forest Library. These types of events allow the community to have direct interactions with Public works staff and see the vehicles and equipment used to maintain Village infrastructure.

REVIEWING THE YEAR: 2022 ACCOMPLISHMENTS

VILLAGE BOARD STRATEGIC GOAL: PROTECTING PUBLIC SAFETY

GOALS	STATUS
Snow and ice response to be enhanced through the expansion of salt brining additional streets throughout the Village. Additional salt brining equipment was purchased in order to have vehicles capable of applying brine throughout the fall leaf collection season. Due to limited availability of trucks during leaf collection it had not previously been possible to apply salt brine while the vehicles are setup for leaf collection. The purchase of additional equipment will allow brining to take place in advance of a storm during the fall and provide much more capacity for brining throughout the winter as well.	Completed, and ongoing; The purchase of an additional salt brining piece of equipment was completed for additional snow and ice response capabilities during fall leaf collection. This equipment will allow for an improved response to snow events during leaf season as well as throughout the entire winter.
The installation of speed radar signs will continue to be performed by Public Works staff. These signs are selected and their locations are determined by the Police Department as well as the Traffic and Safety Commission. Public Works staff keeps them in operating condition and handles issues related to maintenance and solar panel positioning.	Completed, and ongoing; This is a project that will continue as needed in collaboration with the Police Department. They provide Public Works staff with locations on Village streets where these installations are needed.
Public Works staff will continue to collaborate with the Police Department on the installation and operation of cameras positioned on street poles and traffic signal poles throughout the Village.	Completed, and ongoing; Public Works staff has provided ongoing assistance with the installation and troubleshooting of cameras within the Police Department network.
Public Works staff created and implemented a subsidy program to help fund the replacement of lead water services throughout the Village.	Ongoing; A total of 25 property owners have applied for the Lead Service Line Replacement Program with 16 of them having completed the replacement of a lead service line. Public Works will continue to oversee this program in future years in order to continue these replacements throughout the Village.

VILLAGE BOARD STRATEGIC GOAL: STABILIZING PROPERTY TAXES

GOALS	STATUS
Public Works staff will continue to evaluate the viability of vehicles and equipment on an annual basis and re-adjust the vehicle and equipment replacement schedule if possible. Each vehicle and piece of equipment has an expected “useful life” which determines when replacement is needed. By evaluating each item annually we are able to adjust the “useful life” and keep vehicles/equipment that are in good working order thus saving money and not replacing item unnecessarily.	Ongoing; This past year several vehicles that were planned to be purchased were able to be postponed due to the fact that current vehicles were sufficient and in stable working condition.

Grants will continue to be sought after for projects and equipment identified within the Public Works budget. This can be seen in past projects including the LED street light replacements, interior lighting and HVAC energy efficiency projects, street rating analysis, and permeable paver alleys.	Completed, and ongoing; This ongoing goal was continued and a grant was received for a portion of the implementation of the bicycle plan.
Ongoing maintenance tasks will continue to be evaluated on a regular basis for whether they should be performed with in-house staff or contractually. Many items may be more efficient and cost effective to have performed contractually, while some may make more sense to be done with in-house staff. These determinations are based not only on cost, but must also be balanced with customer service needs and performance.	Ongoing; In FY2021, several maintenance items were evaluated to be more efficiently completed contractually. These include large tree removals and updating the Village tree inventory. Tree planting however continues to be more effective when performed by Public Works staff. Additional efforts are being made to train house staff to perform underground work (water main breaks, sewer repairs, catch basin replacements) in an effort to further minimize the need for contractual work.

VILLAGE BOARD STRATEGIC GOAL: STRENGTHENING PROPERTY VALUES

GOAL	STATUS
Village streets will be maintained and re-paved on an ongoing basis through the use of a third party street ratings system. This ratings system will guide decision making for selecting the streets in most need of re-paving, cracksealing, patching, or preservation.	Completed and ongoing; It is a regular practice to keep Village streets in the best condition possible. Staff was provided with a street rating analysis through CMAP and will use these and other third party ratings for identifying locations where improvements are most needed.
Alleys have been prioritized for reconstruction with a permeable paver solution on a regular basis. These alley reconstruction projects improve drainage, replace failing pavement, and restore the natural infiltration of stormwater underground and out of the combined sewer system.	Completed and ongoing; Alley reconstruction continues to be completed on a regular basis with priority given to the alleys in most need of improvement. This will continue and accelerate with the remainder of all alleys scheduled to be reconstructed within FY2023.
Construction updates will continue to be communicated to residents and area stakeholders through the construction page of the Village website. The status of each construction project will be continually updated through project completion.	Completed and ongoing; It is an ongoing goal to notify and encourage residents to view the construction updates page of the Village website to view important updates on construction projects.
The Village installed its first Electric Vehicle (EV) charging station at Village Hall in FY2023. Staff will continue to investigate additional EV-related opportunities related to Village fleet as well as the community at-large.	Ongoing; Public Works staff will complete a Village-wide study in FY2023 to establish an overall plan for EV infrastructure. The intent is to then implement various phases of the plan over time to make EV charging more convenient for the public as well as to make future fleet vehicle conversions to EV more feasible.

PERFORMANCE MEASURES

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

MEASURES	FY 2021		FY 2022		FY 2023
	GOAL	ACTUAL	GOAL	ACTUAL (1ST – 3RD QUARTERS)	GOAL
Complete Tree Trimming Service Requests Within 7 Working Days	95%	97% (209 of 216)	95%	91% (124 of 136)	95%
Complete Service Requests for Unclogging Blocked Catch Basins Within 5 Working Days	95%	100% (5 of 5)	95%	100% (1 of 1)	95%
Replace Burned Out Traffic Signal Bulbs Within 8 Hours of Notification	99%	N/A	99%	N/A	99%
Complete Service Requests for Patching Potholes Within 5 Working Days	95%	100% (8 of 8)	95%	100% (4 of 4)	95%
Repair Street Lights In-house, or Schedule Contractual Repairs, Within Five Working days	95%	100% (25 of 25)	95%	79% (19 of 24)	95%
Safety: Not More than 2 Employee Injuries Resulting in Lost Time	≤2	0	≤2	2	≤2
Safety: Not More than 1 At-Fault Vehicle Accident	≤1	0	≤1	0	≤1
Televise 2,640 lineal feet (1/2 mile) of combined sewers each month (from April – Sept)	2,640/per month	202% (32,098 of 15,840)	2,640 per month (15,840/ year)	142% (18,775 of 13,200)	2,640/ month
Exercise 25 Water System Valves Per Month	25 per month	88% (242 of 275)	25/month (275/year)	128% (97 of 76)	25/ month

ACTIVITY MEASURES

*Actual totals as of January 1, 2022.

Measure	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*
Street Sweeping (curb miles)	1,988	2,190	2,171	2,205	2,144
Street Sweeping Loads	34	41	61	50	41
Sign Repairs / Fabrication	138	175	399	323	101
Sewer Jetting (lineal feet)	37,294	33,626	31,667	27,753	18,468
Catch Basin Cleaning	272	295	373	282	42
Leaf Removal Loads	508	519	532	520	476
Leaf Removal (Tons)	1,560	1,858	2,021	1,485	1,356
Street Salting (Tons)	650	580	437	560	292
Trees Trimmed	1,965	2,025	2,968	1,608	853
Trees Removed	145	150	133	157	109
Trees Planted	119	147	237	125	85
Watering Young Trees	334	323	400	187	727
Ash Injections	0	210	0	168	1
Stumps Removed	132	114	115	155	106
Dutch Elm Cases	28	8	21	22	6

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
60	**Public Works**							
01-60-01-51-0200	Salaries Regular	508,868	511,673	530,820	540,568	512,797	(18,023)	-3.40%
01-60-01-51-1500	Certification Pay	7,650	6,800	6,650	5,600	6,750	100	1.50%
01-60-01-51-1700	Overtime	63,778	103,128	50,000	45,579	50,000	-	0.00%
01-60-01-51-1950	Insurance Refusal Reim	-	-	8	-	250	242	3025.00%
01-60-01-51-3000	Part-Time Salaries	-	-	8,000	5,955	9,000	1,000	12.50%
	Personal Services	**580,296**	**621,601**	**595,478**	**597,702**	**578,797**	**(16,681)**	**-2.80%**
01-60-01-52-0320	FICA	35,019	37,767	36,115	36,527	35,188	(927)	-2.57%
01-60-01-52-0325	Medicare	8,329	8,921	8,630	8,543	8,319	(311)	-3.60%
01-60-01-52-0330	IMRF	56,020	67,428	65,193	62,104	50,545	(14,648)	-22.47%
01-60-01-52-0375	Fringe Benefits	4,669	5,127	4,296	4,272	3,216	(1,080)	-25.14%
01-60-01-52-0400	Health Insurance	119,320	124,378	135,091	139,507	148,633	13,542	10.02%
01-60-01-52-0420	Health Insurance - Retirees	13,917	11,153	15,297	15,298	15,513	216	1.41%
01-60-01-52-0425	Life Insurance	246	171	265	137	267	2	0.75%
01-60-01-52-0430	VEBA Contributions	6,355	4,424	6,794	6,380	6,433	(361)	-5.31%
	Benefits	**243,875**	**259,369**	**271,681**	**272,768**	**268,114**	**(3,567)**	**-1.31%**
01-60-01-53-0200	Communications	784	803	1,740	993	1,990	250	14.37%
01-60-01-53-0380	Consulting Services	7,395	5,360	34,500	36,716	39,500	5,000	14.49%
01-60-01-53-0410	IT Support	21,516	19,894	21,540	30,534	22,161	621	2.88%
01-60-01-53-1310	Julie Notifications	878	1,089	1,000	1,103	1,250	250	25.00%
01-60-01-53-3100	Maintenance of Equipment	630	3,097	3,500	2,614	3,500	-	0.00%
01-60-01-53-3200	Maintenance of Vehicles	17,771	33,633	28,000	14,274	30,500	2,500	8.93%
01-60-01-53-3400	Maintenance Traffic/St Lights	57,320	96,027	67,400	36,700	74,500	7,100	10.53%
01-60-01-53-3550	Tree Maintenance	122,711	60,874	98,500	89,821	104,500	6,000	6.09%
01-60-01-53-3600	Maintenance of Bldgs & Grounds	80,413	86,444	71,670	59,146	74,170	2,500	3.49%
01-60-01-53-3610	Maintenance Sidewalks	55,089	55,579	55,000	62,327	55,000	-	0.00%
01-60-01-53-3620	Maintenance Streets	132,551	59,915	8,000	8,000	59,000	51,000	637.50%
01-60-01-53-4100	Training	316	150	1,200	500	1,200	-	0.00%
01-60-01-53-4250	Travel & Meeting	1,852	-	6,460	1,070	6,460	-	0.00%
01-60-01-53-4300	Dues & Subscriptions	6,098	6,701	7,540	7,160	7,120	(420)	-5.57%
01-60-01-53-4400	Medical & Screening	1,304	1,273	1,300	268	1,350	50	3.85%
01-60-01-53-5300	Advertising/Legal Notice	2,172	2,673	1,000	1,500	1,500	500	50.00%
01-60-01-53-5350	Dumping Fees	7,958	27,186	13,000	13,090	13,000	-	0.00%
01-60-01-53-5400	Damage Claims	45,618	48,167	25,000	18,123	25,000	-	0.00%
01-60-01-53-5450	St Light Electricity	28,261	30,183	27,660	23,550	29,000	1,340	4.84%
	Contractual Services	**590,637**	**539,049**	**474,010**	**407,489**	**550,701**	**76,691**	**16.18%**
01-60-01-54-0100	Office Supplies	642	810	1,000	1,000	1,000	-	0.00%
01-60-01-54-0150	Equipment		-	24,828	-	-	(24,828)	-100.00%
01-60-01-54-0200	Gas & Oil	16,786	17,778	16,465	13,901	13,762	(2,703)	-16.42%
01-60-01-54-0310	Uniforms	5,745	6,289	5,450	4,962	5,875	425	7.80%
01-60-01-54-0500	Vehicle Parts	11,895	14,328	10,000	10,000	12,000	2,000	20.00%
01-60-01-54-0600	Operating Supplies & Equipment	34,345	64,529	51,515	53,722	38,770	(12,745)	-24.74%
01-60-01-54-0800	Trees	29,656	34,201	36,000	19,415	36,000	-	0.00%
01-60-01-54-2100	Snow & Ice Control	54,883	1,033	-	-	-	-	0.00%
	Materials & Supplies	**153,952**	**138,967**	**145,258**	**103,000**	**107,407**	**(37,851)**	**-26.06%**
01-60-01-57-5013	Transfer to CERF	108,159	-	-	-	224,862	224,862	0.00%
	Other Financing Uses	**108,159**	**-**	**-**	**-**	**224,862**	**224,862**	**0.00%**
	Public Works Admin & Ops	**1,676,919**	**1,558,986**	**1,486,427**	**1,380,959**	**1,729,881**	**243,454**	**16.38%**

Public Works Department- Sanitation

BUDGET SNAPSHOT

CATEGORY	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Contractual Services	$1,216,789	$1,214,598	$1,227,900	$1,248,068
Commodities	-	$500		$500
Total	**$1,216,789**	**$1,215,098**	**$1,227,900**	**$1,248,568**

DEPARTMENT DESCRIPTION

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

The Village is under contract with the Lakeshore Recycling Systems (contractor who acquired Roy Strom Refuse Removal Co.) for the collection and disposal of solid waste. The current contract expires on April 30, 2022 with a new five-year contract to be approved in March or April of this year. The new contract will include a rate freeze in FY 2023 with subsequent annual rate increases of 3% and will includes three compost cart sizes with reduced rates to help encourage more residents to participate in the composting program. The contract also includes two household hazardous waste and two electronic recycling home collection events each year. Significant efforts will also be made to inform residents of all program details through introductory videos, mailed letters and postcards.

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

BUDGET ANALYSIS

This budget of $1,248,568 includes costs for the Village's user-funded waste hauling program and leaf disposal costs.

PERSONNEL SUMMARY

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

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
60-05	**Public Works-Sanitation**							
01-60-05-53-5500	Collection & Disposal	1,107,676	1,153,008	1,142,598	1,170,000	1,176,068	33,470	2.93%
01-60-05-53-5510	Leaf Disposal	88,658	63,781	72,000	57,900	72,000	-	0.00%
	Contractual Services	**1,196,334**	**1,216,789**	**1,214,598**	**1,227,900**	**1,248,068**	**33,470**	**2.76%**
01-60-05-54-0600	Operating Supplies	-	-	500	-	500	-	0.00%
	Materials & Supplies	**-**	**-**	**500**	**-**	**500**	**-**	**0.00%**
60	**Public Works-Sanitation**	**1,196,334**	**1,216,789**	**1,215,098**	**1,227,900**	**1,248,568**	**33,470**	**2.75%**

Motor Fuel Tax Fund

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

Motor Fuel Tax (MFT)

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Revenues	$772,953	$686,154	$713,044	$599,883
Expenditures	$657,237	$544,488	$520,123	$544,826
Fund Balance*	**$700,601**	**$842,267**	**$893,522**	**$948,579**

*2022 and 2023 Fund Balances Estimated

DEPARTMENT DESCRIPTION

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

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

- Motor fuel state allotment
- Transportation renewal fund allotment generated from the 2021 tax increase on gasoline and diesel fuel
- Rebuild Illinois fund distributions in incremental disbursements of $122,713.13. The total amount to be received for the program is $736,279.

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

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

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

BUDGET ANALYSIS

The FY 2023 Budget reflects funding for snow and ice control, street patching and funding for the Village's annual Street Improvement Project (SIP) as follows (additional funding for the SIP can be found in the Water and Sewer Fund):

- $350,000 for road resurfacing Iowa Street (Dead End east of Park Ave to Harlem Ave), Monroe Ave (Augusta to Chicago), and William St (Augusta to Chicago).
- $140,000 for Patching and Cracksealing
- $54,766 for the purchase of bulk rock salt and anti-icing liquid solution for snow and ice control

PERSONNEL SUMMARY

The Public Works Administration and Operations Division manages the street improvement program, street maintenance, and snow and ice control.

Village of River Forest
General Fund
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
03	**Motor Fuel Tax Fund**							
03-00-00-45-5100	Interest	9,658	4,811	551	110	874	323	58.62%
	Interest	**9,658**	**4,811**	**551**	**110**	**874**	**323**	**58.62%**
03-00-00-47-7090	State Grants and Reimbursemnts	20,259	-	-	-	-	-	0.00%
03-00-00-47-7100	State Allotment	273,744	232,868	258,073	269,491	278,865	20,792	8.06%
03-00-00-47-7200	State Renewal Allotment	138,521	167,135	182,104	198,017	197,431	15,327	8.42%
03-00-00-47-7250	State Rebuild Bond Fund Disb	-	368,139	245,426	245,426	122,713	(122,713)	-50.00%
	Intergovernmental	**432,524**	**768,143**	**685,603**	**712,934**	**599,009**	(86,594)	-12.63%
	Revenue	**442,182**	**772,953**	**686,154**	**713,044**	**599,883**	**(86,271)**	**-12.57%**
00								
03-00-00-53-2100	Bank Fees	-	-	60	-	60	-	0.00%
03-00-00-53-3620	Street Maintenance	29,553	124,017	140,000	106,736	140,000	-	0.00%
	Contractual Services	**29,553**	**124,017**	**140,060**	**106,736**	**140,060**	**-**	**0.00%**
03-00-00-54-2100	Snow & Ice Control	-	38,389	54,428	45,992	54,766	338	0.62%
	Materials & Supplies	**-**	**38,389**	**54,428**	**45,992**	**54,766**	**338**	**0.62%**
03-00-00-55-9100	Street Improvement	368,922	494,831	350,000	367,395	350,000	-	0.00%
	Capital Outlay	**368,922**	**494,831**	**350,000**	**367,395**	**350,000**	**-**	**0.00%**
	Expenditures	**398,475**	**657,237**	**544,488**	**520,123**	**544,826**	**338**	**0.06%**
03	**Motor Fuel Tax Fund**	**43,707**	**115,717**	**141,666**	**192,921**	**55,057**	**(86,609)**	**-61.14%**

Debt Service Fund

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

Debt Service Fund

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Revenues	$279,344	$269,146	$269,595	$263,830
Expenditures	$267,313	$265,511	$265,650	$278,934
Fund Balance*	**$238,557**	**$242,192**	**$242,502**	**$227,398**

*2022 and 2023 Fund Balances Estimated

DESCRIPTION

Debt Service Fund expenditures included principal, interest and fees associated with the 2022 General Obligation Limited Tax Bonds which were issued for the capital improvements program. FY 2023 includes activity from the General Obligation Limited Tax Bonds, Series 2022. Revenues utilized to fund debt service payments are derived from property taxes. The Village's Bond Rating was upgraded to AAA from AA+ with a stable outlook by Standard & Poor's in August of 2014 reflecting very strong financial performance, good financial management and policies, budgetary flexibility, strong reserves and a low debt burden. The improved Bond Rating will reduce the Village's future borrowing costs.

BUDGET ANALYSIS

Principal and interest expenditures remain steady and are utilizing the maximum annual debt service extension base. The debt service extension base is the amount the Village is able to levy for debt service without referendum. The amount is increased annually by the increase in the CPI or 5% whichever is lower. Total outstanding general obligation debt as of April 30, 2022 will be $550,000. A full schedule of debt service accompanies this budget.

LEGAL DEBT MARGIN

Assessed Valuation – 2020	$640,383,684
Legal Debt Limit – 8.625% of Assessed Valuation	$ 55,233,093
Amount of Debt Applicable to Limit	$ 275,000
Legal Debt Margin	$ 54,958,093

Chapter 65, 5/8-5-1 of the Illinois Compiled Statutes provides, "…no municipality having a population of less than 500,000 shall become indebted in any manner or for any purpose, to an amount, including indebtedness in the aggregate exceeding 8.625% on the value of the taxable property therein, to be ascertained by the last assessment for state and county purposes, previous to incurring of the indebtedness or, until January 1, 1983, if greater, the sum that is provided by multiplying the municipality's 1978 equalized assessed valuation by the debt limitation percentage in effect on January 1, 1979."

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
05	**Debt Service Fund**							
00								
05-00-00-41-1000	Prior Yrs Taxes	120,899	130,865	130,910	127,731	123,722	(7,188)	-5.49%
05-00-00-41-1021	Property Taxes Current	143,434	147,958	138,021	141,664	139,953	1,932	1.40%
	Property Taxes	**264,333**	**278,823**	**268,931**	**269,395**	**263,675**	**(5,256)**	**-1.95%**
05-00-00-45-5100	Interest	5,404	521	215	200	155	(60)	-27.91%
	Interest	**5,404**	**521**	**215**	**200**	**155**	**(60)**	**-27.91%**
	Revenue	**269,737**	**279,344**	**269,146**	**269,595**	**263,830**	**(5,316)**	**-1.98%**
00								
05-00-00-53-2100	Bank Fees	-	-	500	-	500	-	0.00%
	Contractual Services	**-**	**-**	**500**	**-**	**500**	**-**	**0.00%**
05-00-00-56-0033	2018 GO Bond Principal	254,000	-	-	-	-	-	0.00%
05-00-00-56-0034	2018 GO Bond Interest	5,461	-	-	-	-	-	0.00%
05-00-00-56-0035	2020 GO Bond Principal	-	262,500	262,500	262,500	-	(262,500)	-100.00%
05-00-00-56-0036	2020 GO Bond Interest	-	4,813	2,511	3,150	-	(2,511)	-100.00%
05-00-00-56-0037	2022 GO Bond Principal	-	-	-	-	275,000	275,000	0.00%
05-00-00-56-0038	2022 GO Bond Interest	-	-	-	-	3,434	3,434	0.00%
	Debt Service	**259,461**	**267,313**	**265,011**	**265,650**	**278,434**	**13,423**	**5.07%**
	Expenditures	**259,461**	**267,313**	**265,511**	**265,650**	**278,934**	**13,423**	**5.06%**
05	**Debt Service Fund**	**10,276**	**12,031**	**3,635**	**3,945**	**(15,104)**	**(18,739)**	**-515.52%**

Debt Service Schedule

2022 General Obligation Limited Tax Bonds

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
Principal Maturity Date	December 1
Purpose	Street Improvements

CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS

Tax Levy Year	Tax Levy Principal	Tax Levy Interest	Tax Levy Totals
2021	$ 275,000	$ 3,434	$ 278,434
2022	275,000	2,613	277,613
	$ 550,000	$ 6,047	$ 556,047

Debt Service Schedule

2022A General Obligation Debt Certificates

Date of Issue	April 5, 2022
Date of Maturity	December 1, 2041
Authorized Issue	$3,881,481
Interest Rates	3-4.00%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Purpose	Alley Improvements Portion

CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	June 1		December 1	
Due	Principal	Interest	Principal	Interest
2023	-	22,665.02	-	72,851.85
2024	-	72,851.85	148,148.15	72,851.85
2025	-	70,629.63	151,851.85	70,629.63
2026	-	68,351.85	155,555.56	68,351.85
2027	-	66,018.52	162,962.96	66,018.52
2028	-	63,574.07	166,666.67	63,574.07
2029	-	61,074.07	170,370.37	61,074.07
2030	-	58,518.52	177,777.78	58,518.52
2031	-	54,962.96	181,481.48	54,962.96
2032	-	51,333.33	188,888.89	51,333.33
2033	-	47,555.56	196,296.30	47,555.56
2034	-	43,629.63	207,407.41	43,629.63
2035	-	39,481.48	214,814.81	39,481.48
2036	-	35,185.19	222,222.22	35,185.19
2037	-	30,740.74	233,333.33	30,740.74
2038	-	26,074.07	240,740.74	26,074.07
2039	-	21,259.26	251,851.85	21,259.26
2040	-	16,222.22	259,259.26	16,222.22
2041	-	11,037.04	270,370.37	11,037.04
2042	-	5,629.63	281,481.48	5,629.63
	$ -	$ 866,795	$ 3,881,481	$ 916,981

Capital Projects Funds

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

The **Capital Improvement Fund** is a fund used to account for various infrastructure improvements including alleys, commuter parking lots and streets. Financing is provided by automated traffic enforcement fines, grants and parking lot fees.

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

The **TIF – Madison Street** accounts for revenues and expenditures associated with the Tax Increment Financing District established on Madison Street.

The **TIF – North Avenue Fund** is used to account for revenues and expenditures associated with the Tax Increment Financing District on North Avenue.

The **Infrastructure Improvement Bond Fund** is used to account for the proceeds from the 2020 General Obligation Bonds that will fund street improvements.

Capital Equipment Replacement Fund (CERF)

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Revenues	$56,685	$186,464	$178,035	$963,850
Expenditures	$89,240	$684,710	$342,060	$726,864
Fund Balance*	$3,792,993	$3,294,747	$3,628,968	$3,865,954

*FY 2022 and 2023 Fund Balances Estimated

DESCRIPTION

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

The annual contribution from the General Fund to the CERF Fund was suspended in FY 2021 and FY 2022. This is mainly due to the negative impact of COVID 19 on Village funds over the past two years and that the CERF Fund has a healthy reserve balance to withstand this temporary reduction in contributions. The Budget for FY 2023 includes the annual contribution from the General Fund to the CERF Fund.

BUDGET ANALYSIS

Building Improvements, Vehicles and Equipment to be replaced in the 2023 Budget includes:

- Police Firing Range Rehab $ 33,477
- Marked Squad Car #4– Police $ 59,327
- Police Chief's Vehicle--Police $ 43,849
- Police Radios--Police $ 40,411
- Administrative Vehicle – Fire $ 33,500
- Ambulance--Fire $ 230,000
- SCBA Breathing Air Compressor – Fire $ 45,000
- Large Int'l Dump Truck – Public Works $ 200,000
- Pick-up Truck –Public Works $ 41,200

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
13	**Capital Equip Replacement Fund**							
00								
13-00-00-45-5100	Interest	90,084	44,789	35,229	26,800	25,605	(9,624)	-27.32%
13-00-00-45-5200	Net Change in Fair Value	29,506	(17,168)	-	-	-	-	0.00%
	Interest	**119,590**	**27,622**	**35,229**	**26,800**	**25,605**	**(9,624)**	**-27.32%**
					-			
13-00-00-46-6410	Miscellaneous	5,000	5,000	-	-	-	-	0.00%
	Miscellaneous	**5,000**	**5,000**	**-**	**-**	**-**	**-**	**0.00%**
					-			
13-00-00-47-7001	From General Fund	456,795	-	-	-	801,778	801,778	0.00%
13-00-00-47-7002	Transfer from Water and Sewer	-	-	126,235	126,235	111,467	(14,768)	-11.70%
13-00-00-48-8000	Sale of Property	40,140	24,063	25,000	25,000	25,000	-	0.00%
	Other Financing Sources	**496,935**	**24,063**	**151,235**	**151,235**	**938,245**	**787,010**	**520.39%**
	Revenue	**621,525**	**56,685**	**186,464**	**178,035**	**963,850**	**777,386**	**416.91%**
00								
13-00-00-53-2100	Bank Fees	-	-	100	-	100	-	0.00%
	Contractual Services	**-**	**-**	**100**	**-**	**100**	**-**	**0.00%**
13-00-00-55-0500	Building Improvements	-	-	-	-	33,477	33,477	0.00%
13-00-00-55-8700	Police Vehicles	85,387	-	138,660	138,660	103,176	(35,484)	-25.59%
13-00-00-55-8720	Police Equipment	22,505	20,220	22,450	23,400	40,411	17,961	80.00%
13-00-00-55-8800	Fire Dept Vehicle	-	-	83,500	-	263,500	180,000	215.57%
13-00-00-55-8850	Fire Dept Equipment	33,602	-	45,000	-	45,000	-	0.00%
13-00-00-55-8910	PW Vehicles	-	65,600	215,000	-	241,200	26,200	12.19%
13-00-00-55-8925	PW Equipment	87,431	3,420	180,000	180,000	-	(180,000)	-100.00%
	Capital Outlay	**228,925**	**89,240**	**684,610**	**342,060**	**726,764**	**42,154**	**6.16%**
	Expenditures	**228,925**	**89,240**	**684,710**	**342,060**	**726,864**	**42,154**	**6.16%**
13	**Capital Equip Replacement Fund**	**392,600**	**(32,555)**	**(498,246)**	**(164,025)**	**236,986**	**735,232**	**-147.56%**

Capital Improvement Fund (CIF)

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Revenues	$284,486	$4,910,449	$4,054,472	$1,141,857
Expenditures	$697,496	$2,447,120	$1,413,557	$3,325,446
Fund Balance*	**$544,092**	**$3,007,421**	**$3,185,007**	**$1,001,418**

*2022 and 2023 Fund Balances Estimated

DESCRIPTION

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

BUDGET ANALYSIS

Improvements in the FY 2023 Budget include:

- Village Hall Improvements $ 43,000
- Public Works Garage Improvements $ 35,000
- Street Camera System Strategic Plan $ 105,144
- Electric Vehicle Charging Station $ 25,000
- Information Technology Improvements $ 386,720
- Alley Improvement Program $ 2,522,582
- Parking Lot Improvements $ 150,000
- Bicycle Plan Implementation $ 46,000

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
14	**Capital Improvement Fund**							
00								
14-00-00-43-3200	Metra Daily Parking Fees	13,268	2,490	15,100	3,461	3,500	(11,600)	-76.82%
14-00-00-43-3220	Parking Lot Permit Fees	34,586	22,969	43,236	30,764	31,749	(11,487)	-26.57%
	Charges for Services	**47,853**	**25,459**	**58,336**	**34,225**	**35,249**	**(23,087)**	**-39.58%**
14-00-00-44-4240	Automated Traffic Enf Fines	801,022	193,896	850,000	19,527	850,000	-	0.00%
	Fines & Forfeits	**801,022**	**193,896**	**850,000**	**19,527**	**850,000**	**-**	**0.00%**
					-			
14-00-00-45-5100	Interest	27,818	9,672	2,113	720	18	(2,095)	-99.15%
14-00-00-45-5200	Net Change in Fair Value	2,705	(732)	-	-	-	-	0.00%
	Interest	**30,524**	**8,940**	**2,113**	**720**	**18**	**(2,095)**	**-99.15%**
14-00-00-46-6532	Grants	-	56,192	-	-	-	-	0.00%
	Grants & Contributions	**-**	**56,192**	**-**	**-**	**-**	**-**	**0.00%**
14-00-00-48-7090	Bond Proceeds	-	-	4,000,000	4,000,000	-	(4,000,000)	-100.00%
14-00-00-47-7018	Transfer from Inf Imp BF	-	-	-	-	256,590	256,590	0.00%
	Other Financing Sources	**-**	**-**	**4,000,000**	**4,000,000**	**256,590**	**(3,743,410)**	**-93.59%**
					-			
	Revenue	**879,399**	**284,486**	**4,910,449**	**4,054,472**	**1,141,857**	**(3,768,592)**	**-76.75%**
00								
14-00-00-53-0380	Consulting Services	-	-	-	-	25,000	25,000	0.00%
14-00-00-53-0440	Property Taxes	-	673	-	-	-	-	0.00%
14-00-00-53-4290	License Fees	12,000	12,000	12,000	12,000	12,000	-	0.00%
	Contractual Services	**12,000**	**12,673**	**12,000**	**12,000**	**37,000**	**25,000**	**208.33%**
14-00-00-55-0500	Building Improvements	56,304	1,200	136,300	56,272	78,000	(58,300)	-42.77%
14-00-00-55-0700	Property Purchase	361,616	-	-	-	-	-	0.00%
14-00-00-55-1205	Streetscape Improvements	258,452	147,232	46,000	8,876	46,000	-	0.00%
14-00-00-55-1210	Parking Lot Improvements	59,150	-	-	-	150,000	150,000	0.00%
14-00-00-55-1250	Alley Improvements	917,471	245,209	1,850,000	1,291,409	2,522,582	672,582	36.36%
14-00-00-55-8610	Furniture & Equipment	15,640	70,235	-	-	-	-	0.00%
14-00-00-55-8620	Information Technology Equipme	281,656	220,947	402,820	45,000	491,864	89,044	22.11%
	Capital Outlay	**1,950,288**	**684,823**	**2,435,120**	**1,401,557**	**3,288,446**	**853,326**	**35.04%**
	Expenditures	**1,962,288**	**697,496**	**2,447,120**	**1,413,557**	**3,325,446**	**878,326**	**35.89%**
14	**Capital Improvement Fund**	**(1,082,889)**	**(413,010)**	**2,463,329**	**2,640,915**	**(2,183,589)**	**(4,646,918)**	**-188.64%**

Economic Development Fund

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY2023 BUDGET
Revenues	$28	$0	$0	$0
Expenditures	$50,366	$0	$0	$0
Fund Balance	$0	$0	$0	$0

DESCRIPTION

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

BUDGET ANALYSIS

The fund was closed in FY 2021 and fund balance has been returned to the county to be distributed back to the taxing districts.

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
16	**Economic Development Fund**							
00								
16-00-00-45-5100	Interest	22,529	28	-	-	-	-	0.00%
	Interest	**22,529**	**28**	**-**	**-**	**-**	**-**	**0.00%**
	Revenue	**22,529**	**28**	**-**	**-**	**-**	**-**	**0.00%**
00								
16-00-00-53-0420	Legal Services	8,861	7,794	-	-	-	-	0.00%
	Contractual Services	**8,861**	**7,794**	**-**	**-**	**-**	**-**	**0.00%**
							-	
16-00-00-55-4300	Other Improvements	172,513	42,572	-	-	-	-	0.00%
	Capital Outlay	**172,513**	**42,572**	**-**	**-**	**-**	**-**	**0.00%**
							-	
	Expenditures	**181,373**	**50,366**	**-**	**-**	**-**	**-**	**0.00%**
							-	
16	**Economic Development Fund**	**(158,844)**	**(50,339)**	**-**	**-**	**-**	**-**	**0.00%**

TIF - Madison Street

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Revenues	$371,242	$332,550	$808,591	$672,264
Expenditures	$85,187	$126,490	$88,788	$724,284
Fund Balance*	**$125,631**	**$331,691**	**$845,434**	**$793,414**

*FY 2022 and 2023 Fund Balances Estimated

DESCRIPTION

The Tax Increment Financing District (TIF) – Madison Street Fund was created in Fiscal Year 2015 to account for expenditures associated with the formation of a TIF District in the Village along Madison Street. Preliminary financing was provided by transfers from the General Fund. This has been replaced by property tax revenues which began in FY 2022. The General Fund will be reimbursed by TIF proceeds once sufficient revenue is generated. The TIF District was created during FY 2017.

BUDGET ANALYSIS

Contractual services including TIF consulting, auditing and legal fees are included and capital outlay for future projects and developments are provided for in the FY 2023 Budget. Also debt service interest payments on the interfund loan are also included in the FY 2023 Budget.

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
31	**TIF-Madison Street**							
00								
31-00-00-41-1000	Property Taxes-Prior Years	116,399	243,911	164,402	473,990	332,503	168,101	102.25%
31-00-00-41-1021	Property Taxes-Current Year	66,167	126,882	167,690	334,471	339,153	171,463	102.25%
	Property Taxes	**182,566**	**370,794**	**332,092**	**808,461**	**671,656**	**339,564**	**102.25%**
31-00-00-45-5100	Interest	2,288	448	458	130	608	150	32.75%
	Interest	**2,288**	**448**	**458**	**130**	**608**	**150**	**32.75%**
	Revenue	**184,854**	**371,242**	**332,550**	**808,591**	**672,264**	**339,714**	**102.15%**
00								
31-00-00-53-0100	Electricity & Natural Gas	2,207	2,227	1,000	1,700	-	(1,000)	-100.00%
31-00-00-53-0300	Audit Services	-	1,000	1,000	1,000	1,000	-	0.00%
31-00-00-53-0380	Consulting Services	35,447	6,554	5,000	5,000	11,000	6,000	120.00%
31-00-00-53-0425	Village Attorney	9,886	826	2,500	2,500	10,000	7,500	300.00%
31-00-00-53-0440	Property Taxes	-	5,359	-	51	-	-	0.00%
31-00-00-53-3600	Maintenance of Buildings	9,239	703	4,800	4,800	750	(4,050)	-84.38%
31-00-00-53-4350	Printing	-	-	1,000	1,500	-	(1,000)	-100.00%
31-00-00-53-5300	Advertising/Legal Notice	1,176	-	1,000	500	-	(1,000)	-100.00%
	Contractual Services	**57,955**	**16,669**	**16,300**	**17,051**	**22,750**	**6,450**	**39.57%**
31-00-00-55-0700	Property Purchase	106,000	-	-	-	-	-	0.00%
31-00-00-55-4300	Other Improvements	14,575	14,575	54,000	47,200	645,000	591,000	1094.44%
	Capital Outlay	**120,575**	**14,575**	**54,000**	**47,200**	**645,000**	**591,000**	**1094.44%**
31-00-00-56-0081	Interest on Interfund Loan	53,942	53,942	56,190	24,537	56,534	344	0.61%
	Debt Service	**53,942**	**53,942**	**56,190**	**24,537**	**56,534**	**344**	**0.61%**
	Expenditures	**232,472**	**85,187**	**126,490**	**88,788**	**724,284**	**597,794**	**472.60%**
31	**TIF-Madison Street**	**(47,618)**	**286,055**	**206,060**	**719,803**	**(52,020)**	**(258,080)**	**-125.25%**

TIF - North Avenue

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Revenues	$ 66	$ 520,200	$522,225	$362,018
Expenditures	$ 1,252	$ 17,000	$1,325	$ 360,000
Fund Balance*	**($ 17,755)**	**$485,445**	**$503,145**	**$505,163**

*FY 2022 and 2023 Fund Balances Estimated

DESCRIPTION

The Tax Increment Financing District (TIF) – North Avenue Fund was created in Fiscal Year 2015 to account for expenditures associated with the formation of a TIF District in the Village along North Avenue. Preliminary financing was provided by transfers from the General Fund. This has been replaced by property tax revenues which began in FY 2022. The General Fund will be reimbursed by TIF proceeds once sufficient revenue is generated. The TIF District was created during FY 2019.

BUDGET ANALYSIS

Contractual services including TIF consulting, auditing and legal fees are included and capital outlay for future projects and developments are provided for in the FY 2023 Budget.

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
32	**Tif - North Avenue**							
00								
32-00-00-41-1000	Property Taxes-Prior Years	-	-	345,000	342,069	179,046	(165,954)	-48.10%
32-00-00-41-1021	Property Taxes-Current Year	-	-	175,000	180,106	182,627	7,627	4.36%
	Property Taxes	**-**	**-**	**520,000**	**522,175**	**361,673**	**(158,327)**	**-30.45%**
32-00-00-45-5100	Interest	631	66	200	50	345	145	72.50%
	Interest	**631**	**66**	**200**	**50**	**345**	**145**	**72.50%**
	Revenue	**631**	**66**	**520,200**	**522,225**	**362,018**	**(158,182)**	**-30.41%**
00								
32-00-00-53-0300	Audit Services	-	-	-	-	1,000	1,000	0.00%
32-00-00-53-0380	Consulting Services	1,500	988	10,000	-	71,000	61,000	610.00%
32-00-00-53-0425	Village Attorney	65	264	5,000	1,000	10,000	5,000	100.00%
32-00-00-53-4350	Printing	-	-	1,000	-	-	(1,000)	-100.00%
32-00-00-53-5300	Advertising/Legal	-	-	1,000	325	-	(1,000)	-100.00%
	Contractual Services	**1,565**	**1,252**	**17,000**	**1,325**	**82,000**	**65,000**	**382.35%**
32-00-00-55-4300	Other Improvements	-	-	-	-	278,000	278,000	0.00%
	Capital Outlay	**-**	**-**	**-**	**-**	**278,000**	**278,000**	**0.00%**
	Expenditures	**1,565**	**1,252**	**17,000**	**1,325**	**360,000**	**343,000**	**2017.65%**
32	**Tif - North Avenue**	**(933)**	**(1,186)**	**503,200**	**520,900**	**2,018**	**(501,182)**	**-99.60%**

Infrastructure Improvement Bond Fund

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Revenues	$950	$225	$550,030	$93
Expenditures	$268,941	$250,000	$255,084	$256,590
Fund Balance*	$252,722	$2,947	$547,668	$291,171

*FY 2022 and 2023 Fund Balances Estimated

DESCRIPTION

The Infrastructure Improvement Bond Fund (IIBF) is used to account for the proceeds from the General Obligation Limited Tax Bonds, Series 2022. In the past, these proceeds have been used to fund street improvements.

BUDGET ANALYSIS

The FY 2023 Budget includes $256,590 in transfers to the Capital Improvement Fund to help fund street improvements and other capital infrastructure projects.

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
35	**Infrastructure Imp Bond Fund**							
00								
35-00-00-45-5100	Interest	3,287	950	225	30	93	(132)	-58.67%
	Interest	**3,287**	**950**	**225**	**30**	**93**	**(132)**	**-58.67%**
35-00-00-48-7090	Bond Proceeds	525,000	-	-	550,000	-	-	0.00%
	Other Financing Sources	**525,000**	**-**	**-**	**550,000**	**-**	**-**	**0.00%**
	Revenue	**528,287**	**950**	**225**	**550,030**	**93**	**(132)**	**-58.67%**
00								
35-00-00-53-0380	Consulting Services	-	40,567	-	-	-	-	0.00%
35-00-00-53-0420	Legal Services	5,750	-	-	5,084	-	-	0.00%
	Contractual Services	**5,750**	**40,567**	**-**	**5,084**	**-**	**-**	**0.00%**
35-00-00-55-9100	Street Improvements	283,902	228,374	250,000	250,000	-	(250,000)	-100.00%
	Capital Outlay	**283,902**	**228,374**	**250,000**	**250,000**	**-**	**(250,000)**	**-100.00%**
35-00-00-57-5014	Transfer to CIF	-	-	-	-	256,590	256,590	0.00%
	Other Financing Uses	**-**	**-**	**-**	**-**	**256,590**	**256,590**	**0.00%**
	Expenditures	**289,652**	**268,941**	**250,000**	**255,084**	**256,590**	**6,590**	**2.64%**
35	**Infrastructure Imp Bond Fund**	**238,634**	**(267,991)**	**(249,775)**	**294,946**	**(256,497)**	**(6,722)**	**2.69%**

Water and Sewer Fund

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

BUDGET SNAPSHOT

CATEGORY	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Personal Services	$842,614	$892,545	$833,528	$895,441
Employee Benefits	$258,406	$388,436	$376,528	$355,565
Contractual Services	$625,995	$1,144,342	$777,253	$884,194
Commodities	$1,811,624	$2,112,621	$1,887,710	$2,155,231
Capital Outlay	$257,295	$1,893,000	$1,720,945	$628,000
Depreciation	$379,608	$355,000	$380,756	$380,756
Debt Service	$262,522	$917,146	$917,146	$917,145
Transfers	-	$126,235	$126,235	$111,467
Total	**$4,438,064**	**$7,829,325**	**$7,020,101**	**$6,327,799**

DEPARTMENT DESCRIPTION

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

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

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

BUDGET ANALYSIS

The following highlights ongoing and new project initiatives in the 2023 Budget:

Water from Chicago: Chicago's water rate, in conjunction with projected flat consumption and an anticipated 2% rate increase on June 1st, results in an estimate of $1,894,725 for the cost of water in FY 2023.

Water System Maintenance: The budget maintains previous levels of funding for contractual water main break repairs due to the increased number of repairs being performed by Public Works staff.

Hydrant Maintenance: The budget includes $10,000 for hydrant replacement.

Consulting Services: The budget includes $30,000 to update the pump station efficiency study, $90,000 for engineering and permitting for the Lake Street flood wall, and $106,709 for project consulting and design costs related to the Stormwater Master Plan. However, it reflects an overall $102,191 decrease.

Lead Service Line Replacement/Sewer Lateral Repair Programs: The budget reflects an allocation of $50,000 to each program and results in an overall decrease of $100,000 due to anticipated participation rates in the lead service line replacement program.

Operating Supplies: The budget includes $188,894 to purchase permeable paver maintenance equipment for Village permeable paver alleys and parking lots.

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

Water System Improvements: The Budget includes $110,000 for the replacement of pump #1 at the pumping station, and an overall decrease of $885,000 due to the anticipated completion of the Advanced Metering Infrastructure (AMI) Project implementation.

PERSONNEL SUMMARY

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

ACTIVITY MEASURES

*Actual totals as of January 1, 2022.

Measure	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022*
Water Pumped from Chicago (million gallons)	454	430	422	486	349
Water Pumped to Residents (million gallons)	456	442	439	497	358
Actual Annual High (million gallons)	2.56	2.11	2.40	3.00	2.11
Actual Annual Low (million gallons)	0.77	0.75	0.79	0.76	.074
Average Daily Average (million gallons)	1.25	1.24	1.26	1.44	1.24
Meters Installed	171	115	46	55	43
Service Calls	3,272	3,007	3,239	3,084	2,285
Water Main Breaks	13	6	6	14	6
Service Line Breaks	12	11	3	7	7
Exercised Valves	188	110	512	355	273
JULIE Locates	1,484	1,512	1,986	1,828	1,330

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
02	**Water & Sewer Fund**							
00								
02-00-00-42-2360	Permit Fees	19,500	21,250	22,780	25,000	23,000	220	0.97%
	Licenses & Permits	**19,500**	**21,250**	**22,780**	**25,000**	**23,000**	**220**	**0.97%**
02-00-00-43-3100	Water Sales	2,937,387	3,257,413	3,244,387	3,331,403	3,520,686	276,299	8.52%
02-00-00-43-3150	Sewer Sales	1,927,463	2,096,578	2,084,213	2,130,014	2,229,926	145,713	6.99%
02-00-00-43-3160	Water Penalties	27,759	22,536	29,217	28,125	28,969	(248)	-0.85%
02-00-00-43-3515	NSF Fees	-	-	200	-	200	-	0.00%
	Charges for Services	**4,892,608**	**5,376,527**	**5,358,017**	**5,489,542**	**5,779,781**	**421,764**	**7.87%**
							-	
02-00-00-45-5100	Interest	38,906	6,622	3,275	2,420	1,253	(2,022)	-61.74%
02-00-00-45-5200	Net Change in Fair Value	1,927	(725)	-	-	-	-	0.00%
	Interest	**40,833**	**5,898**	**3,275**	**2,420**	**1,253**	**(2,022)**	**-61.74%**
							-	
02-00-00-46-6410	Miscellaneous	900	42	5,000	-	5,000	-	0.00%
02-00-00-46-6417	IRMA Reimbursements	-	-	2,000	13,000	2,000	-	0.00%
02-00-00-46-6580	Sale of Meters	11,921	11,843	10,000	11,000	10,000	-	0.00%
	Miscellaneous	**12,821**	**11,885**	**17,000**	**24,000**	**17,000**	**-**	**0.00%**
							-	
02-00-00-49-8001	Bond Proceeds	-	-	1,400,000	1,400,000	-	(1,400,000)	-100.00%
	Other Financing Sources	**-**	**-**	**1,400,000**	**1,400,000**	**-**	**(1,400,000)**	**-100.00%**
							-	
	Revenue	**4,965,763**	**5,415,560**	**6,801,072**	**6,940,962**	**5,821,034**	**(980,038)**	**-14.41%**

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
60	**Public Works**							
02-60-06-51-0200	Salaries Regular	824,682	827,756	870,435	821,738	874,052	3,617	0.42%
02-60-06-51-1500	Specialists Pay	2,100	2,100	2,100	2,100	-	(2,100)	-100.00%
02-60-06-51-1700	Overtime	8,625	11,671	12,000	8,076	12,000	-	0.00%
02-60-06-51-1950	Insurance Refusal Reimb	1,575	1,088	10	125	389	379	3790.00%
02-60-06-51-3000	Part-Time Salaries	11,486	-	8,000	1,489	9,000	1,000	12.50%
	Personal Services	**848,468**	**842,614**	**892,545**	**833,528**	**895,441**	**2,896**	**0.32%**
02-60-06-52-0100	ICMA Retirement	1,480	-	-	-	-	-	0.00%
02-60-06-52-0320	FICA	50,655	50,746	54,349	50,065	54,239	(110)	-0.20%
02-60-06-52-0325	Medicare	12,168	12,045	13,052	11,893	13,048	(4)	-0.03%
02-60-06-52-0330	IMRF	-	-	99,230	87,828	78,552	(20,678)	-20.84%
02-60-06-52-0375	Fringe Benefits	5,624	6,226	5,664	4,405	6,180	516	9.11%
02-60-06-52-0381	IMRF Pensio Expense	90,202	(3,500)	-	-	-	-	0.00%
02-60-06-52-0400	Health Insurance	160,418	167,774	199,049	204,479	183,597	(15,452)	-7.76%
02-60-06-52-0420	Health Insurance - Retirees	3,040	2,553	3,156	3,064	3,269	113	3.58%
02-60-06-52-0421	Other Post Employment Benefits	6,052	9,503	-	-	-	-	0.00%
02-60-06-52-0425	Life Insurance	422	461	458	377	478	20	4.37%
02-60-06-52-0430	VEBA Contributions	11,721	12,598	13,478	14,417	16,202	2,724	20.21%
	Benefits	**341,781**	**258,406**	**388,436**	**376,528**	**355,565**	**(32,871)**	**-8.46%**
02-60-06-53-0100	Electricity	39,777	36,865	33,000	36,974	38,004	5,004	15.16%
02-60-06-53-0200	Communications	5,460	8,115	8,160	8,028	8,160	-	0.00%
02-60-06-53-0300	Auditing	10,749	9,632	9,900	9,933	9,900	-	0.00%
02-60-06-53-0380	Consulting Services	35,395	31,879	351,400	163,121	249,209	(102,191)	-29.08%
02-60-06-53-0410	IT Support	40,472	79,124	73,257	85,063	111,773	38,516	52.58%
02-60-06-53-1300	Inspections	260	500	1,000	1,158	1,200	200	20.00%
02-60-06-53-1310	JULIE Participation	878	1,089	2,345	2,345	2,345	-	0.00%
02-60-06-53-2100	Bank Fees	29,078	31,531	33,042	39,067	42,500	9,458	28.62%
02-60-06-53-2200	Liability Insurance	35,903	34,286	35,903	35,797	41,978	6,075	16.92%
02-60-06-53-2250	IRMA Deductible	6,536	3,914	9,500	-	9,500	-	0.00%
02-60-06-53-3050	Water System Maintenance	73,948	173,767	123,500	84,425	123,500	-	0.00%
02-60-06-53-3055	Hydrant Maintenance	1,649	-	10,000	4,487	10,000	-	0.00%
02-60-06-53-3200	Maintenance of Vehicles	7,207	4,259	8,000	6,500	8,000	-	0.00%
02-60-06-53-3300	Maint of Office Equipment	1,775	2,299	1,000	2,299	1,000	-	0.00%
02-60-06-53-3600	Maintenance of Buildings	25,105	25,962	34,750	34,750	14,750	(20,000)	-57.55%
02-60-06-53-3620	Maintenance of Streets	12,501	-	15,000	-	15,000	-	0.00%
02-60-06-53-3630	Overhead Sewer Program	25,710	119,548	59,000	97,500	59,000	-	0.00%
02-60-06-53-3631	Lead Service Line Program	-	-	250,000	115,855	50,000	(200,000)	-80.00%
02-60-06-53-3640	Sewer/Catch Basin Repair	49,694	21,470	50,000	20,000	50,000	-	0.00%
02-60-06-53-4100	Training	-	440	1,150	1,150	1,150	-	0.00%
02-60-06-53-4250	Travel & Meeting	2,168	225	1,685	2,740	3,740	2,055	121.96%
02-60-06-53-4300	Dues & Subscriptions	2,191	1,295	1,460	1,401	1,490	30	2.05%
02-60-06-53-4350	Printing	3,470	2,229	2,500	2,150	3,205	705	28.20%
02-60-06-53-4400	Medical & Screening	-	150	700	700	700	-	0.00%
02-60-06-53-4480	Water Testing	3,025	4,040	3,590	3,590	3,590	-	0.00%
02-60-06-53-5300	Advertising/Legal Notice	-	-	500	500	500	-	0.00%
02-60-06-53-5350	Dumping Fees	22,916	31,118	20,000	5,000	20,000	-	0.00%
02-60-06-53-5400	Damage Claims	7,450	2,257	4,000	12,720	4,000	-	0.00%
	Contractual Services	**443,317**	**625,995**	**1,144,342**	**777,253**	**884,194**	**(260,148)**	**-22.73%**
02-60-06-54-0100	Office Supplies	194	229	500	500	500	-	0.00%
02-60-06-54-0200	Gas & Oil	10,198	9,919	10,959	17,686	17,509	6,550	59.77%
02-60-06-54-0310	Uniforms	1,220	986	1,525	1,525	1,525	-	0.00%
02-60-06-54-0500	Vehicle Parts	6,846	1,369	8,000	10,000	10,000	2,000	25.00%
02-60-06-54-0600	Operating Supplies	56,515	42,199	232,994	45,753	222,994	(10,000)	-4.29%
02-60-06-54-1300	Postage	8,347	7,210	7,746	7,746	7,978	232	3.00%
02-60-06-54-2200	Water from Chicago	1,480,397	1,749,713	1,850,897	1,804,500	1,894,725	43,828	2.37%
	Materials & Supplies	**1,563,716**	**1,811,624**	**2,112,621**	**1,887,710**	**2,155,231**	**42,610**	**2.02%**
02-60-06-55-0050	Gain/Loss on Disposal of Asset	(32,196)	-	-	-	-	-	0.00%
02-60-06-55-0500	Building Improvements	25,740	-	-	-	-	-	0.00%
02-60-06-55-1150	Sewer System Improvements	175,677	154,303	375,000	217,349	225,000	(150,000)	-40.00%
02-60-06-55-1300	Water System Improvements	312,170	25,276	1,448,000	1,433,596	333,000	(1,115,000)	-77.00%
02-60-06-55-1400	Meter Replacement Program	21,290	6,660	-	-	-	-	0.00%
02-60-06-55-9100	Street Improvements	70,000	71,056	70,000	70,000	70,000	-	0.00%
	Capital Outlay	**572,681**	**257,295**	**1,893,000**	**1,720,945**	**628,000**	**(1,265,000)**	**-66.83%**
02-60-06-55-0010	Depreciation Expense	379,731	379,608	355,000	380,756	380,756	25,756	7.26%

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
	Depreciation	**379,731**	**379,608**	**355,000**	**380,756**	**380,756**	**25,756**	**7.26%**
02-60-06-56-0070	Series 2022 Principal	-	-	-	-	-	-	0.00%
02-60-06-56-0071	Series 2022 Interest	-	-	-	-	-	-	0.00%
02-60-06-56-0104	IEPA Loan Principal	-	-	663,212	663,212	677,949	14,737	2.22%
02-60-06-56-0105	IEPA Loan Interest	276,753	262,522	253,934	253,934	239,196	(14,738)	-5.80%
	Debt Service	**276,753**	**262,522**	**917,146**	**917,146**	**917,145**	**(1)**	**0.00%**
02-60-06-57-5013	Transfer to CERF	-	-	126,235	126,235	111,467	(14,768)	-11.70%
	Other Financing Uses	**-**	**-**	**126,235**	**126,235**	**111,467**	**(14,768)**	**-11.70%**
	Expenditures	**4,426,447**	**4,438,064**	**7,829,325**	**7,020,101**	**6,327,799**	**(1,501,526)**	**-19.18%**
02	**Water & Sewer Fund**	**539,315**	**977,496**	**(1,028,253)**	**(79,139)**	**(506,765)**	**521,488**	**-50.72%**

Debt Service Schedule

Illinois Environmental Protection Agency Loan

Date of Issue	December 3, 2015
Date of Maturity	December 3, 2035
Authorized Issue	$14,708,901
Interest Rates	2.21%
Interest Dates	December 3 and June 3
Principal Payment Dates	December 3 and June 3
Purpose	Northside Stormwater Management Project

CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal	Tax Levy			Interest Due On			
Year	Principal	Interest	Totals	Jun 3	Amount	Dec 3	Amount
2023	$ 677,950	$ 239,196	$ 917,146	2022	$ 121,461	2022	$ 117,735
2024	693,016	224,130	917,146	2023	113,969	2023	110,161
2025	708,416	208,730	917,146	2024	106,311	2024	102,419
2026	724,159	192,987	917,146	2025	98,483	2025	94,504
2027	740,250	176,896	917,146	2026	90,482	2026	86,414
2028	756,700	160,446	917,146	2027	82,302	2027	78,144
2029	773,515	143,630	917,145	2028	73,940	2028	69,690
2030	790,705	126,441	917,146	2029	65,393	2029	61,048
2031	808,276	108,870	917,146	2030	56,656	2030	52,214
2032	826,238	90,908	917,146	2031	47,724	2031	43,184
2033	844,599	72,547	917,146	2032	38,594	2032	33,953
2034	863,366	53,780	917,146	2033	29,261	2033	24,519
2035	882,552	34,593	917,145	2034	19,721	2034	14,872
2036	902,165	14,981	917,146	2035	9,969	2035	5,012
	$ 10,991,907	$ 1,848,135	$ 12,840,042		$ 954,266		$ 893,869

Debt Service Schedule

2022A General Obligation Debt Certificates

Date of Issue	April 5, 2022
Date of Maturity	December 1, 2041
Authorized Issue	$1,358,519
Interest Rates	3-4.00%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Purpose	Advanced Metering Infrastructure Project

CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	June 1		December 1	
Due	Principal	Interest	Principal	Interest
2023	-	7,932.76	-	25,498.15
2024	-	25,498.15	51,851.85	25,498.15
2025	-	24,720.37	53,148.15	24,720.37
2026	-	23,923.15	54,444.44	23,923.15
2027	-	23,106.48	57,037.04	23,106.48
2028	-	22,250.93	58,333.33	22,250.93
2029	-	21,375.93	59,629.63	21,375.93
2030	-	20,481.48	62,222.22	20,481.48
2031	-	19,237.04	63,518.52	19,237.04
2032	-	17,966.67	66,111.11	17,966.67
2033	-	16,644.44	68,703.70	16,644.44
2034	-	15,270.37	72,592.59	15,270.37
2035	-	13,818.52	75,185.19	13,818.52
2036	-	12,314.81	77,777.78	12,314.81
2037	-	10,759.26	81,666.67	10,759.26
2038	-	9,125.93	84,259.26	9,125.93
2039	-	7,440.74	88,148.15	7,440.74
2040	-	5,677.78	90,740.74	5,677.78
2041	-	3,862.96	94,629.63	3,862.96
2042	-	1,970.37	98,518.52	1,970.37
	$ -	$ 303,378	$ 1,358,519	$ 320,944

Pension Trust Funds

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

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

Police Pension Fund

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Revenues	$ 8,185,980	$ 4,562,578	$ 3,379,814	$ 4,853,619
Expenditures	$ 3,129,138	$ 2,907,833	$ 3,163,034	$ 2,937,403
Fund Balance*	$28,380,609	$30,035,354	$28,597,389	$30,513,605

*FY 2022 and 2023 Fund Balances Estimated

DESCRIPTION

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

BUDGET ANALYSIS

Income for this fund is from participating employees' contributions of 9.91% of the salaries as specified by State regulations and interest income from investment of assets. The employer's share is shown as a contribution from the General Fund and is included in the Police Department (Division 40) employee benefit expense. An independent actuarial study is used to determine the amount of the employer's contribution. The Village's FY 2023 contribution of $1,959,903 reflects the amount of property tax revenues expected to be levied with the 2022 Property Tax Levy during the fiscal year. The 2022 property tax levy, which is collected in calendar year 2023, will be based on an annual actuarial analysis prepared using the Village's Pension Funding Policy for the Police Pension Fund. The amount contributed is the amount based on the policy or the statutory minimum, whichever is higher. The budgeted FY 2023 employer contribution is higher for Tax Levy Year 2022. This is due to changes in assumptions to the mortality tables, plan changes for Tier II employees that went into effect on January 1, 2020 as part of the public safety pension consolidation laws and lower than expected investment returns on 4/30/2020. The expected and actual contributions are as follows:

	Actual FY 2021	Budget 2022	Budget 2023
Levy Year	2020	2021	2022
Police Pension Fund	$1,479,613	$1,934,942	$1,959,903

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
09	**Police Pension Fund**							
00								
09-00-00-45-5100	Interest	577,634	431,525	512,140	495,848	560,000	47,860	9.35%
09-00-00-45-5200	Net Change in Fair Value	(798,287)	6,004,985	1,866,195	817,054	2,023,653	157,458	8.44%
	Interest	**(220,653)**	**6,436,510**	**2,378,335**	**1,312,902**	**2,583,653**	**205,318**	**8.63%**
09-00-00-41-1100	Employer Contribution	1,584,889	1,479,613	1,874,180	2,066,912	1,959,903	85,723	4.57%
09-00-00-46-7350	Employee Contribution	277,013	269,857	310,063	-	310,063	-	0.00%
	Grants & Contributions	**1,861,902**	**1,749,470**	**2,184,243**	**2,066,912**	**2,269,966**	**85,723**	**3.92%**
	Revenue	**1,641,249**	**8,185,980**	**4,562,578**	**3,379,814**	**4,853,619**	**291,041**	**6.38%**
00								
09-00-00-52-6100	Pensions	2,446,249	3,018,693	2,725,138	3,035,318	2,813,266	88,128	3.23%
09-00-00-52-6150	Pension Refund	-	-	50,000	-	50,000	-	0.00%
	Benefits	**2,446,249**	**3,018,693**	**2,775,138**	**3,035,318**	**2,863,266**	**88,128**	**3.18%**
09-00-00-53-0300	Audit Services	2,177	2,240	2,310	2,310	2,310	-	0.00%
09-00-00-53-0350	Actuarial Services	3,578	3,730	3,815	3,780	4,205	390	10.22%
09-00-00-53-0360	Payroll Services	17,225	19,435	28,890	28,325	30,550	1,660	5.75%
09-00-00-53-0380	Consulting Services	53,827	55,899	56,000	57,656	-	(56,000)	-100.00%
09-00-00-53-0420	Legal Services	3,313	5,777	18,000	18,000	18,000	-	0.00%
09-00-00-53-2100	Bank Fees	3,553	694	100	100	100	-	0.00%
09-00-00-53-4100	Training	635	1,155	4,000	1,000	1,000	(3,000)	-75.00%
09-00-00-53-4250	Travel & Meeting	657	250	1,500	1,000	1,000	(500)	-33.33%
09-00-00-53-4300	Dues & Subscriptions	795	795	795	795	795	-	0.00%
09-00-00-53-4400	Medical & Screening	3,630	-	3,000	1,800	1,800	(1,200)	-40.00%
09-00-00-54-3100	Misc Expenditures	20,057	20,470	14,285	12,950	14,377	92	0.64%
	Contractual Services	**109,447**	**110,445**	**132,695**	**127,716**	**74,137**	**(58,558)**	**-44.13%**
	Expenditures	**2,555,696**	**3,129,138**	**2,907,833**	**3,163,034**	**2,937,403**	**29,570**	**1.02%**
09	**Police Pension Fund**	**(914,447)**	**5,056,842**	**1,654,745**	**216,780**	**1,916,216**	**261,471**	**15.80%**

Fire Pension Fund

BUDGET SNAPSHOT

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Revenues	$ 5,701,506	$ 3,137,915	$ 2,829,368	$ 3,427,269
Expenditures	$ 2,049,536	$ 2,167,432	$ 2,196,778	$ 2,290,904
Fund Balance*	$ 18,751,226	$ 19,721,709	$ 19,383,816	$ 20,520,181

*FY 2022 and 2023 Fund Balances Estimated

DESCRIPTION

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

BUDGET ANALYSIS

Income for this fund is from participating employees' contributions of 9.455% of salaries as required by State law and interest income from investment of assets. The employer's share is shown as a contribution from the General Fund and is included in the Fire Department (Division 50) employee benefit expense. An independent actuarial study is used to determine the amount of the employer contribution. The Village's estimated 2023 contribution of $1,733,600 reflects the amount of property tax revenues expected to be levied with the 2022 Property Tax Levy during the fiscal year. The 2022 property tax levy, which is collected in calendar year 2023, will be based on an actuarial analysis prepared using the Village's Pension Funding Policy for the Firefighters Pension Fund. The amount contributed will be based on the policy or the statutory minimum, whichever is higher. The budgeted FY 2023 employer contribution is higher for Tax Levy Year 2022. This is due to changes in assumptions to the mortality tables, plan changes for Tier II employees that went into effect on January 1, 2020 as part of the public safety pension consolidation laws and lower than expected investment returns on 4/30/2020. The expected and actual contributions are as follows:

	Actual FY 2021	Budget FY 2022	Budget FY 2023
Levy Year	2020	2021	2022
Fire Pension Fund	$1,413,737	$1,713,382	$1,733,600

Village of River Forest
Budget Detail by Account
Fiscal Year 2023 Budget

Account Number	Description	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	Increase (Decrease)	% Inc (Dec)
10	**Fire Pension Fund**							
00								
10-00-00-45-5100	Interest/Dividends	426,402	358,369	447,444	246,180	253,565	(193,879)	-43.33%
10-00-00-45-5200	Net Change in Fair Value	(448,286)	3,735,099	708,201	682,680	1,222,440	514,239	72.61%
	Interest	**(21,884)**	**4,093,468**	**1,155,645**	**928,860**	**1,476,005**	**320,360**	**27.72%**
10-00-00-41-1100	Employer Contribution	1,490,909	1,413,737	1,764,606	1,900,508	1,733,600	(31,006)	-1.76%
10-00-00-46-7350	Employee Contribution	213,841	194,301	217,664	-	217,664	-	0.00%
	Grants & Contributions	**1,704,750**	**1,608,038**	**1,982,270**	**1,900,508**	**1,951,264**	**(31,006)**	**-1.56%**
					-			
	Revenue	**1,682,866**	**5,701,506**	**3,137,915**	**2,829,368**	**3,427,269**	**289,354**	**9.22%**
00								
10-00-00-52-6100	Pensions	1,895,852	1,959,787	2,069,383	2,123,669	2,239,929	170,546	8.24%
	Benefits	**1,895,852**	**1,959,787**	**2,069,383**	**2,123,669**	**2,239,929**	**170,546**	**8.24%**
10-00-00-53-0300	Audit Services	2,177	2,240	2,310	2,310	2,310	-	0.00%
10-00-00-53-0350	Actuarial Services	3,203	3,365	3,815	3,365	3,815	-	0.00%
10-00-00-53-0360	Payroll Services	14,235	14,670	15,145	15,145	15,595	450	2.97%
10-00-00-53-0380	Consulting Services	37,274	38,866	40,324	20,000	-	(40,324)	-100.00%
10-00-00-53-0420	Legal Services	4,807	3,131	6,000	6,000	6,000	-	0.00%
10-00-00-53-2100	Bank Fees	7,085	8,197	8,200	6,665	2,200	(6,000)	-73.17%
10-00-00-53-4100	Training	1,160	1,435	1,500	500	500	(1,000)	-66.67%
10-00-00-53-4250	Travel & Meeting	283	-	1,000	500	500	(500)	-50.00%
10-00-00-53-4300	Dues & Subscriptions	795	795	795	795	795	-	0.00%
10-00-00-53-4400	Medical & Screening	-	-	1,000	-	1,000	-	0.00%
10-00-00-54-1300	Postage	-	-	50	50	50	-	0.00%
10-00-00-54-3100	Misc Expenditures	16,351	17,050	17,910	17,779	18,210	300	1.68%
	Contractual Services	**87,370**	**89,749**	**98,049**	**73,109**	**50,975**	**(47,074)**	**-48.01%**
	Expenditures	**1,983,222**	**2,049,536**	**2,167,432**	**2,196,778**	**2,290,904**	**123,472**	**5.70%**
10	**Fire Pension Fund**	**(300,356)**	**3,651,970**	**970,483**	**632,590**	**1,136,365**	**165,882**	**17.09%**

River Forest Public Library

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

River Forest Public Library

BUDGET SNAPSHOT

REVENUES

FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
$1,384,514	$1,430,600	$1,454,199	$1,489,000

EXPENDITURES

FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
$1,314,322	$1,507,600	$1,368,150	$2,018,400

DESCRIPTION

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

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

BUDGET ANALYSIS

The Library operating expenditures are projected to increase by $58,400. The FY 2023 budget includes $529,400 in capital expenditures that are intended to be funded with capital reserves and donations.

Village of River Forest
Budget Detail By Account
Fiscal Year 2023 Budget

	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET	$CHNG FY22/23	% CHNG FY22/23
RIVER FOREST PUBLIC LIBRARY							
REVENUES							
Taxes							
Property Taxes	1,282,564	1,316,084	1,358,000	1,380,000	1,415,000	57,000	4.20%
Replacement Taxes	16,353	9,821	13,000	26,000	9,000	(4,000)	-30.77%
Total Taxes	**1,298,917**	**1,325,905**	**1,371,000**	**1,406,000**	**1,424,000**	**53,000**	**3.87%**
Charges for Services							
Connections Program	2,464	2,981	9,000	4,500	9,500	500	5.56%
Lost Books	3,618	2,064	3,500	4,000	3,500	-	0.00%
Copy Machine Revenues	4,737	1,250	3,000	2,200	3,000	-	0.00%
Total Charges for Services	**10,819**	**6,295**	**15,500**	**10,700**	**16,000**	**500**	**3.23%**
Fines							
Fines	**225**	**-**	**-**	**-**	**-**	-	**0.00%**
Interest							
Interest Earned	**18,900**	**10,067**	**4,800**	**4,800**	**4,800**	-	**0.00%**
Miscellaneous							
Grants/Donations	22,186	37,342	38,100	30,949	43,000	4,900	12.86%
Miscellaneous	5,738	4,905	1,200	1,750	1,200	-	0.00%
Total Miscellaneous	**27,924**	**42,247**	**39,300**	**32,699**	**44,200**	**4,900**	**12.47%**
Total Revenues	**1,356,785**	**1,384,514**	**1,430,600**	**1,454,199**	**1,489,000**	**58,400**	**4.08%**
EXPENDITURES							
Personal Services							
Salaries	673,905	641,269	737,000	685,000	760,000	23,000	3.12%
Total Personal Services	**673,905**	**641,269**	**737,000**	**685,000**	**760,000**	**23,000**	**3.12%**
Employee Benefits							
Health Insurance	41,912	40,421	57,500	42,000	60,000	2,500	4.35%
FICA/Medicare	49,656	45,247	56,500	52,000	58,200	1,700	3.01%
IMRF Pension	48,907	55,804	63,000	55,000	58,000	(5,000)	-7.94%
Total Employee Benefits	**140,475**	**141,472**	**177,000**	**149,000**	**176,200**	**(800)**	**-0.45%**
Contractual Services							
Payroll Services	3,756	3,188	3,500	5,300	4,200	700	20.00%
Staff Training	1,159	6,072	2,500	2,300	3,000	500	20.00%
Membership Dues	2,634	1,988	4,000	3,000	4,000	-	0.00%
Trustee Training	475	421	800	250	900	100	12.50%
Professional Developmnt	6,722	-	7,000	3,500	9,000	2,000	28.57%
Advertising	1,752	1,593	2,500	2,000	3,500	1,000	40.00%
Other Programs	26,421	22,171	31,300	21,000	38,300	7,000	22.36%
Connections Programs	2,083	1,044	9,000	2,000	9,500	500	5.56%
Tech Support Services	10,241	9,000	20,000	21,000	22,000	2,000	10.00%
Automation-Swan/Rails	36,185	38,755	38,000	38,000	41,000	3,000	7.89%
Consulting/Legal	7,000	14,222	7,000	7,000	12,000	5,000	71.43%
Auditing	7,000	7,250	9,500	9,500	10,000	500	5.26%
Copier Lease & Maint	2,377	2,374	4,800	4,800	5,600	800	16.67%
Automation - Subscription	8,903	8,186	8,600	9,500	9,800	1,200	13.95%

Village of River Forest
Budget Detail By Account
Fiscal Year 2023 Budget

	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET	$CHNG FY22/23	% CHNG FY22/23
RIVER FOREST PUBLIC LIBRARY							
Liability Insurance	11,255	13,203	20,000	16,500	20,000	-	0.00%
Maintenance - Service	53,686	49,185	60,500	60,500	70,000	9,500	15.70%
Utilities	9,849	9,408	11,000	12,500	11,000	-	0.00%
Strategic Initiatives	5,001	5,000	10,000	5,100	11,500	1,500	15.00%
Total Contractual Svcs	**196,499**	**193,060**	**250,000**	**223,750**	**285,300**	**35,300**	**14.12%**
Commodities							
Printing	4,697	5,477	5,500	5,100	5,500	-	0.00%
Inter-Library Expenses	813	386	500	250	500	-	
Postage and Delivery	3,592	3,794	3,500	2,500	3,500	-	0.00%
Telephone/Internet	11,955	14,418	15,000	13,000	12,500	(2,500)	-16.67%
Books	62,073	64,658	66,300	65,000	73,000	6,700	10.11%
Periodicals	5,599	3,349	6,300	6,300	6,000	(300)	-4.76%
Online E Content	70,801	69,214	72,000	72,000	75,000	3,000	4.17%
Audio/Visual	23,376	16,381	22,800	18,000	18,000	(4,800)	-21.05%
Office Supplies	3,993	2,999	4,000	2,500	4,000	-	0.00%
Library Supplies	4,857	5,012	5,000	3,500	5,500	500	10.00%
Copier Supplies	1,029	658	1,000	2,000	2,000	1,000	100.00%
Building Mat and Supplies	4,862	8,525	7,700	6,000	4,500	(3,200)	-41.56%
Equipment/ Furniture/Tech	-	10,185	10,000	10,000	10,000	-	0.00%
Misc Expenditures	2,523	2,049	2,000	1,500	2,500	500	25.00%
Total Commodities	**200,170**	**207,105**	**221,600**	**207,650**	**222,500**	**900**	**0.41%**
Capital Reserve Contribution	**-**	**41,000**	**45,000**	**45,000**	**45,000**	-	0.00%
Total Operating Expenditures	**1,211,049**	**1,223,906**	**1,430,600**	**1,310,400**	**1,489,000**	58,400	**4.08%**
Capital Outlay							
Furniture & Equipment	12,883	-	-	-	-	-	0.00%
Equipment Technology	1,676	35,857	12,000	8,750	30,000	18,000	150.00%
Building Improvements	453,141	54,559	65,000	49,000	499,400	434,400	668.31%
Total Capital Outlay	**467,700**	**90,416**	**77,000**	**57,750**	**529,400**	452,400	**587.53%**
Total Expenditures	**1,678,749**	**1,314,322**	**1,507,600**	**1,368,150**	**2,018,400**	**510,800**	**33.88%**

Jurisdictional Statistics

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

Size, Development and Infrastructure

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

Population	
1980	12,395
1990	11,669
2000	11,635
2010	11,172
2020	11,717

2010 Census Highlights (2020 Census data not yet available)	
Total housing units	3,597
Average household size	2.60
Median family income	$156,835
Median home value	$618,200

Municipal Services & Facilities	
Number of full time employees	77
Miles of streets	31.6
Miles of alleys	3.9
Miles of sanitary sewers	33.13
Miles of storm sewers	3.37
Miles of water mains	40
Number of street lights	1,998
Refuse Collection Customers	2,877
Water Billing Customers	3,164

Annual taxable sales	
2012	$167,237,141
2013	$174,272,613
2014	$182,640,661
2015	$185,525,800
2016	$175,191,117
2017	$183,264,298
2018	$186,783,919
2019	$183,937,254
2020	$181,641,557

Property Tax Rates

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

Last Ten Levy Years

Tax Levy Year	**2020**	**2019**	**2018**	**2017**	**2016**	**2015**	**2014**	**2013**	**2012**	**2011**
Calendar Year Collected	**2021**	**2020**	**2019**	**2018**	**2017**	**2016**	**2015**	**2014**	**2013**	**2012**
Village of River Forest	**1.124**	**1.270**	**1.222**	**1.154**	**1.357**	**1.389**	**1.319**	**1.286**	**1.175**	**1.051**
School Districts	6.822	7.788	7.284	7.131	8.403	8.643	7.539	7.559	7.467	6.960
Cook County	0.453	0.454	0.489	0.496	0.533	0.552	0.568	0.560	0.531	0.462
Park District	0.262	0.293	0.294	0.276	0.324	0.331	0.316	0.307	0.279	0.249
Water Reclamation	0.378	0.389	0.396	0.402	0.406	0.426	0.430	0.417	0.370	0.320
Public Library - Village Component Unit	0.217	0.236	0.227	0.214	0.252	0.258	0.246	0.239	0.218	0.195
Township	0.099	0.111	0.109	0.103	0.121	0.124	0.115	0.115	0.104	0.093
Other (1)	0.072	0.105	0.075	0.108	0.080	0.120	0.089	0.116	0.078	0.097
Total- all purposes	**9.427**	**10.646**	**10.096**	**9.884**	**11.476**	**11.843**	**10.622**	**10.599**	**#####**	**9.427**
Share of total tax rate levied for the Village of River Forest	**11.92%**	**11.93%**	**12.10%**	**11.68%**	**11.82%**	**11.73%**	**12.42%**	**12.13%**	**11.49%**	**11.15%**

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

Data Source:

Cook County Clerk's Office

Equalized Assessed Value

Tax Levy Year	Residential	Commercial	Industrial/ Railroad	Total Assessed Value	Village Property Tax Rate	Total Equalized Assessed Value
2020	$ 177,606,453	$ 20,683,534	$ 377,160	$ 198,667,148	1.124	$ 640,383,684
2019	172,910,277	17,724,645	413,540	191,048,462	1.270	557,097,316
2018	175,548,574	18,147,605	399,350	194,095,530	1.222	564,992,679
2017	178,710,839			197,894,783	1.154	586,302,873
2016				173,225,068	1.357	485,584,510
2015				176,259,471	1.389	470,348,398
2014	162,447,990	18,530,942	430,763	181,409,695	1.319	488,390,939
2013				186,371,020	1.286	493,186,293
2012	170,256,632	17,159,151	1,296,420	188,712,203	1.175	529,450,956
2011					1.051	573,104,464

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

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

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

Data Source:

Cook County Clerk's Office - www.cookcountyclerk.com

Top Ten Principal Property Taxpayers

Taxpayer	Type of Business	2019 Levy Year Equalized Assessed Valuation	2019 Levy Year Percentage of Total Equalized Assessed
River Forest Town Center One	Retail Center	$ 9,377,564	1.5%
River Forest Town Center Two	Retail Center	8,965,785	1.4%
Mac Neal	Medical Center	6,277,787	1.0%
Albertson's (Jewel)	Grocery Store	4,691,757	0.7%
Ell Bay (Fresenius)	Medical Center	2,902,724	0.3%
Co Has (Loyola)	Medical Center	1,529,311	0.3%
Mid America (Fresh Thyme)	Grocery Store	1,015,670	0.2%
Chicago Title Land Trust	Retail Center	932,996	0.1%
Jack Strand	Retail Center	896,594	0.1%
Chicago Title Land Trust	Retail Center	754,049	0.1%
Totals		$ 37,344,237	5.8%

Data Source:

Office of County Clerk

Capital Improvement Program

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

A summary of the 2023 – 2027 Five Year Capital Improvement Program is contained in this section. Detailed information on those capital items included in the 2023 Budget and the impact those items have on the 2023 operating Budget are included.

Capital Improvement Program

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

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

Capital Improvement Categories

Capital Improvements included in the Fiscal Year 2023 Budget total $5,837,813 from the following categories:

Buildings and Improvements **3 Facilities**

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

Vehicles **48 vehicles in the fleet**

The vehicle section includes the replacement or acquisition of Village vehicles and is subdivided into police, fire, and public works sections. The detail page of each vehicle to be replaced in 2023 provides a picture of the vehicle, historical cost and repair information, a description of how the vehicle is used, and its life expectancy.

Equipment

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

Information Technology (IT)

The Village's third-party information technology consultant, ClientFirst, has prepared a strategic information technology business plan for the Village. The plan evaluated the Village's hardware and software capabilities to determine improvements that could be made to improve efficiencies, system security and capabilities. Recommendations from the plan are incorporated into the five-year CIP including an update to the Strategic Plan, network improvements, software upgrades, PC replacements, and IT security initiatives.

Streets, Sidewalks and Alleys **31.6 miles**

This section includes improvements to alleys, sidewalks, curbs and streets. The annual Street Improvement Program is funded through the General, Motor Fuel Tax (MFT), Water and Sewer, Capital Improvement and Infrastructure Improvement Bond Funds.

Water and Sewer Improvements **76.5 miles of sewer and water mains**

The Village annually budgets for the improvements and maintenance of the sewer system, including sewer lining, rehabilitation and repairs. The Village's water system serves a population of more than 11,000. Maintenance of the pumping station and distribution system is essential to the water utility's operation. The Village's water rate

includes funding for water main improvements. Water main replacement is indicated when a history of line failure or a lack of adequate fire flow exists. Whenever possible, water main replacement is scheduled to coincide with street improvements to limit the impact of construction activity to a particular area. Water Pumping Station equipment is also included in this section.

Capital Improvement Funding Sources

The Five Year Capital Improvement Program (CIP) is financed through the following Village funds or specific revenue sources. The individual project sheet will indicate if a project is intended to be financed with a specific revenue source, such a grant, within the fund. The proposed FY 2022 funding sources are described below:

General Fund

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

Motor Fuel Tax Fund (MFT)

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

Water and Sewer Fund

The Water and Sewer Fund generates revenue via the water and sewer rates and has also used bank and IEPA loans to fund its capital improvements.

Capital Equipment Replacement Fund

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

Capital Improvements Fund

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

Infrastructure Improvement Bond Fund

The Infrastructure Improvement Bond Fund accounts for the proceeds of the 2022 General Obligation Limited Tax Bonds and is used to fund street improvements.

Five-Year Capital Improvement Program schedules and detailed project sheets for each capital item included in the FY 2023 Budget are included in this document.

Capital Budget Impact on Operating Budget

Below is an estimated impact on opeating costs for capital items budgeted for the full 5-Year representation of the projects. Amounts represent an addition to or reduction of operating costs.

PROJECT/DESCRIPTION	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Police Firing Range Rehab	$1,000	$1,000	$1,000	$1,000	$1,000
Vehicles – Marked Squad Car	$2,735	$2,735	$2,735	$2,735	$2,735
Vehicles – Marked Squad Car	$2,735	$2,735	$2,735	$2,735	$2,735
Vehicles-Administrative Fire	$1,000	$1,000	$1,000	$1,000	$1,000
Vehicles-Ambulance A215	$3,563	$3,563	$3,563	$3,563	$3,563
Police Radios-Handheld & In Car	$2,000	$2,000	$2,000	$2,000	$2,000
Street Camera System	$7,000	$7,000	$7,000	$7,000	$7,000
SCBA Breathing Air Compressor	$0	$0	$0	$1,500	$1,500
Laserfiche software upgrade	$5,550	$8,550	$8,550	$8,550	$8,550
Office 365 software upgrade	$36,000	$36,000	$36,000	$36,000	$36,000
Computer Replacements	$1,000	$1,000	$1,000	$1,000	$1,000
IT Security Initiatives	$0	$2,000	$2,000	$2,000	$2,000
Total Operating Impact	$62,583	$67,583	$67,583	$69,083	$69,083

Village of River Forest, Illinois
Five Year Capital Improvement Program
Fiscal Year 2023 Budget

CATEGORY	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total
Buildings and Improvements	111,477	364,200	-	40,000	45,322	560,999
Vehicles	607,876	893,904	462,067	761,725	194,469	2,920,041
Equipment	404,449	757,296	233,450	361,456	371,988	2,128,639
Information Technology	386,720	220,000	122,000	122,000	60,000	910,720
Streets, Sidewalks & Alleys	3,383,582	1,619,279	735,000	715,000	715,000	7,167,861
Water and Sewer Improvements	873,709	1,334,000	994,000	994,000	1,013,198	5,208,907
Total	**5,767,813**	**5,188,679**	**2,546,517**	**2,994,181**	**2,399,977**	**18,897,167**

PROPOSED FUNDING SOURCE	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total
General Fund (GF)	105,000	245,550	105,000	105,000	166,988	727,538
Motor Fuel Tax Fund (MFT)	490,000	1,226,279	490,000	490,000	490,000	3,186,279
Water and Sewer Fund (WS)	1,132,603	1,404,000	1,064,000	1,064,000	1,083,198	5,747,801
Capital Equipment Replacement Fund (CERF)	726,764	1,401,876	479,563	982,181	499,791	4,090,175
CERF/WS	-	297,830	120,870	91,000	-	509,700
Capital Improvements Fund (CIF)	3,163,446	539,544	267,084	262,000	160,000	4,392,074
Capital Improvements Fund/Parking Reserve (CIF/PR)	150,000	-	20,000	-	-	170,000
North Avenue TIF District (N-TIF)	-	73,600	-	-	-	73,600
Totals	**5,767,813**	**5,188,679**	**2,546,517**	**2,994,181**	**2,399,977**	**18,897,167**

BUILDINGS AND IMPROVEMENTS

Buildings and Improvements – Five Year Capital Improvement Program

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

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

Improvements planned for FY 2023 include:

Improvement	Cost of Improvement	Funding Source	Nature of Project
Firing Range Rehab	$ 33,477	CERF	Critical
Village Hall Improvements	$ 43,000	CIF	Recommended
Garage Improvements	$ 35,000	CIF	Contingent
Total	**$ 111,477**		

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

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

Critical projects are highlighted in yellow.

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

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

Village of River Forest, Illinois
Five Year Capital Improvement Program
Buildings and Improvements
Fiscal Year 2023 Budget

	This Project is:	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total	Funding Source
Police							-	
Firing Range Rehab	Critical	33,477	-	-	-	45,322	78,799	CERF
Village Hall							-	
Village Hall Improvements	Recommended	43,000	344,200	-	40,000	-	427,200	CIF/CERF
Public Works							-	
Garage Improvements	Contingent	35,000	20,000	-	-	-	55,000	CIF
Total		**111,477**	**364,200**	**-**	**40,000**	**45,322**	**560,999**	

Proposed Funding Source	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total
Water and Sewer Fund (WS)	-	-	-	-	-	-
General Fund	-	-	-	-	-	-
Capital Equipment Replacement Fund (CERF)	33,477	344,200	-	-	45,322	422,999
Capital Improvement Fund (CIF)	78,000	20,000	-	40,000	-	138,000
Totals	**111,477**	**364,200**	**-**	**40,000**	**45,322**	**560,999**

Building and Improvements - Police

Firing Range Rehab	**FY 2023**	**$33,477**	**CERF**
	FY 2027	**$45,322**	**CERF**
	FY 2032	**$53,352**	**CERF**

◉ Critical ○ Recommended ○ Contingent on Funding

Original Purchase	FY 1998	
Funding History	FY 2016	$19,851
	FY 2017	$68,129
	FY 2018	$0

Project Description & Justification

The Firing Range located in the basement of Village Hall was installed in 1998 as part of the Village Hall construction project. In FY 2016 and 2017, the Firing Range was updated. The range is used over 200 times per year for handgun, shotgun, rifle, and less lethal training. The Village's range requires upgrades in the bullet trap system, ventilation, and the target rail systems. With local, regional, and national focus on police officers' use of firearms, this project will help ensure that the Village maintains professional standards and safeguards the public's trust. Use of force, judgment, de-escalation, and scenario-based training are part of a defensible firearms training program.

The main components of the range are the following:

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

Repair/Improvement	Estimated Cost	Fiscal Year
Range Master Control System	$ 5,117	FY 2023
Network Interface	$ 1,387	FY 2023
Rail and Target Encasements	$ 2,985	FY 2023
Lateral Target with base	$ 7,729	FY 2023
Target Turners	$ 2,772	FY 2023
Electronic Enclosures	$ 3,572	FY 2023
Shooting Stalls	$ 9,915	FY 2023
Ventilation Direct Digital Control System	$ 16,592	FY 2027
Ventilation VFD for Make-Up Air Unit	$ 2,753	FY 2027
Ventilation Start Up and Commissioning	$ 1,300	FY 2027
Ventilation Custom Radial Diffusers	$ 1,880	FY 2027
Ventilation Control Piping and Wiring	$ 2,425	FY 2027
Air Filtration Unit	$ 20,382	FY 2027
Bullet Trap Conversion	$ 25,049	FY 2032

Combat/Protective Wall System	$ 14,125	FY 2032
Ballistic Ceiling Baffles	$ 14,178	FY 2032
FY 2023 Sub-total	$ 33,477	
FY 2027 Sub-total	$ 45,332	
FY 2032 Sub-total	$ 53,352	
Total Project Cost	$ 132,161	

The approximate life expectancy of the equipment, with recommended maintenance, is an additional 10 to 20 years.

Additional Justifications

FY 2023 - Equipment initially budgeted for replacement or repair in FY 2032 and FY 2037 are malfunctioning and need replacement sooner than anticipated. The Village has been setting aside funds in CERF for future range work. Sufficient funds exist to pay for the FY 2023 projects.

FY 2027 - Improvements will address most ventilation system upgrades needed to ensure compliance with the most recent OSHA air quality standards for firing ranges.

FY 2032 - Improvements will address the safety and integrity of the bullet trap system and industry-standard ballistic walls for approximately 1/3 of the range to protect against ricochet and shrapnel displacement. Items include upgraded ceiling baffles to protect plumbing, ductwork, and other structural components. Further improvements will address mechanical and technology upgrades required concerning target rail and master control systems.

Project Alternative

The alternative to replacing the range equipment is to continue to repair the current system, which is less desirable and less feasible as the range age increases. Key components and mechanical parts are not available in new condition or on the secondary rebuilt market. The proposed improvement costs are based on estimates from current contracted vendors. The utilization of alternate vendors would require the complete stripping out of all or most current equipment, increasing costs by approximately 40% to 50%. A second alternative would be to lease time at an offsite firing range; however, concerns regarding this alternative are discussed below.

Project Impact

The State of Illinois requires annual firearms certification plus additional training in other weapons tactics. The use of a firearm is one of the highest liabilities a police department can face. The Department currently requires quarterly firearms training. Without a usable firing range, Village Staff must seek an alternate location to train, which would increase training, overtime, transportation, facility rental premiums, and ammunition costs. A safety/operational concern would be officers' inability to test-fire duty weapons after general maintenance or armorer repairs. The Department continues to look for other like-sized departments to potentially lease time for use. Ongoing project support will improve department range operations' overall efficiency and effectiveness.

Annual $ Impact on Operating Budget	**Description of Operating Budget Impact**
$1,000	Minimal-Ongoing Cleaning and Maintenance

Buildings and Improvements

Village Hall Improvements

FY 2023	**$43,000**	**CIF**
FY 2024	**$344,200**	**CERF**
FY 2025	**$0**	**CIF**
FY 2026	**$40,000**	**CIF**
FY 2027	**$0**	**CIF**

○ Critical ◉ Recommended ○ Contingent on Funding

Spending History

FY 2022	$44,272 (Dispatch roof replacement)
FY 2021	$18,428 (HVAC compressor replacements and repairs)
FY 2020	$5,806 (LED lighting upgrades)
FY 2019	$2,870 (Repaired gutters and downspouts)
FY 2019	$2,300 (Rewired controls to WSCDC HVAC unit)
FY 2018	$7,303 (Repair to WSCDC HVAC unit)

Project Description & Justification

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

ComEd evaluated the energy efficiency of the building in FY 2019 to identify improvements to electrical systems/fixtures that would increase efficiency and be eligible for their incentive program. LED lighting upgrades were completed based on the analysis of the exterior lighting of the building and in the community room. The working condition of all Village Hall HVAC units is also monitored, and the HVAC contractors assist in determining if replacement is needed in the next five years. The replacement of fluorescent lighting on the 2nd floor, stairways, and 1st-floor common areas of Village Hall with energy-efficient LED lighting is planned for FY 2024. This is based on the recommendations of the ComEd facility assessment, and using their energy efficiency incentives saves approximately 30% off the purchase price of lighting fixtures. The front doors need replacement due to their current operating condition. This replacement will require compliance with ADA egress requirements and updated controls for opening and closing. Several interior doors are also planned for improvements to improve ADA egress.

A building envelope and roofing assessment were conducted in 2016 by the Garland company to provide thermal scans of the roof's condition. Their report recommended roof replacement for this facility in FY 2017 and the future need to replace the roof over the dispatch center in the near future. The dispatch center has experienced several leaks within the past year. These leaks have been surface patched temporarily, but complete replacement is needed within the next year. The Garland company recently reassessed this area recommends its replacement. A Facility Condition Assessment (FCA) of the Village Hall has been performed to analyze the areas of the building and provide a timeframe for any needed future repairs or replacements. The assessment evaluated the overall condition of the building and provided information regarding the condition and life expectancy of the major components.

The following facility improvements are recommended within the next five years with higher priority items listed first:

Repair/Improvement	Estimated Cost	Year
Replace front door and controls	$11,000	FY 2023
Replace HVAC rooftop unit	$32,000	FY 2023
Energy efficient lighting improvements (interior)	$9,200	FY 2024
Interior door ADA access improvements	$18,000	FY 2024
Replace Emergency Generator	$317,000	FY 2024
Tuck-pointing improvements	$40,000	FY 2026
Total	$427,200	

Project Impact

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

Buildings and Improvements - Public Works

Public Works Garage Improvements

FY 2023	**$35,000**	**CIF**
FY 2024	**$20,000**	**CIF**
FY 2025	**$0**	**CIF**
FY 2026	**$0**	**CIF**
FY 2027	**$0**	**CIF**

○ Critical ○ Recommended ◉ Contingent on Funding

Spending History

FY 2022	$0
FY 2021	$1,167 (Overhead Garage Door Repair, Lighting Replacements)
FY 2020	$3,183 (Overhead Garage Door Repair, PW Garage Security Camera Upgrades)
FY 2019	$111,529 (West Wall Repair and Replacement of Windows and Front Door)
FY 2018	$265,189 (East, North, and South Wall Repair, Replacement of 38 Windows)

Project Description & Justification

The Public Works Garage, located at 45 Forest Avenue, is the facility that houses all vehicles, equipment, fuel (unleaded and diesel), road salt, other materials (stone, asphalt, topsoil, etc.), and supplies necessary for Public Works Operations and Water/Sewer Divisions. Most janitorial and minor maintenance tasks and operations are performed and coordinated by Public Works personnel. Tasks and functions that cannot be performed in-house are outsourced. The rebuild of the salt storage shed is planned for FY 2023, and the replacement of two overhead garage doors is scheduled for FY 2024.

Based on current conditions and a facility site assessment, the following facility improvements are recommended within the next five years with higher priority items listed first:

Repair/Improvement	Estimated Cost	Year
Rebuild salt storage shed	$ 35,000	FY 2023
Replace two overhead garage doors	$ 20,000	FY 2024
Total	$ 55,000	

Project Impact

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

VEHICLES

Vehicles – Five Year Capital Improvement Program

The Village of River Forest recognizes the importance of maintaining, replacing, and purchasing new vehicles to guarantee public safety and the efficient delivery of services. The following is a breakdown of current vehicular levels for all vehicles owned by the Village and the replacement schedule for FY 2023:

Department	Number of Vehicles to be Replaced in FY 2023	Cost of Vehicles to be Replaced in FY 2023	Total Number of Vehicles in Fleet
Building	-	$ -	1
Police	2	$ 103,176	17
Fire	2	$ 263,500	9
Public Works	2	$ 241,200	21
Total	**6**	**$ 607,876**	**48**

Financing

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

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

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

These projects are highlighted in yellow.

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

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

Village of River Forest, Illinois
Five Year Capital Improvement Program
Vehicles
Fiscal Year 2023 Budget

Vehicles	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total	Funding Source
Building	-	-	29,500	-	-	29,500	CERF
Police	103,176	284,864	190,827	61,725	194,469	835,061	CERF
Fire	263,500	50,000	-	700,000	-	1,013,500	CERF
Public Works	241,200	559,040	241,740	-	-	1,041,980	CERF & CERF/WS
Total	**607,876**	**893,904**	**462,067**	**761,725**	**194,469**	**2,920,041**	

Proposed Funding Source	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total
Capital Equipment Replacement Fund (CERF)	607,876	618,074	341,197	761,725	194,469	2,523,341
CERF- Water and Sewer (CERF/WS)	-	275,830	120,870	-	-	396,700
Water and Sewer Fund (WS)	-	-	-	-	-	-
Totals	**607,876**	**893,904**	**462,067**	**761,725**	**194,469**	**2,920,041**

Village of River Forest, Illinois
Five Year Capital Improvement Program
Vehicles-Police
Fiscal Year 2023 Budget

Police Department	Year	Vehicle #	This Project is:	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total	Funding Source
Marked Squad Car	2018	1	Recommended	-	-	61,586	-	-	61,586	CERF
Marked Squad Car	2019	2	Recommended	-	61,804	-	-	64,823	126,627	CERF
Marked Squad Car	2020	3	Recommended	-	61,804	-	-	64,823	126,627	CERF
Marked Squad Car	2019	4	Recommended	59,327	-	-	61,725	-	121,052	CERF
Marked Squad Car	2020	5	Recommended	-	61,804	-	-	64,823	126,627	CERF
Marked Squad Car	2017	6	Recommended	-	-	62,204	-	-	62,204	CERF
Unmarked Traffic/Patrol	2020	8	Recommended	-	-	67,037	-	-	67,037	CERF
Detectives Vehicle	2017	12	Recommended	-	44,698	-	-	-	44,698	CERF
Unmarked Tactical	2018	13	Recommended	-	54,754	-	-	-	54,754	CERF
Chief's Vehicle	2015	17	Recommended	43,849	-	-	-	-	43,849	CERF
Marked Patrol	2009	7	N/A	These vehicles are replaced with used police vehicles.					-	
Crime Prevention- Charger	2016	9	N/A						-	
Deputy Chief's Vehicle- Explorer	2013	11	N/A						-	
Admin Pool Vehicle	2016	14	N/A						-	
Covert Detective Ford Fusion	2015	15	N/A						-	
Patrol Commander-Charger	2015	16	N/A						-	
Total				**103,176**	**284,864**	**190,827**	**61,725**	**194,469**	**835,061**	

Proposed Funding Source				Fiscal Year 2023	2024	2025	2026	2027	Five Year Total
Capital Equipment Replacement Fund (CERF)				103,176	284,864	190,827	61,725	194,469	835,061
Totals				**103,176**	**284,864**	**190,827**	**61,725**	**194,469**	**835,061**

Vehicles - Police

Marked Squad Car	**FY 2023**	**$59,327**	**CERF**
Squad 4	**FY 2026**	**$61,725**	**CERF**

○ Critical ◉ Recommended ○ Contingent on Funding

Make	Dodge
Model	Durango
Year	2019
Cost	$41,910
Useful Life	3 years
Current Life	2 years

Project Description & Justification

The vehicle's estimated cost incorporates $12,480 for equipment and installation, which includes exterior Police markings, a light-emitting diode (LED) light bar, and miscellaneous items needed to facilitate the installation of major components. The in-service date was June 1, 2019, for Squad #4. The mileage as of 11/12/21 is 29,100. Estimated mileage at the time of replacement: 80,000. Once it has reached its useful life, the car will replace an older model in the fleet, be offered to another internal Village department, or be disposed of at auction.

Vehicle Description

This vehicle is a marked squad car used for daily patrol activities. The unit is equipped with laptop computers, moving radar units, and forward-facing video cameras. As the vehicles are rotated out of the fleet, the laptops, radars, and video equipment will be removed and reinstalled in the new cars.

Maintenance Costs FY		**Average Cost per Repair**
Routine Maintenance as of June 2019	$3,234.16	22 @ $147.02
Cost of Repairs While Under Warranty	$0.00	
Total Spent on Maintenance and Repairs	**$3,234.16**	

Project Alternative

Due to the nature of the use, deferral beyond three years is not recommended for patrol vehicles. The reliability decreases as age increases, and maintenance and repair costs often increase. Major vehicle manufacturers continue the development of All-Electric Vehicles for law enforcement patrol use. As their availability expands, the availability of the equipment needed to outfit the vehicles for patrol use will also need to expand. The price of these vehicles is high compared to traditional vehicles, but the price may reduce when the supply increases. The FY 2026 cost assumes the funding requirement anticipated for purchasing an All-Electric Vehicle. The Village will also pursue grant funding for the electrification of its fleet.

Operational Impact

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

Project Impact

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

Carryover History

This vehicle was deferred from FY 2022 to FY 2023.

Vehicles - Police

Chief's Vehicle	**FY 2023**	**$43,849**	**CERF**
Squad 17	**FY 2029**	**$49,381**	**CERF**

○ Critical ◉ Recommended ○ Contingent on Funding

Make	Ford
Model	Explorer
Year	2015
Cost	$31,196
Useful Life	6 years
Current Life	7 years

Project Description & Justification

The estimated cost of the vehicle incorporates $9,360 for equipment and installation. The in-service date was January 2015. The Chief will pass down the 2015 Ford Explorer to the Deputy Chief, Patrol Commander, or another internal division upon replacement. The mileage is 68,100 as of 11/12/21. The average monthly miles driven is 987. The estimated mileage at replacement is 88,000. Once replaced, this unit is used as a secondary unmarked vehicle or offered to the fire department or public works to use.

Vehicle Description

The vehicle is used daily and is equipped with radios, hidden emergency lights, and storage for protective equipment and weapon systems. The unmarked squad car is used for emergencies and holds necessary command and tactical equipment.

Maintenance Costs		Average Cost per Repair
Routine Maintenance as of November, 2019	$5,620.00	23 @ $244.32
Cost of Repairs While Under Warranty	$0.00	
Total Spent on Maintenance and Repairs	**$5,620.00**	

Project Alternative

As the vehicle ages, repair costs will increase, which is not desirable with a fixed maintenance budget. This vehicle will maintain the six-year replacement schedule. Major vehicle manufacturers continue the development of All-Electric Vehicles for law enforcement patrol use. As their availability expands, the availability of the equipment needed to outfit the vehicles for patrol use will also need to expand. The price of these vehicles is high compared to traditional vehicles, but the price may reduce when the supply increases. The FY 2029 cost assumes the funding requirement anticipated for purchasing an All-Electric Vehicle. The Village will also pursue grant funding for the electrification of its fleet.

Operational Impact

Although this vehicle is not used as extensively as the front line squad cars, it is used to respond to emergencies and should be in good operational condition and meet industry standards.

Project Impact

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

Carryover History

Due to low mileage and other budget considerations, the vehicle's replacement has been deferred from FY 2021 to FY 2022 and again to FY 2023.

Village of River Forest, Illinois
Five Year Capital Improvement Program
Vehicles-Fire
Fiscal Year 2023 Budget

Fire Department	Year	Vehicle #	This Project is:	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total	Funding Source
Administrative Vehicle	2011	201	Recommended	33,500	-	-	-	-	33,500	CERF
Ambulance	2015	215	Recommended	230,000	-	-	-	-	230,000	CERF
Utility Pick-up Truck	2006	218	Contingent	-	50,000	-	-	-	50,000	CERF
Pumper	2001	222	Recommended	-	-	-	700,000	-	700,000	CERF
Ambulance	2006	214	-	This vehicle is a reserve and replaced with frontline upon purchase					-	
Fire Prevention Bureau Vehicle	2009	299	Contingent	This vehicle is replaced with used police vehicles					-	
Total				**263,500**	**50,000**	**-**	**700,000**	**-**	**1,013,500**	

Proposed Funding Source	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total
Capital Equipment Replacement Fund (CERF)	263,500	50,000	-	700,000	-	1,013,500
Totals	**263,500**	**50,000**	**-**	**700,000**	**-**	1,013,500

Vehicles - Fire

Administrative Vehicle - C201 **FY 2023** **$33,500** **CERF**

○ Critical ◉ Recommended ○ Contingent on Funding

Make	Ford
Model	Escape
Year	2011
Cost	$19,058
Useful Life	10 years (6 frontline)
Current Life	11 years

Vehicle Description

C201 is the administrative vehicle that is assigned to the Fire Marshal. This vehicle is purchased through the State of Illinois Central Management Service (CMS) program or at a local dealer that will match the cost in the State Purchasing program. This vehicle is equipped with emergency lights and a siren for emergency response and administrative functions. It can serve as an incident command vehicle at emergency scenes in the absence of the Chief.

Vehicle	Year	Date	Road Mileage
C-201	2011	11/2021	113,377

Maintenance Costs for Past 2.5 Years		
Routine Maintenance as of November, 2021	$410	(3 items)
Cost of Repairs	$257	(1 item)
Total	**$667**	

Project Alternative

- Pursue the purchase of a hybrid vehicle consistent with the Village's sustainability goals.
- Purchase an all-wheel drive SUV to place in service for severe weather conditions. This provides better traction ability during response in extreme weather conditions (four wheel vs. two wheel drive).
- Maintain current vehicle for another year and re-evaluate next budget.

Operational Impact

This vehicle was initially scheduled for a six-year useful life. The requested vehicle will replace the 2011 Ford Escape, which will be used for travel to training and conferences, and provide an auxiliary vehicle in the Village fleet for other departments.

Project Impact

Annual $ Impact on Operating Budget	Description of Operating Budget Impact
Normal reduction in maintenance costs; $1,000 Preventative maintenance and repairs	Reduce fleet maintenance by providing new, warranty driven apparatus, replacing older, costlier

Carryover History

This purchase has been deferred from FY 2020.

Vehicles - Fire

Ambulance - A215 **FY 2023** **$230,000** **CERF**

○ Critical ◉ Recommended ○ Contingent on Funding

Make	Ford
Model	F-450 Wheeled Coach
Year	2015
Cost	$172,906
Useful Life	8 years frontline +
	4 years shared reserve
Current Life	7 years

Vehicle Description

A-215 is a Type III (van style front chassis) and serves as an Advanced Life Support (ALS) transport vehicle. Staffed with two firefighter/paramedics, Ambulance 215 responds to an average of 1,100 EMS calls per year. This vehicle operates to treat and transport accident victims and patients of illness to local hospitals. An innovative lifting system (Stryker Power System) is included in the cost of the new vehicle as an additional resource to minimize firefighter injuries due to bariatric (heavy) patients.

Vehicle	Year	Date	Road Mileage
A-215	2014	11/2021	47,135
A-214	2006	11/2021	56,796

Maintenance Costs for Past 2.5 Years	
Routine Maintenance	
215	$175 (1 item)
214 (Shared reserve unit)	$510 (2 items)
Cost of Repairs	
215	$3,315 (2 items)
214 (Shared reserve unit)	$4,908 (4 items)
Total	
215	**$3,490**
214 (Shared reserve unit)	**$5,418**

Repair Description

Ambulance 215 is in its sixth year of service. Ambulance 214 (Reserve) has experienced several mechanical issues that are resolved. This vehicle had its engine replaced in FY 2016.

Project Alternative

- Eliminate the Stryker Power Lift system for a savings of $40,000; however, this is not recommended as it could increase the risk of injury.

Operational Impact

This vehicle is in the seventh year of a planned eight-year useful life expectancy. This ambulance will be moved to the reserve position, and the existing reserve engine will be sold. The reserve ambulance is shared with the Village of Forest Park.

Project Impact

Annual $ Impact on Operating Budget	Description of Operating Budget Impact
$3,563	Preventative maintenance and repairs

Carryover History

None

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

Public Works Department	Description	Year	Vehicle #	This Project is:	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total	Funding Source
Street Sweeper	Elgin Pelican	2016	34	Critical	-	-	241,740	-	-	241,740	CERF/WS
Dump Truck	International 7400	2012	41	Critical	-	204,000	-	-	-	204,000	CERF/WS
Pick-Up Truck	F550 Super Duty	2011	42	Critical	-	69,010	-	-	-	69,010	CERF
Large Int'l Dump Truck	International 4000 Series	1998	44	Critical	200,000	-	-	-	-	200,000	CERF
Aerial Truck	International 4400	2003	46	Critical	-	168,300	-	-	-	168,300	CERF
Pick-Up Truck	Ford F350 Super Duty	2012	48	Critical	41,200	-	-	-	-	41,200	CERF
Pick-Up Truck	Ford F350 Super Duty	2015	49	Critical	-	45,900	-	-	-	45,900	CERF
Pick-Up Truck	Ford F350 Super Duty	2008	67	Critical	-	44,290	-	-	-	44,290	CERF/WS
Cargo Van	Ford Transit Connect	2015	68	Recommended	-	27,540	-	-	-	27,540	CERF/WS
Total					**241,200**	**559,040**	**241,740**	**-**	**-**	**1,041,980**	

Proposed Funding Source	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total
Capital Equipment Replacement Fund (CERF)	241,200	283,210	120,870	-	-	645,280
CERF - Water and Sewer (CERF/WS)	-	275,830	120,870	-	-	396,700
Water and Sewer Fund (WS)	-	-	-	-	-	-
Totals	**241,200**	**559,040**	**241,740**	**-**	**-**	**1,041,980**

Vehicles - Public Works

Dump Truck #44 (previously #41) **FY 2023** **$200,000** **CERF**

◉ Critical ○ Recommended ○ Contingent on Funding

Make	International
Model	4000 Series
Year	1998
Purchase Cost	$62,000
Purchased	FY 1998
Useful Life	12 years
Current Life	25 years

Vehicle Description

Various personnel in the Operations Division operate this truck. The vehicle has a 13-foot dump body, 11-foot power angling snowplow, dump body tarp, emergency lighting, and two-way radio.

Total Vehicle Miles	92,929	Date	8/3/2021

Recent Maintenance Costs

Date	Maintenance Performed	Cost
3/2014	Replaced muffler, flexpipe, and slack adjusters	$1,210.64
12/2014	Replaced turbo charger hose	$606.78
5/2015	Replaced dump body lift cylinder	$3,278.16
10/2015	Replaced hydraulic tank and weld crack in frame rail	$1,877.02
12/2015	Changed oil and filters	$101.26
9/2017	Replaced batteries	$230.00
12/2017	Replaced steering gear box	$2,624.85
6/2018	Replaced right front brake chamber	$245.94
2/2019	Replaced rusted headlight bucket	$150.00
2/2020	Replaced sensor and rear seal	$790.00
3/2020	Repaired rusted and broken lift cylinder frame brace	$3,000.00
4/2020	Replaced headlight and wheel hub oil cap	$230.00
4/2020	Repaired power steering leak	$130.00
8/2020	Replaced rusted and leaking air tank. Replaced one brake chamber, lube and adjusted brakes	$1,270.00
10/2020	Replaced leaking fuel tank	$1,770.00
11/2020	New front tires	$600.00
2/2021	Replaced gas pedal	$642.70
8/2021	Replaced tail gate switched	$245.00
Total		**$19,002.35**

Project Alternative

This vehicle was replaced in FY 2012 by truck #41. Instead of purchasing a new full-size six-wheel dump truck, the vehicle was kept and refurbished. The Village will continue to explore the potential acquisition of alternative fuel or electric vehicles when they become available in the marketplace.

Background

Recognizing that both of the Village's Packer trucks (used for leaf removal) were in mechanically poor condition, staff reevaluated the Village's leaf collection program and determined that hauling leaves utilizing the dump truck fleet is the most operationally efficient means for collecting and transporting leaves. As a result, staff recommended disposing of truck #31 and rehabilitating the larger tandem axle dump truck (old #41) based on the following reasons:

1. Although the cab and chassis in old truck #41 are in good operating condition, the dump body was rusted with significant deterioration. That was the primary reason it was replaced in FY 2012.
2. Old truck #41 is a tandem-axle truck that can transport a larger, heavier load than truck #31, a single axle dump truck.
3. The dump body on old truck #41 is approximately two feet longer and has higher sides than truck #31.
4. It was expected that truck #31 could be sold at public auction as surplus property for approximately $10,000 to $15,000. The vehicle actually sold for $23,350.

Staff recommended that the cab and chassis on dump truck #41 be reconditioned/refurbished and that the dump body and some of the hydraulic controls be replaced. Costs associated with these improvements are as follows (CERF Expenditures):

- $7,000-Cab and chassis recondition/refurbish
- $19,153-Replace dump body and update hydraulic controls

Cost Comparison:

- Sale of truck #31: $23,350
- Cost to recondition current truck $26,153
- Purchase of a new dump truck: $175,000

This alternative allowed Public Works to maintain two tandem axle dump trucks in the fleet and extended the life of the old truck #41 by approximately ten years (replacement is scheduled in FY 2023), which is approximately 80% of the life cycle of a new dump truck.

Operational Impact

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

Project Impact

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

Carryover History

This vehicle was scheduled for replacement in FY 2022; however, due to the COVID-19 pandemic, a new vehicle could not be sourced. As a result, the purchase of the new vehicle has been deferred to FY 2023.

Vehicles - Public Works

Pickup Truck #48 **FY 2023** **$41,200** **CERF**

◉ Critical ○ Recommended ○ Contingent on Funding

Make	Ford
Model	F350 Super Duty
Year	2012
Purchase Cost	$31,032
Purchased	FY 2012
Useful Life	8 years
Current Life	11 years

Vehicle Description

Various personnel in the Operations Division use this pickup truck to perform tasks throughout the Village. This truck is equipped with emergency lighting, two-way radio, and a nine-foot angling snowplow, used for plowing alleys and parking lots during snow events. The vehicle is also one of three pickup trucks outfitted with a large broom attachment and is used during leaf season to push piles of leaves.

Total Vehicle Miles	49,215	Date	11/18/2021

Recent Maintenance Costs

Date	Maintenance Performed	Cost
1/2015	Repaired rear bumper	$365.00
12/2018	Replaced battery	$200.00
11/2018	Replaced hydraulic pump and motor relay for plow/broom	$1,500.00
4/2019	Body work and left rear backup sensor repaired	$1,440.00
10/2019	Replaced rear brake pads and rotors	$422.00
1/2020	Repaired auto 4X4 system	$280.00
10/2020	Replaced outer tie rod end and aligned front end	$400.00
Total		**$4,607.00**

Project Alternative

The alternative is to defer the purchase to later years. The Village will explore the potential acquisition of alternative fuel or electric vehicles when they become available in the marketplace.

Operational Impact

This vehicle was initially scheduled for replacement in FY 2020 and has been deferred due to the vehicle's condition. Staff is recommending again deferring this replacement to FY 2023. This truck is one of ten primary snow plowing vehicles in the Village's snow and ice control fleet. It is also one of three vehicles necessary to push piles of leaves during leaf season. These two operations are very demanding on the drivetrain and suspension systems. A breakdown reduces the Village's snow removal response and extends the time needed to complete snow and leaf removal operations. This unit is used for other tasks that would also be impacted if removed from the fleet.

Project Impact

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

Carryover History

Carried over from FY 2020.

EQUIPMENT

Equipment – Five Year Capital Improvement Program

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

As with other sections of the CIP, these improvements are targeted for specific years and are usually financed through the Capital Equipment Replacement Fund (CERF). The following improvements are proposed for FY 2023:

Equipment	Cost of Equipment	Funding Source	This Project is:
Police Radios-Handheld and In-Car (PD)	$ 40,411	CERF	Critical
Street Camera System Optimization (PD)	$ 105,144	CIF	Critical
SCBA Breathing Air Compressor (FD)	$ 45,000	CERF	Recommended
Permeable Pavement Maintenance System	$ 188,894	WS	Recommended
EV Station Planning	$ 25,000	CIF	Recommended
Total	**404,449**		

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

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

These projects are highlighted in yellow.

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

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

Village of River Forest, Illinois
Five Year Capital Improvement Program
Equipment
Fiscal Year 2023 Budget

		Fiscal Year					Five Year	
	This Project is:	2023	2024	2025	2026	2027	Total	Funding Source
Police Department								
Automatic License Plate Reader	Recommended	-	48,934	-	-	-	48,934	CERF
Live Scan System	Recommended	-	26,010	-	-	-	26,010	CERF
Overweight Truck Scales	Recommended	-	18,926	-	-	-	18,926	CERF
Pole Mounted Radar	Recommended	-	-	48,658	-	-	48,658	CERF
Police Radios	Critical	40,411	42,027	43,708	45,456	47,274	218,876	CERF
Radar	Recommended	-	38,433	-	-	-	38,433	CERF
Speed Monitor Trailer	Recommended	-	-	-	-	18,064	18,064	CERF
Digital In-Car Cameras	Recommended	-	64,320	-	-	-	64,320	CERF
Street Camera System	Critical	-	-	-	-	194,662	194,662	CERF
Street Camera System Plan Implementation	Critical	105,144	105,144	45,084	-	-	255,372	CIF/N-TIF
Taser-Less Lethal Equipment	Recommended	-	29,952	-	-	-	29,952	CERF
Body Worn Camera System	Critical	-	140,550	-	-	61,988	202,538	GF
Fire Department								
SCBA Air Compressor	Recommended	45,000	-	-	-	-	45,000	CERF
ALS Defibrillator 1	Recommended	-	28,000	-	-	-	28,000	CERF
Hydraulic Extrication Equipment	Contingent	-	45,000	-	-	-	45,000	CERF
Self-Contained Breathing Apparatus	Recommended	-	-	-	175,000	-	175,000	CERF
Public Works								
Stump Grinder	Recommended	-	50,000	-	-	-	50,000	CERF
Stainless Steel V-Box Salt Spreader (Large)	Critical	-	23,000	-	-	-	23,000	CERF
Stainless Steel V-Box Salt Spreader (Small #1)	Critical	-	-	20,000	-	-	20,000	CERF
Sewer Televising System	Critical	-	-	-	91,000	-	91,000	CERF/WS
Asphalt Kettle	Recommended	-	25,000	-	-	-	25,000	CERF
Permeable Pavement Maintenance System	Recommended	188,894	-	-	-	-	188,894	WS
Salt Brine Equipment	Recommended	-	-	26,000	-	-	26,000	CERF
6" Trash Pump #1	Critical	-	22,000	-	-	-	22,000	CERF/WS
EV Station Planning	Recommended	25,000	50,000	50,000	50,000	50,000	225,000	CIF
Total		**404,449**	**757,296**	**233,450**	**361,456**	**371,988**	**2,128,639**	

Proposed Funding Source	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total
Capital Equipment Replacement Fund (CERF)	85,411	439,602	138,366	220,456	260,000	1,143,835
Capital Improvement Fund (CIF)	130,144	81,544	95,084	50,000	50,000	406,772
Capital Improvement Fund / Grant (CIF/Grant)	-	-	-	-	-	-
General Fund (GF)	-	140,550	-	-	61,988	202,538
Water/Sewer (WS)	188,894	-	-	-	-	188,894
CERF - Water and Sewer (CERF/WS)	-	22,000	-	91,000	-	113,000
Madison Street TIF Fund (M-TIF)	-	-	-	-	-	-
North Avenue TIF Fund (N-TIF)	-	73,600	-	-	-	73,600
Totals	**404,449**	**757,296**	**233,450**	**361,456**	**371,988**	**2,128,639**

Equipment - Police

Police Radios-Handheld and In-Car	**FY 2023**	**$40,411**	**CERF**
	FY 2024	**$42,027**	**CERF**
	FY 2025	**$43,708**	**CERF**
	FY 2026	**$45,456**	**CERF**
	FY 2027	**$47,274**	**CERF**

◉ Critical ○ Recommended ○ Contingent on Funding

Original Purchase Date	FY 2020-FY 2021
Cost	$34,380
Funding History	FY 2010-FY 2021

Project Description & Justification

The use of portable and in-car radios for public safety communication is imperative for rapid and effective response to any call for service. Radio communications allow the appropriate personnel and equipment to respond to an event. It enhances officer and citizen safety and provides immediate mission-critical information to be broadcast to individual officers or regional agencies monitoring the radio channel. Today's radios allow for many options such as analog/digital crossover, voice and data transmissions, Bluetooth, encryption, talk groups, priority channel scans, and GPS location tracking. Newer technology also allows for radio channel capacities that range from 32-300 channel allotment and can communicate with other local, county, state, and federal agencies. It is also possible to communicate across other discipline lines such as fire, public works, and emergency management.

The police radio program includes a mix of Village-owned single-band radios and dual-band radios owned exclusively by the Cook County Department of Homeland Security. Both types of radios are nearing or are past the end of life. In addition, Cook County can request the immediate return of their radio equipment at any time. Newer radio models and recent technology allows for tri-band radios in the handheld format and some dual-band in-car radios. The newer tri-band technology enhances interoperability over the VHF, UHF, and 800 MHz spectrums, improved voice clarity, and longer-lasting batteries. This multi-year project spans from FY 2021 - FY 2028.

Fiscal Year Projects include FY 2021 five (5) VHF-only handheld radios; FY 2022 no purchases; FY 2023 five (5) Tri-band handheld radios; FY 2024 five (5) Tri-band handheld radios; FY 2025 five (5) Tri-band handheld radios; and FY 2026 five (5) Tri-band handheld radios.

Project Alternative

If the FY 2023-2026 WSCDC budgets allow for a group purchase for all WSCDC communities, it may reduce some costs to the Village. Public safety radios are mission-critical equipment used in day-to-day normal and emergency operations. A leasing option may be available for the handheld units but may not be supported for in-car mobile radios.

Project Impact

Annual $ Impact on Operating Budget	Description of Operating Budget Impact
$2,000	Periodic maintenance and battery replacement

Carryover History

None

Equipment - Police

Street Camera System Strategic Plan Implementation		CIF	M-TIF	N-TIF
	FY 2023	$105,144	$0	$0
	FY 2024	$31,544	$0	$73,600
	FY 2025	$45,084	$0	$0
	FY 2026	$0	$0	$0
	FY 2027	$0	$0	$0

◉ Critical ○ Recommended ○ Contingent on Funding

Original Purchase Date N/A
Cost N/A
Funding History New Project

Project Description & Justification

The Village has improved and expanded its street camera system over the past few years. This asset serves as a force multiplier for the Police Department and is a constant tool for day-to-day operations. Due to the expanding needs for the wireless network, equipment, and storage, paired with the desire to continue to expand the system, the Village completed a review and planning process in FY 2020 to determine best practices and needs going forward. This plan formulated recommendations for future expansion and maintenance throughout the Village. During FY 2021, the Village completed upgrades to the storage and software system that operates the street cameras and entered into an agreement with a new vendor for maintenance service and future expansion. Phase 1 of the plan included expanding the Village's camera system to the south side of the Village, primarily along Madison Street and Washington Boulevard, in FY 2022.

Recommended for FY 2023

Phase 2 - Middle Expansion - $105,144

Phase 3 includes expanding the Village's camera system to the central corridors of town, primarily along Chicago Avenue and Augusta Street as they intersect Harlem Avenue, Lathrop Avenue, and Thatcher Avenue. In total, the expansion includes five camera sites consisting of seven cameras. The proposed cost consists of all hardware, software, licensing, radio equipment, electric work, and consulting labor.

Recommended for FY 2024

Phase 3 - North Expansion - $105,144 (North - TIF - $73,600, Thatcher - CIF - $31,544)

Phase 3 includes expanding the Village's camera system to the central corridors of town, primarily along North Avenue and Division Street as they intersect Harlem Avenue, Lathrop Avenue, and Thatcher Avenue. In total, the expansion includes five camera sites consisting of nine cameras. The proposed cost includes all hardware, software, licensing, radio equipment, electric work, and consulting labor. Five of the seven proposed work locations are within the North Avenue TIF and are a TIF-eligible public safety enhancement. TIF funds will be used to help fund this project.

Recommended for FY 2025

Phase 4 - Optimization of Existing Infrastructure - $45,084

Phase 4 includes the replacement and standardization of existing equipment at five locations in total. The proposed cost includes all hardware, software, licensing, radio equipment, electric work, and consulting labor.

Project Alternative

An alternative to this phasing plan would be to continue operating in a reactive manner and address issues as they arise. Additionally, the Village could elect to continue to expand on a case-by-case basis or not expand the system. These alternatives are not recommended due to difficulties created and efficiencies lost by completing the project piecemeal.

Project Impact

Annual $ Impact on Operating Budget	Description of Operating Budget Impact
$7,000	Projected annual maintenance contract.

Equipment - Fire

SCBA Breathing Air Compressor	**FY 2023**	**$45,000**	**CERF**

○ Critical ◉ Recommended ○ Contingent on Funding

Original Purchase Date	FY 1999
Cost	$17,200
Funding History	N/A

Project Description & Justification

This project aims to upgrade and replace the Air Compressor that fills the self-contained breathing apparatus (SCBAs). This piece of equipment is a specialized compressor with a specific filtering system necessary to fill the breathing air required for firefighters to enter an IDLH (immediately dangerous to life and health) atmosphere. Staff has delayed the scheduled purchase of a new SCBA air compressor because the current equipment continues to last longer than anticipated. However, this piece of equipment is critical during times of fire suppression and training when SCBA's are in use. A small equipment grant was submitted to the Illinois State Fire Marshal's Office in October 2021 for this item in the amount of $26,000, which is the maximum amount allowed under grant guidelines. New standards requiring CO2 detection will accelerate the replacement of this equipment; however, its purchase is being deferred to FY 2023 while the Village's grant application is considered.

The Village purchased the original unit in 1999. This equipment continues to provide breathing air for SCBA needs. Since 1999, new safety components have been required on all new compressors that the current unit does not have. A new carbon monoxide (CO) monitoring system is needed to monitor the CO levels around the compressor and shut down if not in an acceptable range. Perhaps the most needed safety device is a total containment fill station. Currently, SCBA bottles are slid into two sleeves to contain the bottles in case of over-pressurization. The new compressor has a containment drawer where the SCBA bottles are slid into tubes within a drawer that closes and latches before filling operations are started.

Project Alternative

An alternative to this purchase is to continue maintenance of the equipment and keep it usable for as long as possible; however, the immediate purchase would be required if the equipment fails and is not repairable. In the event of failure of this equipment, the River Forest Fire Department would be able to rely on neighboring communities to fill SCBA bottles until a new unit arrives.

Project Impact

Annual $ Impact on Operating Budget	Description of Operating Budget Impact
$1,500	Annual maintenance & flow testing after third year.

Carryover History

This item has been carried over from FY 2017

Equipment - Public Works

Permeable Paver Maintenance System **FY 2023** **$188,894** **WS**

○ Critical ◉ Recommended ○ Contingent on Funding

Make	Triverus
Model	Municipal Cleaning Vehicle (MCV)
Purchase Cost	$188,894
Purchased	New Equipment
Useful Life	12 years
Current Life	n/a

Project Description & Justification

This permeable paver maintenance cleaning machine performs pervious pavement cleaning and restoration for alleys, parking lots, and other pervious concrete/asphalt/paver areas. It also includes multifunction capability since the cleaning platform and recovery module can be removed to allow other Bobcat attachments to be fitted for other operations. It has a high flow vacuum recovery system that provides water and debris recovery on pervious surfaces. Aggregate then needs to be swept back into the joints of the paver bricks once this cleaning is completed. This work has been performed in past years by a contractor.

Based on the number of pavers installed and planned in Village alleys and parking lots, costs will continue to rise for contractual maintenance. The most recent contractor charged $225 per square foot. Since this maintenance should be done every two years at each location, this would equate to $50,000 needed for contractual services each year. By purchasing and performing this maintenance in-house, there will be a return on investment for this purchase seen in less than four years.

Project Alternative

Use a contractor for all permeable paver maintenance services.

Operational Impact

Not having the ability for operations staff to perform maintenance on the permeable paver area of Village alleys and parking lots will continue to increase the cost to have this work done by a contractor as more alleys and parking lots are installed with permeable pavers.

Project Impact

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

Carryover History

None

Equipment - Public Works

Electric Vehicle Charging Station - Fleet Planning	**FY 2023**	**$25,000**	**CIF**
	FY 2024	**$50,000**	**CIF**
	FY 2025	**$50,000**	**CIF**
	FY 2026	**$50,000**	**CIF**
	FY 2027	**$50,000**	**CIF**

○ Critical ○ Recommended ◉ Contingent on Funding

Make
Model
Purchase Cost
Purchased
Useful Life
Current Life New equipment

Project Description & Justification

The Village purchased and installed a Level 2 electric vehicle charging station behind Village Hall on Central Avenue in FY 2022. In FY 2023, the Village plans to complete a study to identify viable locations for future stations throughout the Village. The Police Department is also planning to replace a portion of its fleet with electric vehicles in FY 2024. As such, the Village will need to install an additional charging station for these vehicles. It is anticipated that a Level 3 charger will be required based on continuous vehicle usage, and $50,000 is budgeted for this purpose. The budget also anticipates the installation of a new Level 3 charger in future years, pending the results of the Village-wide study.

Recent Maintenance Costs

Date	Maintenance Performed	Cost
	No Maintenance to date	
Total		**$0.00**

Project Alternative

The alternative is to continue to replace Village vehicles with standard combustion engine vehicles.

Operational Impact

There is no current impact to Village Operations related to this project.

Project Impact

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

Carryover History

None

INFORMATION TECHNOLOGY

Information Technology – Five Year Capital Improvement Program

The Village's Information Technology (IT) function includes purchasing and maintaining all computer systems and personal computers, providing technical support to all systems, and supervising Village consultants and vendors. The Village outsources its day-to-day and project-specific IT support services to its current vendor, ClientFirst. In FY 2019, ClientFirst updated the Village's IT Strategic Plan with recommendations from that plan incorporated into the CIP. This plan evaluated the Village's hardware and software capabilities to determine any recommended improvements that could be made to meet the Village's business needs fully.

The following improvements are proposed for FY 2023:

Equipment	**Cost of Equipment**	**Funding Source**	**This Project is:**
Network Improvements	$ 161,620	CIF	Recommended
Software Upgrades	$ 145,100	CIF	Recommended
Computer Replacements	$ 47,000	CIF	Contingent
IT Security Initiatives	$ 33,000	CIF	Contingent
Total	**$ 386,720**		

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

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

These projects are highlighted in yellow.

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

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

Village of River Forest, Illinois
Five Year Capital Improvement Program
Information Technology
Fiscal Year 2023 Budget

		Fiscal Year					Five Year	Funding
	This Project is:	**2023**	**2024**	**2025**	**2026**	**2027**	**Total**	**Source**
Network Improvements	Recommended	161,620	-	-	-	13,000	174,620	CIF
Software Upgrades	Recommended	145,100	95,000	75,000	75,000	-	390,100	CIF
Computer Replacements	Contingent	47,000	125,000	47,000	47,000	47,000	313,000	CIF
IT Security Initiatives	Contingent	33,000	-	-	-	-	33,000	CIF
Total		**386,720**	**220,000**	**122,000**	**122,000**	**60,000**	**910,720**	

	Fiscal Year					Five Year
Proposed Funding Source	**2023**	**2024**	**2025**	**2026**	**2027**	**Total**
Capital Improvement Fund (CIF)	386,720	220,000	122,000	122,000	60,000	910,720
Totals	**386,720**	**220,000**	**122,000**	**122,000**	**60,000**	**910,720**

Information Technology

Network Improvements	**FY 2023**	**$161,620**	**CIF**
	FY 2024	**$0**	**CIF**
	FY 2025	**$0**	**CIF**
	FY 2026	**$0**	**CIF**
	FY 2027	**$13,000**	**CIF**

○ Critical ◉ Recommended ○ Contingent on Funding

Spending History

FY 2022	$	-
FY 2021	$	37,000
FY 2020	$	12,500
FY 2019	$	18,300
FY 2018	$	20,300

Project Description & Justification

Recommended for FY 2023

Hyperconverged Infrastructure System - $115,000

The Village's current server system was upgraded in FY 2019 but needs to be replaced. The replacement scheduling in FY 2022 was consistent with the recommended seven-year lifespan, but the project was deferred due to funding. The recommendation is to now replace it in FY 2023. This initiative will provide the Village with a stable and responsive platform for all computer-related tasks and help ensure minimal downtime.

A SAN (storage area network) is a high-performance shared data storage solution. The SAN allows all servers to access the same data and provide server redundancy. The Village currently has one SAN with two expansion shelves in the production environment. The Village then utilizes its other SANs for backup storage to extend the useful life of the hardware. This project was proposed to complement the server replacement project in FY 2022.

Systems that include processing power and disk in a single unit have been introduced to replace servers, SANs, and the network equipment interconnecting the two. These systems are called hyperconverged infrastructure (HCI). The consolidation of three components reduces IT support and management time. The move to HCI also reduced the original projected budget for the server and SAN replacement by $45,000.

Switch Replacement - $43,900

A switch is a piece of hardware that connects other devices, including servers and computers, by using packet switching to receive and forward data to the destination device. The Village has three sets of switches, two edge switches, and one core switch. Best practice is to replace these switches on a seven-year cycle. The two edge switches were scheduled for replacement in FY 2022 but deferred. The core switch will be eight years old and is due for replacement in FY 2023. This cost includes the replacement of all switches and required patch cables and labor to install and properly configure.

UPS (Uninterruptible Power Supply) Replacement - $2,720

Uninterruptible Power Supply (UPS) devices provide reliable power for resilient computer systems and are critical to ensure uninterrupted and stable operations. The Village has three UPS devices, two at Village Hall and another off-site for a backup server. The UPS at the backup server contains a battery at the end of its life that was scheduled for replacement in FY 2022 but was deferred to FY 2023.

Recommended for FY 2027

Camera Switch Replacement - $13,000

A switch is a piece of hardware that connects other devices, in this case, servers and computers, by using packet switching to receive and forward data to the destination device. The set of switches dedicated to the Village's camera system will require replacement in FY 2027.

Five-Year Network Capital Project Cost Summary

Hyperconverged Infrastructure System	
Hardware/Software/Licensing	$110,000
Consulting	$5,000
Switch Replacement	
Hardware/Software/Licensing	$33,000
Consulting	$10,900
UPS (Uninterruptible Power Supply) Replacement	
Hardware/Software/Licensing	$1,700
Consulting	$1,020
Camera Switch Replacement	
Hardware/Software/Licensing	$11,000
Consulting	$2,000
Total	$174,620

Project Alternative

Alternatives to all projects include continuing with the status quo or deferring the projects to a later date; however, it is not recommended. Projects deferred from FY 2022 to FY 2023 are now critical to avoid network outages and the potential for expensive repairs with the current server system. The Village continues to move toward managing its computer network based on best practices, and these recommendations are consistent with that approach.

Project Impact

Annual $ Impact on Operating Budget	Description of Operating Budget Impact
$0	*N/A*

Information Technology

Software Upgrades			
	FY 2023	**$145,100**	**CIF**
	FY 2024	**$95,000**	**CIF**
	FY 2025	**$75,000**	**CIF**
	FY 2026	**$75,000**	**CIF**
	FY 2027	**$0**	**CIF**

○ Critical ◉ Recommended ○ Contingent on Funding

Spending History

FY 2022	$	-
FY 2021	$	423,100
FY 2020	$	230,600
FY 2019	$	40,000
FY 2018	$	85,500

Project Description & Justification

Recommended for FY 2023

ERP System Sustainability Planning Contribution - $75,000

The Village utilizes Springbrook as its ERP tool. Currently, this system supports budgeting, payroll, accounts payable and receivable, building permits, and more. Use of the system is critical for day-to-day and long-term Village operations. It is recommended that the Village make annual contributions to prepare for and fund the enhancement, improvement, or replacement of the ERP system in the next one to four years. Scheduled contributions of $75,000 in FY 2021 and FY 2022 were deferred to FY 2025 and FY 2026.

Laserfiche Gap Analysis and Improvement Plan - $13,100

This project has been in the CIP since FY 2020 but is being deferred again to FY 2023 due to funding requests for priority projects. The Village has been utilizing the Laserfiche document imaging program for several years to store Village records electronically. This has reduced physical storage needs at the Village Hall and improved productivity by making records easier to locate and reproduce when needed. While leveraged heavily by the Village today, Laserfiche can serve more purposes in the future. These services include an online web portal to improve records searches, online form expansion, and better integration with GIS. Due to the complexity of some parts of the system and the scope of the work, a plan is recommended to outline best practices and workflows for the Village to use moving forward.

Office 365 Upgrade - $51,000

The Village is currently using an on-premise Microsoft Exchange server for Village email that has reached the end of its useful life. The recommendation is to migrate from the on-premise Exchange server to a cloud-based Office 365. The cloud-based service will provide more reliable service regardless of on-site server performance. The estimated cost is based on 100 users at the G3 Licensing level, including Exchange, One Drive, SharePoint, Teams, MS Word, Excel, PowerPoint, Outlook, Publisher, Access, Self Service Portal, eDiscovery tools, and more.

Training for Office 365 - $6,000

The migration to Office 365 will bring a change in the user experience for employees who use the Microsoft suite of products daily. To ensure a smooth transition and to help employees create efficiencies in their work by utilizing improved software tools, training is being recommended to compliment the recommended upgrade to Office 365.

Recommended for FY 2024

Laserfiche Upgrades - $20,000

The Village anticipates implementing improvements and upgrades to the Laserfiche system in FY 2024 that are products of the improvement plan. Various upgrades to the Laserfiche system, over time, will allow the Village to achieve efficiencies and improve access to records.

Five-Year Software Capital Project Cost Summary

ERP System Sustainability Planning Contribution	
Hardware/Software/Licensing	$75,000
Consulting	$0
Laserfiche Gap Analysis and Improvement Plan	
Hardware/Software/Licensing	$10,100
Implementation Services	$3,000
Office 365 Upgrade	
Hardware/Software/Licensing	$36,000
Implementation Services	$15,000
Training for Office 365	
Hardware/Software/Licensing	$0
Consulting	$6,000
Laserfiche Upgrades	
Hardware/Software/Licensing	$18,000
Consulting	$2,000
Total	$165,100

Project Alternative

Office 365 Upgrades have become critical after being deferred in FY 2022. The Village could continue using its on-premise Microsoft servers but will continue to experience times of unreliable email service and costs associated with the extensive maintenance and repairs. ERP contributions could be deferred or lowered but could increase the cost if left to be a one-time payment. Laserfiche improvements could also be deferred to proceed with more critical projects. Staff can continue to utilize the current functions of Laserfiche as is today.

Project Impact

Annual $ Impact on Operating Budget	Description of Operating Budget Impact
$5,550 in FY 2023, $8,550 in FY 2024	*Laserfiche:* Annual maintenance and licensing fee for Laserfiche is currently $5,550. Adding features such as WebLink would increase the annual cost by $3,000.
$36,000	*Office 365:* Annual subscription fees are projected to be $36,000 and are subject to rate increases.

Information Technology

Computer Replacements	**FY 2023**	**$47,000**	**CIF**
	FY 2024	**$125,000**	**CIF**
	FY 2025	**$47,000**	**CIF**
	FY 2026	**$47,000**	**CIF**
	FY 2027	**$47,000**	**CIF**

○ Critical ○ Recommended ◉ Contingent on Funding

Spending History

FY 2022	$	-
FY 2021	$	38,000
FY 2020	$	124,070
FY 2019	$	38,000
FY 2018	$	43,490

Project Description & Justification

Recommended for FY 2023

PC Replacement - $47,000

This program aims to upgrade the central processing units (CPUs) of the Village desktop and laptop computer inventory. The estimated service life of a computer is four to six years; however, the costs of maintaining a machine can increase after its warranty has expired. Replacements are prioritized based upon employee job responsibilities, and some workstations may be assigned older but serviceable PCs. In contrast, other workstations may receive a new computer more frequently. Currently, the Village owns approximately 50 desktop computers and 50 laptop computers.

Staff and the Village's IT consultant updated an inventory of Village-owned IT/communication equipment, identified warranty periods for each piece, and determined a replacement schedule. Based on that information, equipment is rotated out when warranties expire. Funding IT replacements in this manner standardizes equipment throughout the organization, allows the Village to obtain bulk purchase pricing, improves IT support service efficiency, improves staff efficiency with fewer projected system interruptions, enhances system security and avoids unnecessary spikes in IT expenses.

The Village has identified additional users that will be assigned laptops to replace their desktop computers as they are cycled out. While laptop computers are more expensive than desktop computers, this will allow more access to work remotely if needed or appropriate.

Recommended for FY 2024

Public Safety In-Vehicle Laptops - $125,000

Funding in FY 2024 is higher than other years due to replacing Police and Fire Department in-vehicle ruggedized laptops. Laptops in public safety vehicles are specialized Panasonic Toughbooks tailored to the operating environment (a vehicle) and nearly constant usage for 24-hour shift operations. These machines are recommended to be replaced every four years to maintain a stable and responsive platform for public safety personnel and ensure minimal downtime. It is recommended that the entire fleet of computers be replaced at one time to avoid differences in models that can cause operational issues for both the Public Safety Departments and IT. This cost also includes accessory items such as in-car mounts.

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

Five-Year Computer Replacement Capital Project Cost Summary

PC Replacement	
Hardware/Software/Licensing	$37,000
Consulting	$10,000
Public Safety In-Vehicle Laptops	
Hardware/Software/Licensing	$108,000
Consulting	$17,000
Total	$172,000

Project Alternative

Funding for this project in FY 2022 was deferred. If this project is not funded, computers will continue to be replaced in smaller quantities over a longer time period, potentially reducing the productivity of the units and the ability to support newer versions of software. A possible alternative to the spike in FY 2024 is splitting the cost of the public safety in-vehicle laptops over two fiscal years. This is not recommended due to the complications created by having multiple models in the field; however, if this option is selected, staff will work to ensure that the number of models is minimized.

Project Impact

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

Information Technology

IT Security Initiatives			
	FY 2023	$33,000	CIF
	FY 2024	$0	CIF
	FY 2025	$0	CIF
	FY 2026	$0	CIF
	FY 2027	$0	CIF

○ Critical ○ Recommended ◉ Contingent on Funding

Spending History

FY 2022	$	-
FY 2021	$	25,500
FY 2020	$	-
FY 2019	$	-
FY 2018	$	52,360

Project Description & Justification

Recommended for FY 2023

Artificial Intelligence Tool - $25,000

Artificial Intelligence (AI) tools would learn the Village's network over time (usually a few days) and then alert Staff to changes in behavior that may indicate a security breach. Security tools currently employed by the Village either analyze internet traffic and block malicious items (firewalls) or protect a specific device from attack (anti-virus). The Village does not have a tool that takes a holistic view of the IT infrastructure and detects potential issues. One such product in this category is called Artic Wolf, though the Village will evaluate several choices in this budget range if approved. This project was deferred in FY 2022 and is being recommended again in FY 2023.

Active Directory Security Audit Tool - $8,000

The Village uses Active Directory to manage user rights and permissions throughout the network. Completing a security audit of the Active Directory will assist in discovering any irregularities that could lead to a security weakness. This audit will also include a review of all users' rights and permissions structures on the shared drives. The purchase of a tool to assist in the audit and continued maintenance would further strengthen the security. Upgrading this in FY 2023 should coincide with and will complement the Office 365 upgrade.

Five-Year Security Initiative Capital Project Cost Summary

Artificial Intelligence Tool	
Hardware/Software/Licensing	$20,000
Consulting	$5,000
Active Directory Security Audit Tool	
Hardware/Software/Licensing	$5,000
Consulting	$3,000
Total	$33,000

Project Alternative

Security projects are integral in the Village's continual effort to secure its IT network. An alternative to the project would be to prioritize initiatives and implement them as funds allow over a more extended period.

Project Impact

Annual $ Impact on Operating Budget	Description of Operating Budget Impact
Annual Maintenance Fees - Artificial Intelligence Tool	Depending on the tool selected, the yearly maintenance fee is expected to be approximately 10% of the projected $20,000 purchase, recurring annually.
Annual Maintenance Fees - Active Directory Security Audit Tool	Depending on the tool selected, the yearly maintenance fee is expected to be approximately $2,000.

STREETS, SIDEWALKS AND ALLEYS

Streets Improvements – Five Year Capital Improvement Program

The Village of River Forest recognizes the importance of consistently maintaining its streets, sidewalks, and alleys to ensure the safety of drivers and pedestrians.

Street System Overview

The Village has 31.6 miles of centerline streets. The recommended funding level for the next five years will maintain the average street rating in good or excellent condition. The Village conducts an annual pavement inventory study and has implemented pavement preservation and crack sealing programs to prevent degradation of the streets. The Village rates streets as follows:

Streets		
Surface Condition	**Ranking**	**Estimated Remaining Life**
Excellent	7.6 – 9.0	15 to 20 years
Good	6.1 – 7.5	10 to 15 years
Fair	4.6 – 6.0	6 to 10 years
Poor	1.0 – 4.5	2 to 5 years

Sidewalk & Curb System Overview

The Village of River Forest recognizes the need to have a network of safe pedestrian accesses throughout the community. The primary emphasis of the sidewalk program is to ensure the safety of the Village's sidewalks. To that end, the Village funds 100% of the replacement cost of sidewalks in immediate need of replacement.

The following improvements are proposed for FY 2023:

Improvement	Cost	Funding Source	Nature of Project
Street Patching	$ 100,000	MFT - $90,000 WS - $10,000	Critical
50/50 Sidewalk, Curb & Gutter	$ 65,000	GF - $55,000 WS - $10,000	Critical
Alley Improvement Program	$ 2,522,582	CIF	Recommended
Parking Lot Improvements	$ 150,000	CIF	Contingent
Street Improvement Program (SIP)	$ 400,000	MFT - $350,000 WS - $50,000	Critical
Street Maintenance Program	$ 100,000	GF - $50,000 MFT - $50,000	Critical
Bicycle Plan Implementation	$ 46,000	CIF	Recommended
Total	**$ 3,383,582**		

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

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

Critical projects are highlighted in yellow.

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

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

Village of River Forest, Illinois
Five Year Capital Improvement Program
Streets, Sidewalks, Alleys
Fiscal Year 2023 Budget

		Fiscal Year					Five Year	
	This Project is:	**2023**	**2024**	**2025**	**2026**	**2027**	**Total**	**Funding Source**
Street Patching Program	Critical	100,000	100,000	100,000	100,000	100,000	500,000	MFT/WS
50/50 Sidewalk, Curb & Gutter	Critical	65,000	65,000	65,000	65,000	65,000	325,000	GF/WS
Alley Improvement Program	Recommended	2,522,582	50,000	50,000	50,000	50,000	2,722,582	CIF
Parking Lot Improvements	Contingent	150,000	85,000	20,000	-	-	255,000	CIF & CIF/PR
Street Improvement Program (SIP)	Critical	400,000	400,000	400,000	400,000	400,000	2,000,000	MFT/WS
Street Maintenance Program	Critical	100,000	100,000	100,000	100,000	100,000	500,000	GF/MFT
Traffic Signals	Recommended	-	83,000	-	-	-	83,000	CIF
Bicycle Plan Implementation	Recommended	46,000	-	-	-	-	46,000	CIF
REBUILD Illinois Project	Recommended	-	736,279	-	-	-	736,279	MFT
Total		**3,383,582**	**1,619,279**	**735,000**	**715,000**	**715,000**	**7,167,861**	

	Fiscal Year					Five Year
Proposed Funding Source	**2023**	**2024**	**2025**	**2026**	**2027**	**Total**
General Fund (GF)	105,000	105,000	105,000	105,000	105,000	525,000
Motor Fuel Tax (MFT)	490,000	1,226,279	490,000	490,000	490,000	3,186,279
Water and Sewer Fund (WS)	70,000	70,000	70,000	70,000	70,000	350,000
Capital Improvement Fund (CIF)	2,568,582	218,000	50,000	50,000	50,000	2,936,582
CIF/Parking Reserve (CIF/PR)	150,000	-	20,000	-	-	170,000
Infrastructure Improvement Bond Fund (IIBF)	-	-	-	-	-	-
Totals	**3,383,582**	**1,619,279**	**735,000**	**715,000**	**715,000**	**7,167,861**

Streets, Sidewalks, Alleys - Public Works

Street Patching Program

Streets, Alleys and Parking Lots

	MFT	WS
FY 2023	**$90,000**	**$10,000**
FY 2024	**$90,000**	**$10,000**
FY 2025	**$90,000**	**$10,000**
FY 2026	**$90,000**	**$10,000**
FY 2027	**$90,000**	**$10,000**

◉ Critical ○ Recommended ○ Contingent on Funding

Spending History

Year	GF	WS	Total	
FY 2022	$ 67,000	$ 10,000	$ 77,000	(Projected)
FY 2021	$ 80,421	$ 10,000	$ 90,421	
FY 2020	$ 72,600	$ 10,000	$ 82,600	
FY 2019	$ 48,976	$ 10,000	$ 58,976	
FY 2018	$ 54,212	$ 10,000	$ 64,212	

Program Description & Justification

This program aims to maintain and improve surface conditions of Village streets, alleys, and parking lots by patching defective areas. This program is intended for pavements of all condition ratings to prolong their useful lives. An annual funding level of $90,000 to $100,000 over the next five years is recommended to accomplish this goal. These funding levels are estimates and reflect inflationary increases for construction.

Village Staff annually inspects all streets and areas of pavement failure are placed on a patching list, which is provided to the Village's contractor. Village Staff also includes alleys and parking lots in their inspections and identifies patching needs on all pavements throughout the Village. Asphalt pavement patching utilizes hot mix asphalt (HMA), the standard material approved by the Illinois Department of Transportation for surface repairs. Two inches (thickness) of the failing surface pavement is milled and replaced with new HMA unless deeper patches are required. This patching process is more permanent and resilient than an asphalt "cold" patch. The ideal timing for this maintenance project is when streets are evaluated with a good condition rating but showing signs of early deterioration (cracking, potholes, etc.).

Included in this street patching program are Water and Sewer funds ($10,000 annually) to install HMA patches on street openings created to repair the Village's water and sewer systems.

FY 2023 Recommended Project

In FY 2023, a total of $100,000 is recommended for this maintenance project. On a continual basis, various locations are identified for patching.

Program Alternative

The primary alternative is to resurface the street. Resurfacing, which is a more costly process, involves not only the replacement of defective surfaces but also additional surface areas that have not begun to deteriorate.

Project Impact

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

Streets, Sidewalks, Alleys - Public Works

50/50 Sidewalk, Curb & Gutter

Sidewalks, Aprons, and Curb

	GF	WS
FY 2023	**$55,000**	**$10,000**
FY 2024	**$55,000**	**$10,000**
FY 2025	**$55,000**	**$10,000**
FY 2026	**$55,000**	**$10,000**
FY 2027	**$55,000**	**$10,000**

◉ Critical ○ Recommended ○ Contingent on Funding

Spending History

Year	GF	WS	Total
FY 2022	$ 54,636	$ 10,000	$ 64,636
FY 2021	$ 55,579	$ 10,000	$ 65,579
FY 2020	$ 55,089	$ 10,000	$ 65,089
FY 2019	$ 55,658	$ 10,000	$ 65,658
FY 2018	$ 53,734	$ 10,000	$ 63,734
FY 2017	$ 51,710	$ 10,000	$ 61,710

Program Description & Justification

This program aims to improve the overall condition of public sidewalks and curb/gutters throughout the Village. The objective is to eliminate all trip hazards for pedestrians and bring all sidewalk ramps into compliance with the Americans with Disabilities Act (ADA) requirements. An annual funding level of $50,000-$75,000 is recommended to accomplish these objectives. Failure to implement a sidewalk improvement program to repair deteriorated/damaged sidewalks can expose the Village to liability resulting from trips and falls.

For this program, the Village is divided into three geographical areas. Village Staff inspects one area each year. Over a three-year period, all public sidewalks are inspected. Additionally, Staff has begun analyzing sidewalk ramp criteria at as many locations as time allows, optimizing the replacement of sidewalk ramps over time to ensure compliance with ADA requirements. Trip hazards are rated according to the displacement of adjoining sidewalk squares.

Furthermore, Staff intends to investigate the possibility of including mud-jacking to remove trip hazards. This is a more cost-effective means of removing trip hazards as compared to full replacement, which is the current practice. The following table identifies the sidewalk condition ratings, description of condition, and the recommended action:

Sidewalk	Joint Displacement	Recommended Action
A	> 1/2” but < or = 1”	Consider Replacement
B	>1” but < 1 ½”	Recommend Replacement
C	>1 ½” with loose/missing pieces	Replace immediately

The Village offers participation in the 50/50 sidewalk replacement cost-share program during annual inspections upon request for sidewalks with a "B" rating. A copy of the inspection form is delivered to property owners describing the sidewalk's condition and requesting their participation. The Village replaces all sidewalks with a condition "C" rating. The Village also installs detectable warning pads located at street crossings and intersections designed for the visually impaired. The following is a summary of proposed expenditures for FY 2023:

General Fund		
Sidewalk – Condition C (100% Village):	$35,000	
Sidewalk – Condition A or B (50/50):	$10,000	(revenue - $5,000)
Driveway Aprons (100% Resident):	$5,000	(revenue - $5,000)
Detectable Warning Pads (100% Village):	$5,000	
Water and Sewer Fund		
Curb/gutter (100% Village):	$10,000	

Sidewalk and Curb Annual Inspection Areas:

Area No.	Area Limits	Inspection Years
1	Des Plaines River to Harlem Avenue/Hawthorne Avenue to Chicago Avenue	2021, 2024, 2027
2	Thatcher Avenue to Harlem Avenue/Chicago Avenue to Greenfield Street	2022, 2025, 2028
3	Thatcher Avenue to Harlem Avenue/Greenfield Street to North Avenue	2020, 2023, 2026
	Thatcher Avenue to Lathrop Avenue/Madison Street to Hawthorne Avenue	

In addition to the annual inspection of the aforementioned designated areas, Village Staff inspects all sidewalks close to schools, parks, and commercial/retail areas every year.

The Village also allows property owners to replace their driveway aprons and private courtesy walks within the public right of way through this program at 100% cost to the property owner (full payment due to the Village before the commencement of work). The primary benefit to the property owner is that they receive competitively bid pricing for their improvement.

Program Alternative

Although the preferred option is sidewalk replacement, alternatives to this program involve the installation of an asphalt cold patch in the displaced joints and/or grinding off the edge of the raised sidewalk. Not only is the patching option aesthetically unattractive, but the asphalt can also break loose and re-expose the displaced sidewalk, which re-establishes liability to the Village and increases maintenance costs.

Another option is mud-jacking, which is a process of filling cavities or voids beneath settling concrete. The Village does not currently own equipment to perform this mud-jacking operation.

Project Impact

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

Streets, Sidewalks, Alleys - Public Works

Alley Improvement Program			
	FY 2023	**$2,522,582**	**CIF**
	FY 2024	**$50,000**	**CIF**
	FY 2025	**$50,000**	**CIF**
	FY 2026	**$50,000**	**CIF**
	FY 2027	**$50,000**	**CIF**

○ Critical ◉ Recommended ○ Contingent on Funding

Spending History

FY 2022	$1,671,115	Projected (construction of 7 alleys & design of remaining 14)
FY 2021	$230,767	(Thatcher Ave Alley)
FY 2020	$860,079	(Green Alley [3] and Thomas St. Alley Improvements)
FY 2019	$193,740	(Gale Ave Alley)
FY 2018	$0	

Project Description & Justification

This program aims to improve the condition of Village alleys. A minimum annual funding level of $250,000 has traditionally been budgeted each year over the past several years to accomplish this objective. This program has allowed one alley to be reconstructed on an annual basis. In recent years, the level of funding has been substantially increased to reconstruct all remaining Village alleys over the next 1-2 years.

To date, 17 alleys have been reconstructed with some permeable materials to help mitigate stormwater impacts. As additional alleys are reconstructed, permeable materials continue to be utilized as they have proven effective in reducing ongoing stormwater issues for adjacent residents. Though minor elements of the design of these alleys occasionally change, the general application of an inward-sloping pavement with a 3'-4' width of permeable pavers along the alley centerline continues to be utilized throughout the Village.

FY 2023 Recommended Projects

The Village Board has committed to reconstructing all remaining alleys throughout the Village in FY 2023, and the Village is in the process of issuing a bond to fund this project. This project includes 14 locations, all of which are south of Chicago Avenue and most of which are south of Hawthorne Avenue. Some of these remaining alleys experience stormwater issues, and some have pavement in poor condition. Most consist of asphalt pavement, with a few having concrete pavement. Their reconstruction is intended to provide for a better driving surface and increased stormwater mitigation.

Design is currently being completed for all of these remaining alleys during FY 2022. It is anticipated that three of these alleys will be constructed in late FY 2022, with the remaining 11 to be built in FY 2023. Staff has recommended this two-year phasing plan to allow all alleys to be completed by the end of FY 2023. Project locations have been strategically selected to minimize resident impacts and conflicts with other CIP projects (e.g., roadway resurfacing, pavement preservation, etc.).

Paver joints act as filters as the stormwater is conveyed beneath the pavers. Once all alleys are reconstructed with some portion of permeable materials, the Village's annual maintenance budget will be increased to fund the cleaning of paver joints every two years. Annual maintenance costs will need to be increased to an estimated $50,000 if the current practice of outsourced maintenance continues. This amount would not need to be budgeted if the Village purchases equipment for in-house maintenance. This equipment is currently listed in the Equipment section of the CIP and is scheduled for purchase in FY 2024.

FY 2023 Cost Summary for Alley Improvement Plan

The estimated cost for this work includes the following:

- $2,193,381 for construction
- $329,201 for construction engineering services

Program Alternative

Design work for all alleys will be complete in late FY 2022. With all remaining alleys being considered "shovel ready" at that time, the Village could opt to return to the practice of reconstructing a smaller number of alleys on an annual basis. While this would extend the total project duration and minimize impacts on surrounding residents, it would also prolong stormwater and flooding issues for those that experience these impacts due to the design of the existing alley pavements.

Project Impact

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

Alley Rating Survey Fall - 2021

3.5 - 4.5 = Poor
4.6 - 6.0 = Fair
6.1 - 7.5 = Good
7.6 - 9.0 = Excellent

Streets, Sidewalks, Alleys - Public Works

Parking Lot Improvements			
	FY 2023	**$150,000**	**CIF**
	FY 2024	**$85,000**	**CIF**
	FY 2025	**$20,000**	**CIF/Parking Reserve**
	FY 2026	**$0**	**CIF**
	FY 2027	**$0**	**CIF**

○ Critical ○ Recommended ◉ Contingent on Funding

Spending History

FY 2022	$	-	
FY 2021	$	-	
FY 2020	$	56,500	(East Thatcher Commuter Lot)
FY 2019	$	-	
FY 2018	$	-	

Program Description & Justification

This program aims to improve the condition of the parking/driving surfaces of Village-owned parking lots. The Village owns and/or maintains six parking lots:

A. Village Hall – 400 Park Avenue – **Resurfacing Scheduled for FY 2024**
B. Public Works Garage – 45 Forest Avenue - **Reconstruction Scheduled for FY 2023**
C. Southeast corner of Lake Street and Park Avenue
D. West Commuter Lot – 400 block of Thatcher Avenue
E. East Commuter Lot – 400 block of Thatcher Avenue
F. Lot at 7915-7919 North Avenue – adjacent to CVS parking lot - **Reconstruction Scheduled for FY 2025**

Several options are available for improving parking lots, including complete reconstruction, resurfacing, asphalt patching, seal-coating, and crack sealing.

FY 2023 Recommended Projects

The parking lot at the Village Public Works Garage (45 Forest Ave) is scheduled for reconstruction in FY 2023. This parking lot endures a great deal of stress due to the heavy equipment associated with the Public Works Operations Team. As such, the pavement has severely deteriorated over time and requires repair.

Program Alternative

Not performing any surface maintenance, particularly for lots with deteriorating conditions, will result in total pavement failure and require reconstruction (of base and surface), which is significantly higher in cost than resurfacing. Extensive pavement patching, crack sealing, and seal-coating are cost-effective options. They may slow down the progression of potholes, but the pavement patching needs will be ongoing and could allow for the continued deterioration of the pavement's base. This deterioration will significantly increase eventual resurfacing costs.

Project Impact

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

Streets, Sidewalks, Alleys - Public Works

Street Improvement Program

	MFT	WS	IIBF
FY 2023	**$350,000**	**$50,000**	**$0**
FY 2024	**$350,000**	**$50,000**	**$0**
FY 2025	**$350,000**	**$50,000**	**$0**
FY 2026	**$350,000**	**$50,000**	**$0**
FY 2027	**$350,000**	**$50,000**	**$0**

◉ Critical ○ Recommended ○ Contingent on Funding

Spending History

Year	MFT	WS	IIBF	Total
FY 2022	$ 326,058	$ 50,000	$ 205,219	$ 581,277
FY 2021	$ 412,000	$ 50,000	$ 275,000	$ 737,000
FY 2020	$ 230,658	$ 50,000	$ 283,902	$ 564,561
FY 2019	$ 150,000	$ 50,000	$ 181,689	$ 381,689
FY 2018	$ 188,000	$ 38,000	$ -	$ 226,000

Program Description & Justification

This program aims to improve the condition of local streets. Its objective is to improve all streets with condition ratings of “Fair” or “Poor” to condition ratings of “Good” to “Excellent.” This program does not include capital improvements on state routes.

In years past, Village Staff would visually inspect all local streets and rate them according to the pavement condition. In 2018, however, Staff began utilizing a consultant to help analyze Village roadways for the sole purpose of pavement ratings. This consultant uses cell phone images of the road (taken at 10' intervals) to evaluate roadway conditions. The analysis at each point is compiled with others along the same block, and a rating is established. Streets rated “Poor” or “Fair” are prioritized for one of the construction options (rehabilitation, resurfacing, or reconstruction) depending on the condition, location, and estimated traffic volumes. The timing in improving streets is critical. Waiting too long to address street repairs will result in further deterioration, at which time a more costly repair becomes necessary.

The following table summarizes the general street rating system:

Streets		
Surface Condition	**Pavement Rating**	**Estimated Remaining Life***
Excellent	0-1.5	15 to 20 years
Good	1.6-2.5	10 to 15 years
Fair	2.6-3.5	6 to 10 years
Poor	3.6-4.5	2 to 5 years

*Life estimate is based upon time frame needed for resurfacing assuming a regular maintenance program.

FY 2023 Recommended Projects

	Street	Replacement Cost
1.	Iowa Street (Dead End east of Park Ave to Harlem Ave)	$245,000.00
2.	Monroe Avenue (Augusta to Chicago)	$78,000.00
3.	William Street (Augusta to Chicago)	$77,000.00

The projected cost to resurface these streets and make other associated improvements is $400,000.

The budget for this project also includes an anticipated cost of $40,000 for construction engineering services to be contracted out to an engineering firm.

While the Capital Improvement Plan proposes funding for street improvements through FY 2027, these locations have not yet been determined. Staff recommends a minimum funding level of $400,000 each year, with specific locations selected based on annual street rating surveys.

Program Alternative

Not performing any roadway maintenance, particularly for streets in "Poor" condition, will result in total pavement failure and require reconstruction (of base and surface), which is significantly higher in cost than resurfacing.

Extensive pavement patching may be somewhat cost-effective initially for streets with a "Fair" condition rating. It may slow down the progression of potholes, but the pavement patching needs will be ongoing. This is likely to promote the continued deterioration of the street's base, significantly increasing eventual resurfacing costs.

Project Impact

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

0 750 1,500 Feet

Map A-3:
Pavement Condition Index (PCI) Values

River Forest, Illinois

Pavement Management Program

Gorrondona & Associates, Inc.

Urban GIS
your world. your way

Streets, Sidewalks, Alleys - Public Works

Street Maintenance Program					
	FY 2023	**$50,000**	**GF**	**$50,000**	**MFT**
	FY 2024	**$50,000**	**GF**	**$50,000**	**MFT**
	FY 2025	**$50,000**	**GF**	**$50,000**	**MFT**
	FY 2026	**$50,000**	**GF**	**$50,000**	**MFT**
	FY 2027	**$50,000**	**GF**	**$50,000**	**MFT**

◉ Critical ○ Recommended ○ Contingent on Funding

Spending History

	Crack Sealing	Preservation	Total
FY 2022	$ 49,298	$ -	$ 49,298
FY 2021	$ 43,400	$ 50,000	$ 93,400
FY 2020	$ 29,553	$ 51,905	$ 81,458
FY 2019	$ 45,900	$ 43,722	$ 89,622
FY 2018	$ 41,844	$ 37,258	$ 79,102

Program Description & Justification

Over the past two years, the Village has utilized a High-Density Mineral Bond known as HA5 to help prolong the life of selected roadways as part of a Pavement Preservation Project. As this approach helps to extend the life of the pavement, it ultimately minimizes the overall cost of the pavement life cycle. As a result, Staff will be specifying the same product again in FY 2023.

Village Staff believes the practice of Crack Sealing to be invaluable. Ideally, this work is completed when the pavement is still in good condition with minimal cracking. This approach enables a pavement in good condition to remain as such for longer, which ultimately extends the life of the pavement and minimizes the overall cost of the pavement life cycle.

The following figure demonstrates the relationship between pavement condition and typical types of pavement preservation and /or street improvements:

The following figure demonstrates how preventative maintenance can extend pavement performance:

FY 2023 Recommended Projects

With the Village continuing to resurface a significant number of streets on an annual basis, Staff recommends maintaining a budget of $50,000 for crack sealing and $50,000 for pavement preservation. This budget will enable Staff to maintain these recently resurfaced pavements in good condition in hopes of preventing them from deteriorating as rapidly as they otherwise would.

Streets that are candidates for crack sealing and pavement preservation will be determined in late winter/early spring to maximize each application's efficiency.

Program Alternative

The alternative is to defer this project to minimize disruption to residents who are working from home due to the ongoing COVID-19 pandemic. Another alternative is a reactive maintenance program that will accelerate the deterioration of Village streets. These maintenance programs, along with pavement patching, will prolong the useful life of Village streets. By not pursuing these maintenance programs, the following infrastructure improvements will be necessary at more frequent intervals:

- Resurfacing: This is a more costly improvement that requires removing and replacing the existing worn pavement and minimal base improvement. This type of construction is typically completed over several weeks. On the other hand, rejuvenation can be completed in a few hours.
- Reconstruction: This is a significantly more costly improvement that is necessary when surface pavement and extensive base failure occur.

Project Impact

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

Streets, Sidewalks, Alleys - Public Works

Bicycle Plan Implementation **FY 2023** **$46,000** **CIF**

○ Critical ◉ Recommended ○ Contingent on Funding

Spending History

FY 2022	$0
FY 2021	$131,410.74 (Bike Plan phase I)

Project Description & Justification

This project aims to implement the proposed improvements recommended as part of the Village Bicycle Plan that was prepared in 2019. The bike plan was established to provide a safe, comfortable, and defined network of bicycle facilities that serves all ages and abilities and connects to key destinations in the Village, the adjoining communities, and the nearby Forest Preserves and regional trails. As part of this plan, many traffic control sign installations and pavement marking improvements were recommended.

FY 2023 Recommended Project

Implementing portions of the Bicycle Plan on certain IDOT routes is scheduled for FY 2023, including any signage and striping installations. Locations along Thatcher Avenue, North Avenue, and Harlem Avenue areas would not be included in this portion of the implementation due to the feasibility of sidepaths that are no longer being considered and to avoid duplicative work with the ongoing design of a potential bike trail along Thatcher Avenue adjacent to the Des Plaines River by the Intergovernmental Coalition Phase I Study Trail Advisory Group. This implementation phase includes Lake Street and the eastern portion of Madison Street.

Project Alternative

The alternative to this project is to maintain the status quo, and/or implementation could be delayed and phased over time.

Project Impact

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

WATER AND SEWER IMPROVEMENTS

Water and Sewer Improvements – Five Year Capital Improvement Program

This section of the Capital Improvement Plan identifies funding for sewer and water improvements, which are scheduled to continue through FY 2027. The Village's sewer and water system is comprised of the following:

Type of Sewer	Number of Miles
Combined Sanitary Sewer	33.13
Storm Sewer	3.37
Water Main	40

Improvements planned for FY 2023 include:

Improvement	Cost	Funding Source	Nature of Project
Sewer Lining	140,000	WS	Critical
Sewer Point Repairs	35,000	WS	Critical
Stormwater Master Plan	106,709	WS	Recommended
Water Distribution System – Pumping Station	110,000	WS	Contingent
Water Tower Improvements	10,000	WS	Critical
0.5 MG Underground Reservoir Improvements	18,000	WS	Critical
Water Main Replacement	195,000	WS	Critical
Hydrant Replacement	10,000	WS	Critical
Lake Street Berm Extension	90,000	WS	Recommended
Lead Service Line Replacement Program	50,000	WS	
Basement Protection Subsidy Program	59,000	WS	
Sewer Lateral Repair Reimbursement Program	50,000	WS	
Total	**873,709**		

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

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

Critical projects are highlighted in yellow.

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

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

Village of River Forest, Illinois
Five Year Capital Improvement Program
Water and Sewer Improvements
Fiscal Year 2023 Budget

	This Project is:	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total	Funding Source
Sewer System								
Sewer Lining	Critical	140,000	140,000	140,000	140,000	140,000	700,000	WS
Sewer Point Repairs	Critical	35,000	35,000	35,000	35,000	35,000	175,000	WS
Stormwater Master Plan	Recommended	106,709	250,000	250,000	250,000	250,000	1,106,709	WS
Pumping Station								
Water Distribution Improvements	Contingent	110,000	75,000	-	-	-	185,000	WS
Water Distribution Improvements								
Water Tower Improvements	Critical	10,000	-	-	-	-	10,000	WS
0.5 MG Underground Reservoir Improvements	Critical	18,000	-	-	-	-	18,000	WS
Water Meter Replacements	Critical	-	-	-	-	19,198	19,198	WS
Water Main Replacement	Critical	195,000	420,000	400,000	400,000	400,000	1,815,000	WS
Hydrant Replacement	Critical	10,000	10,000	10,000	10,000	10,000	50,000	WS
Keystone Ave Sewer Improvements	Recommended	-	245,000	-	-	-	245,000	WS
Lake Street Berm Extension	Recommended	90,000	-	-	-	-	90,000	WS
Lead Service Line Replacement Program	Recommended	50,000	50,000	50,000	50,000	50,000	250,000	WS
Basement Protection Subsidy Program	Recommended	59,000	59,000	59,000	59,000	59,000	295,000	WS
Sewer Lateral Repair Reimbursement Program	Recommended	50,000	50,000	50,000	50,000	50,000	250,000	WS
Total		**873,709**	**1,334,000**	**994,000**	**994,000**	**1,013,198**	**5,208,907**	

Proposed Funding Source	Fiscal Year 2023	2024	2025	2026	2027	Five Year Total
Water and Sewer Fund (WS)	873,709	1,334,000	994,000	994,000	1,013,198	5,208,907
Totals	**873,709**	**1,334,000**	**994,000**	**994,000**	**1,013,198**	**5,208,907**

Water and Sewer Improvements - Public Works

Sewer Lining Program	**FY 2023**	**$140,000**	**WS**
Public Sewers	**FY 2024**	**$140,000**	**WS**
	FY 2025	**$140,000**	**WS**
	FY 2026	**$140,000**	**WS**
	FY 2027	**$140,000**	**WS**

◉ Critical ○ Recommended ○ Contingent on Funding

Spending History

FY 2022	$	149,349	
FY 2021	$	125,163	
FY 2020	$	113,207	
FY 2019	$	150,545	(including MH lining)
FY 2018	$	125,767	(including MH lining)

Program Description & Justification

The purpose of this program is to improve the Village's sewer system and prevent costly repairs associated with failing sewer mains (collapsed, cracked, etc.). The objective is to evaluate the conditions of sewer mains (via televising), identify those in the worst condition, and perform the lining of as many sections as possible. In some situations, sewer mains may have failed beyond the ability to line, and a point repair (or replacement of a section) may be necessary. The Village's sewer system is a critically important infrastructure system.

The Water and Sewer Rate Study completed by Baxter & Woodman in FY 2017 recommends an annual funding level of $140,000 for this program. This allows the relining of damaged sewer main and the start of a systematic approach to relining all sewers throughout the village, regardless of their condition. The Village is undergoing an update to the Water and Sewer Rate Study, and the recommended funding level may increase in the future as a result.

The sewer lining process includes inserting a sleeve made of flexible material in the existing pipe. The sleeve is then filled with steam or water heated to a high temperature for curing and hardening. This process provides the existing failing pipes with the structural support needed to continue their service and avoid a costly complete replacement. This product has a life expectancy of 50-100 years.

In addition to the typical sewer lining completed each year, Village Staff also identifies locations for manhole lining and bench repairs, if needed. As part of the lining operation, potential locations are researched throughout the winter and work is completed in the summer. This work allows the manholes to be sealed and stabilized without requiring excavation. This work intends to prevent sinkholes and other pavement failures from occurring due to the decay of the interior walls and base of existing manholes.

Since the Village's first sewer lining project, nearly 54,235 lineal feet of sewers have been lined, representing approximately 32% of the total sewer mains owned/maintained by the Village (approximately 171,000 lineal feet).

In 2011, the Public Works Department developed an in-house sewer televising program. Public Works Staff reviews the video recordings, and the sections of failing sewer mains are identified and prioritized. This in-house sewer televising program has identified sewer mains in poor condition that will be lined in the coming years. Extreme weather conditions and the ongoing root growth of trees have accelerated the rate of deterioration of the Village's combined sewers.

The following table identifies the sewer condition ratings, description of condition, and the recommended action:

Condition Rating	Condition Description	Recommended Action
A	Random cracking/Some roots	Continue monitoring
B	Medium cracking/Medium root problem	Line in one to three years
C	Heavy cracking/Heavy root problem	Line immediately
D	Structural damage/Fully blocked by roots	Requires replacement

FY 2023 Recommended Project

Specific project locations will be determined during the winter months. Public Works Staff will review all sewer televising completed throughout the year by the Operations Department. Each televised sewer line will be rated with the most severely deteriorated sewers selected for lining. Other sections may also be lined based on the need for a point repair.

Program Alternative

Once the pipe's structural integrity is severely affected, beyond the ability to line, the sole option is to perform an open-trench point repair that will require heavy street construction, temporary interruption of traffic flow, and costs associated with restoring the street's driving surface. The preferred and more cost-effective option for improving sewer mains is sewer lining.

Project Impact

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

Water and Sewer Improvements - Public Works

Sewer Point Repairs	**FY 2023**	**$35,000**	**WS**
Public Sewers	**FY 2024**	**$35,000**	**WS**
	FY 2025	**$35,000**	**WS**
	FY 2026	**$35,000**	**WS**
	FY 2027	**$35,000**	**WS**

◉ Critical ○ Recommended ○ Contingent on Funding

Spending History

FY 2022	$	18,000
FY 2021	$	28,800
FY 2020	$	29,270
FY 2019	$	23,445
FY 2018	$	39,600

Program Description & Justification

The purpose of this program is to improve the Village's sewer system by replacing failing (collapsed, cracked, etc.) sections of the sewer main (also referred to as point repairs). Staff's objective is to evaluate the conditions of sewer mains (via televising), identify those in the worst condition, and perform relining of as many sections as possible. In some situations, sewer mains may have failed beyond the ability to reline, and a point repair may be necessary. Most point repairs are made on an emergency basis and can be costly. The Water and Sewer Rate Study completed by Baxter & Woodman in FY 2017 recommends an annual funding level of $15,000 for this program. Due to rising costs of underground work, the Village regularly budgets $35,000 for point repairs. The Village is undergoing an update to the Water and Sewer Rate Study, and it is anticipated that the recommended funding level will increase as a result.

In 2011, Public Works began an ongoing in-house sewer televising program. Village Staff reviews the video recordings to identify sections of failing sewer mains for repair.

Program Alternative

Once the pipe's structural integrity is severely affected, beyond the ability to reline, the sole option is to perform an open-trench point repair.

Project Impact

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

Water and Sewer Improvements - Public Works

Stormwater Master Plan	**FY 2023**	**$106,709**	**WS**
	FY 2024	**$250,000**	**WS**
	FY 2025	**$250,000**	**WS**
	FY 2026	**$250,000**	**WS**
	FY 2027	**$250,000**	**WS**

○ Critical ◉ Recommended ○ Contingent on Funding

Spending History

FY 2022 $ 86,795 (Projected)

Project Description & Justification

Over the past few years yard and alley flooding have become more and more prevalent, along with sewer back-up. In May, 2020 the Village experienced a heavy rain which was followed by a flooding event caused by a significant increase in the water elevation of the Des Plaines River. This event caused significant sewer back-up to residences and led to standing water at various locations throughout the Village.

In an effort to combat increased severity in rain events, undersized municipal sewers and increases in impervious area associated with development, the Village Board recommended that a Stormwater Master Plan (SMP) be created. This SMP would allow the Village to conduct a comprehensive analysis of the Village and to identify areas of concern that may require attention. It would also identify and prioritize Capital Improvement Plan (CIP) Projects that may be implemented to help mitigate the impacts of stormwater on the Village.

Data collection and analysis for the SMP was started in FY 2022 and will be completed in FY 2023. This will allow the Village Board to determine the level of protection desired and the consultant to develop the conceptual CIP Projects that would need to be implemented in order to achieve it. The FY 2023 budget allocation includes funding to complete the initial study as well as some funding to begin design of an initial CIP Project (for construction in FY 2024). It should be noted that the funding needed for design and construction may vary as the projects themselves have not yet been identified.

Project Alternative

The alternative is to continue to address stormwater issues as they arise and are made a priority, which does not allow for a comprehensive analysis and solution on a Village-wide basis.

Project Impact

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

Water Distribution System - Pumping Station	**FY 2023**	**$110,000**	**WS**
	FY 2024	**$75,000**	**WS**
	FY 2025	**$0**	**WS**
	FY 2026	**$0**	**WS**
	FY 2027	**$0**	**WS**

○ Critical ○ Recommended ◉ Contingent on Funding

Spending History

FY 2022	$	
FY 2021	$	17,200
FY 2020	$	7,800
FY 2019	$	16,825
FY 2018	$	19,000

Project Description & Justification

The Village purchases all of its potable water from the City of Chicago for general consumption and fire suppression). The water received from Chicago is treated before arriving at the Village's water distribution system, where it is stored and treated again before entering the water distribution system for consumption. The Pumping Station is where the following components of the Village's water distribution system are located:

- SCADA (Supervisory Control and Data Acquisition) system: a computer system that monitors and controls various components and equipment
- Three Pumps
  - Pump #1: 100 horsepower; 1,540 gallons per minute
  - Pump #2: 150 horsepower; 2,350 gallons per minute
  - Pump #3: 125 horsepower; 1,750 gallons per minute
- 40 valves
- Four meters: two for incoming water from the City of Chicago (located at an off-site location) and two for incoming/outgoing water at the Pumping Station.
- Water treatment system (sodium hypochlorite)
- Two underground storage reservoirs
  - 2.0 million gallon storage capacity
  - 0.5 million gallon storage capacity
- Emergency generator: backup power source in the event of a power outage (see CERF).

The following critical and recommended facility improvements should be completed in FY 2023:

Repair/Improvement	Estimated Cost	Year
1. Replace pump #1 and associated piping as suggested in Baxter and Woodman efficiency study performed 11/2010. (see excerpt below)	$110,000	FY 2023
Total	$110,000	

The following prioritized facility improvement is recommended in the next two to five years:

Repair/Improvement	Estimated Cost	Year
1. Add VFD to pump #2	$75,000	FY 2024
Total	$75,000	

Pump Replacement - Pump No. 1 should be replaced with a higher capacity pump. The pump capacity is too small to be used to meet the maximum daily demand and would have to operate for more than 17 hours to meet the average daily demand. Pump No. 3 can easily meet the average daily demand but cannot meet the maximum daily demand. The station is only capable of supporting three pumps; a minimum of two should meet the maximum daily demand in the event one is out of service.

Project Alternative

There are no salient alternatives to maintaining the Village's water distribution system as it is the system that provides potable water to the entire community. Deferring these projects would result in emergency repairs that could increase project costs (compared to soliciting bids/proposals).

Project Impact

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

Water and Sewer Improvements - Public Works

Water Tower Improvements

Water & Sewer

FY 2023	**$10,000**	**WS**
FY 2024	**$0**	**WS**
FY 2025	**$0**	**WS**
FY 2026	**$0**	**WS**
FY 2027	**$0**	**WS**

◉ Critical ○ Recommended ○ Contingent on Funding

Spending History

FY 2022	$		
FY 2021	$		
FY 2020	$	274,915	(Water Tower Re-Painting Project)
FY 2019	$	-	
FY 2018	$	-	

Project Description & Justification

Cathodic protection systems are installed in steel water tanks to protect and extend the life of the interior coatings by controlling surface corrosion. It was recommended by the painting contractor that recoated the tower in FY 2020 that the Village reinstall a cathodic protection system after the water tower was repainted.

The following critical and recommended facility improvements should be completed in FY 2023:

Repair/Improvement	Estimated Cost	Year
1. Reinstall cathodic protection system	$10,000	FY 2023
Total	$10,000	

Project Alternative

There are no salient alternatives to these improvements and maintenance projects as the water tower is a critically important part of the Village's water distribution system. Deferring these projects would result in emergency repairs that could increase project costs (compared to soliciting bids/proposals).

Project Impact

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

Water and Sewer Improvements - Public Works

.5 & 2 MG Underground Reservoir Improvements

Water & Sewer

FY 2023	**$18,000**	**WS**
FY 2024	**$0**	**WS**
FY 2025	**$0**	**WS**
FY 2026	**$0**	**WS**
FY 2027	**$0**	**WS**

◉ Critical ○ Recommended ○ Contingent on Funding

Spending History

FY 2022	$	
FY 2021	$	-
FY 2020	$	-
FY 2019	$	8,000
FY 2018	$	-

Project Description & Justification

On August 14, 2018, Dixon Engineering Inc. performed a maintenance inspection on the 500,000 and 2,000,000 gallon underground storage reservoirs owned by the Village of River Forest. The purpose of the inspection was to evaluate the interior piping, surfaces, and appurtenances, review safety and health aspects and make budgetary recommendations for continued maintenance of the reservoir. Inspections are recommended every five years.

The following critical and recommended facility improvement should be completed in FY 2023:

Repair/Improvement	Estimated Cost	Year
Abrasive blast clean the wet interior piping and steel appurtenances on both reservoirs to a near-white metal (SSPC-SP10) condition and repaint with a three-coat epoxy polyamide system. The estimated cost is $18,000. Best pricing can be obtained if work is performed with another tank painting project.	$18,000	FY 2023
Total	$18,000	

Project Alternative

There are no salient alternatives to these improvements and maintenance projects as the water reservoir is a critically important part of the Village's water distribution system. Deferring these projects would result in emergency repairs that could increase project costs (compared to soliciting bids/proposals).

Project Impact

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

Water and Sewer Improvements - Public Works

Water Main Replacement Program	**FY 2023**	**$195,000**	**WS**
	FY 2024	**$420,000**	**WS**
	FY 2025	**$400,000**	**WS**
	FY 2026	**$400,000**	**WS**
	FY 2027	**$400,000**	**WS**

◉ Critical ○ Recommended ○ Contingent on Funding

Spending History

FY 2022	$	200,000	(Projected - based on current LSLR Program Participation)
FY 2021	$	575,000	(FY 2020 and FY 2021 Projects both completed in FY 2021)
FY 2020	$	-	
FY 2019	$	318,712	
FY 2018	$	396,000	

Program Description & Justification

This program aims to improve the condition of the Village's water distribution system by replacing aging and deteriorating infrastructure or by installing new infrastructure where a need becomes apparent. This approach helps reduce costly water main breaks and the associated water loss. The Village's water distribution system is a critically important infrastructure system.

The Village has approximately 40 miles of water main. The majority of the water mains are between 50 and 80 years old. On average, there are approximately seven water main breaks per year. It has been proven that as water mains become old and reach the end of their useful lives, performance deteriorates and results in high maintenance costs, loss of hydraulic capacity and water quality, and a significant increase in customer complaints. The AWWA recommends replacing one percent of the distribution system every year.

Each year, Village Staff analyzes failing or problematic sections of water main to determine the need to replace specific water mains based on history and number of breaks, outdated size, or any other defective condition. This analysis is reviewed along with all identified needs for improvement based on the Water Distribution Model Report performed by Strand Associates Engineering in 2018.

FY 2023 Recommended Projects

The proposed project for FY 2023 includes the installation of an 8" water main on LeMoyne, between Park Avenue and Franklin Avenue as identified in the 2018 Strand Water Distribution System Modeling Report. This budget includes anticipated design and construction engineering services for this work.

The cost estimate for this project is as follows:

- $165,000 for construction
- $30,000 for project engineering (design and construction)

Future Water Main Projects

Staff reviews the modeling report and evaluates the Village's water distribution system and trends in water main breaks annually to identify and prioritize future projects. Staff has identified the following water system improvement project(s) for possible future fiscal years:

- FY 2024 - Install an 8" water main on two of the remaining four alternating blocks of LeMoyne (from Ashland Avenue to Lathrop Avenue and Jackson Avenue to Monroe Avenue) as identified in the 2018 Strand Water Distribution System Modeling Report.

Program Alternative

As the Village's water distribution system is a critically important infrastructure system, it is vital to plan/budget for replacing water mains that have reached or exceeded the end of their useful service life. The primary alternative to this program is to not budget/plan for water main replacement projects and respond to water main breaks as they occur, which could lead to more significant budget impacts.

Project Impact

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

Water and Sewer Improvements - Public Works

Hydrant Replacement Program	**FY 2023**	**$10,000**	**WS**
	FY 2024	**$10,000**	**WS**
	FY 2025	**$10,000**	**WS**
	FY 2026	**$10,000**	**WS**
	FY 2027	**$10,000**	**WS**

◉ Critical ○ Recommended ○ Contingent on Funding

Spending History

FY 2022	$	-	
FY 2021	$	6,000	Hydrant and two valves installed by in-house staff.
FY 2020	$	-	
FY 2019	$	-	
FY 2018	$	8,758	

Program Description & Justification

The Village's fire hydrant system is a critically important infrastructure system. The Village owns and operates approximately 446 fire hydrants. The purpose of this program is to maintain all of the Village's fire hydrants in excellent operating condition. The Village's Fire Department conducts a Village-wide hydrant flushing program each year. During the hydrant flushing events, Fire Department personnel identify hydrants in need of repair and provide a list of those hydrants to the Public Works Department to coordinate and/or make the necessary repairs. Hydrants that are not in operating condition or are identified as being too low for proper operation are prioritized for immediate repair or replacement.

FY 2023 Recommended Project

The Public Works and Fire Departments identify hydrants as operational but "too low" (less than 18 inches from the ground to port), which prevents the hydrant wrench from rotating freely around the main/steamer port and slows the time required to connect the fire hose to the hydrant. Hydrants with a low flow rate due to a small supply line are also identified. Each year Village Staff attempts to replace these hydrants to eliminate any that do not operate efficiently or provide high flow rates. Public Works staff can often "rebuild" existing hydrants instead of replacement. This process involves the replacement of the inner workings of the hydrant and is more cost-effective than a complete replacement.

Program Alternative

The Village's fire hydrant system is critically important infrastructure. It is essential to budget for replacing hydrants that have reached or exceeded the end of their useful service lives. The primary alternative to this program is to not budget/plan for hydrant replacement and make more costly emergency repairs.

Project Impact

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

Water and Sewer Improvements - Public Works

Lake Street Berm Extension

FY 2023	**$90,000**	**WS**

○ Critical ◉ Recommended ○ Contingent on Funding

Project Description & Justification

Over the years, Village Staff has established a set routine of actions during flooding events to help prevent overland flooding from the Des Plaines River. Staff utilizes existing berms along Thatcher Avenue (at Chicago Avenue) and along the north side of Lake Street behind the homes of River Oaks Drive to help create a barrier that prevents the rising river from continuing eastward into the Village inundating residential properties and the municipal sewer system.

One of the techniques used to prevent this type of flooding is to effectively extend the end of the berm along Lake Street (westward, toward the bridge) using stone and plastic sheeting. This work requires a significant amount of effort and time to ensure the barrier is built at the suitable locations and elevations needed. Once the flooding event has subsided, the material then needs to be removed, and the area restored to pre-flood conditions.

This project will permanently extend the berm toward the bridge in a manner that matches the elevations and aesthetics of the existing berm. This will free up Village Staff before, during, and after flood events to help address other issues that might occur throughout the Village.

The cost associated with this project includes anticipated construction costs of $35,000, and Cook County Forest Preserve's license fee of $55,000. The Forest Preserves is also seeking an additional $20,000 in "off-site improvements" in exchange for approving the license.

Project Alternative

The alternative is not to extend the berm and leave the responsibility of installing additional material needed during each flood event to the Public Works Operations Staff.

Project Impact

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

Water and Sewer Improvements - Public Works

Lead Service Line Replacement Reimbursement Program

FY 2023	**$50,000**	**WS**
FY 2024	**$50,000**	**WS**
FY 2025	**$50,000**	**WS**
FY 2026	**$50,000**	**WS**
FY 2027	**$50,000**	**WS**

○ Critical ◉ Recommended ○ Contingent on Funding

Spending History

FY 2022 $ 145,000 (Projected)

Project Description & Justification

Beginning in FY 2022, the Village increased its efforts to remove lead from the water system by creating a reimbursement program for property owners who choose to electively replace lead water services. In the first year, it is projected that there will be more than 20 property owners who have completed this work as part of the reimbursement program.

A portion of the reimbursement is made at 100% for the Village-portion of the water service and 50% for the property-owner-portion of the water service. Additional costs such as permit fees, interior plumbing modifications (related to the water service replacement) are also reimbursable at 50%. The maximum reimbursement per property owner is capped at $7,500.

Staff recommends an annual funding level of $50,000, which will allow for the replacement of 7-8 lead water services based on average reimbursements issued so far. Additional funding sources will continue to be researched to further supplement this current effort.

Project Alternative

The alternative is to require property owners to fund lead water service replacements 100% without providing any funding assistance from the Village.

Project Impact

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

Water and Sewer Improvements - Public Works

Basement Protection Subsidy Program

FY 2023	**$59,000**	**WS**
FY 2024	**$59,000**	**WS**
FY 2025	**$59,000**	**WS**
FY 2026	**$59,000**	**WS**
FY 2027	**$59,000**	**WS**

○ Critical ◉ Recommended ○ Contingent on Funding

Spending History

FY 2022	$	97,500	(Projected)
FY 2021	$	119,548	
FY 2020	$	25,710	
FY 2019	$	58,054	
FY 2018	$	28,650	

Project Description & Justification

In 1995, the Village initiated a subsidy program to help provide financial assistance to property owners interested in installing flood-prevention infrastructure. The intent of this program is to offset a portion of the expense that a property owner will incur when safeguarding their building from sewer back-ups. The following projects are eligible for the subsidy program: overhead sewer connection, modified overhead sewer connection, and backflow prevention valve.

Depending on the location of the property, eligible expenses are reimbursed at different rates. Three zones have been established, based on the frequency of sewer backups and other criteria, with the respective levels of funding as follows:
1) Standard – 50% of eligible costs are reimbursed up to $4,000
2) High Risk (HR) – 80% of eligible costs are reimbursed up to $6,000
3) High Risk Low Access (HRLA) - 80% of eligible costs are reimbursed up to $7,500
Costs such as permit fees and work directly related to the excavation and installation of new infrastructure are eligible for reimbursement. The reimbursement per property owner is capped based on the zones outlined above.

Staff recommends an annual funding level of $59,000, split based on the zone:
1) $32,000 for Standard
2) $12,000 for HR
3) $15,000 for HRLA

This allows for approximately 12 flood prevention infrastructure installations, based on average reimbursements issued so far.

Project Alternative

The alternative is to not provide any funding assistance from the Village.

Project Impact

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

Water and Sewer Improvements - Public Works

Sewer Lateral Repair Reimbursement Program

FY 2023	**$50,000**	**WS**
FY 2024	**$50,000**	**WS**
FY 2025	**$50,000**	**WS**
FY 2026	**$50,000**	**WS**
FY 2027	**$50,000**	**WS**

○ Critical ◉ Recommended ○ Contingent on Funding

Spending History

FY 2022 $ 18,075 (Projected)

Project Description & Justification

Beginning in FY 2022, the Village created a subsidy program to to help with the cost of repairing structural damage to sewer lateral lines within the roadway at residential properties.

The reimbursement for structural damage repairs is a 50% match. Costs such as permit fees and work directly related to the excavation, sewer lateral replacement, and roadway restoration are eligible for reimbursement. The maximum reimbursement per property owner is capped at $7,500.

Staff recommends an annual funding level of $50,000, which will allow for the replacement of approximately 7 damaged sewer lateral lines.

Project Alternative

The alternative is to not provide any funding assistance from the Village.

Project Impact

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

Budget Glossary

This section describes various terms and acronyms utilized throughout the budget document.

Glossary

Accrual:	A basis of accounting in which revenues are recognized in the accounting period they are earned and become measurable. Expenditures are recognized in the period that they are incurred, if measurable.
Advanced Life Support (ALS):	A level of emergency care provided by the River Forest Fire Department. Fire fighter/paramedics are trained to use intravenous therapy, drug therapy, intubation and defibrillation.
Advanced Metering Infrustructure (AMI):	An integrated system of smart meters, communications networks, and data management systems that enables two-way communication between utilities and customers.
Appropriation:	A legislative authorization for expenditures for specific purposes within a specific time frame.
Assessed Value:	The value placed on real and other property as a basis for levying taxes.
Balanced Budget:	A balanced budget means that recurring revenues equal recurring operating expenses. One-time capital expenditures normally are funded from the Capital Equipment Replacement Fund or the General Fund Reserve and are not factored into whether or not the budget is balanced. Nor should one-time revenues, such as a TIF surplus distribution, be used to cover ongoing operating expenditures.
Budget:	A description of the spending and general financial plans that focus on the accomplishment of specific goals and objectives established by the Village Board over a specified time period.
Budget Reserve:	A portion of a fund that is restricted for a specific purpose and not available for appropriation.
Capital Assets:	Land, improvements to land, building, building improvements, vehicles, machinery, equipment, infrastructure and other assets that are used in operations and have initial useful lives extending beyond a single reporting period.
Capital Equipment Replacement Fund (CERF):	A capital projects fund where departments set aside funds each year for the eventual replacement of existing equipment, and to avoid significant fluctuations in the operating budget from one year to the next.

Capital Improvements/ Capital Outlay:	Projects or products that are long-term assets. These expenditures generally have estimated useful lives of two years or longer and typically are in excess of $10,000.
Capital Improvement Fund (CIF):	A fund used to account for infrastructure improvements including alleys, commuter parking lots and streets.
Capital Improvement Program (CIP):	A five-year projection of the Village's capital improvement needs. The program also includes the source of funding for each particular project. The first year of the program represents the current fiscal year capital budget.
Cash-basis:	A type of accounting in which revenue and expenditure transactions are recognized only when cash is increased or decreased.
Charges for Services:	User charges for services provided by the Village to those specifically benefiting from those services.
Communications Device:	The use of the budget as a means to communicate the process for preparing, reviewing, and adopting the budget for the coming fiscal year including summary information, an overview of significant budgetary issues, trends, and resource choices.
Computer Aided Design (CAD):	A software program that assists in the design of infrastructure improvements.
Congestion Mitigation And Air Quality (CMAQ):	The CMAQ program is one source of funds for Transportation Control Measures (TCM) employed for the purposes of reducing congestion and improving air quality.
Contractual Services:	Items of expenditure from services the Village received primarily from an outside company. Utilities, rent, travel, and advertising are examples of contractual services.
Debt Service:	The payment of principal and interest on borrowed funds. The Village has debt service for general obligation bonds.
Department:	A major administrative division of the Village with overall management responsibility for an operation or a group of related operations within a functional area. A department may have more than one program and may be accounted for in more than one fund.

Depreciation:	The allocation of the cost of a fixed asset over the asset's useful life. Through this process the entire cost of the asset, less the salvage value, is ultimately charged off as an expense. This method of cost allocation can be used in proprietary funds.
Division:	A component of the budget dedicated to a particular purpose in order to identify the costs related to that purpose.
Encumbrances:	Commitments related to unperformed contracts for goods or services. These are not legal liabilities of the Village but represent a reservation of funds.
Emerald Ash Borer (EAB):	The EAB is a destructive, small, metallic-green beetle native to Asia that only attacks ash trees.
Enterprise Fund:	A fund used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful for sound financial administration. The Water and Sewer Fund is an example of a Village enterprise fund.
Environmental Protection Agency (EPA):	Federal regulatory agency that provides for the protection of the environment.
Enterprise Resource Planning (ERP):	Computer software that integrates internal and external management information across the entire organization, including finance/accounting, building permits, customer contacts, utility billing, etc.
Financial Plan:	The use of the budget as a means to summarize the Village's finances including revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the estimated current year actual, and the proposed budget year.
Fiscal Year (FY):	A time period for which the Village's finances are recorded and maintained. The Village's fiscal year begins May 1 and ends April 30.
Fund:	Fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances that are segregated for the purpose of carrying on specific activities or attaining certain objectives.
Fund Balance:	Difference between assets and liabilities reported in a governmental fund.

Generally Accepted Accounting Principles (GAAP):	The standards used for financial report preparation, as determined by the Governmental Accounting Standards Board (GASB), so that the Village's financial statements may be fairly compared to prior reports and to the reports of other governmental entities.
General Fund:	The major fund in most governmental units, the general fund accounts for all activities not accounted for in other funds. Most tax funded functions are accounted for in the General Fund.
Geographic Information System (GIS):	A software program that is a collection of people, data, procedures and systems that enable data to be stored and maintained geographically.
Government Finance Officers Associations (GFOA):	An association that aims to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and practices.
Governmental Accounting Standards Board (GASB):	An independent board that establishes standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those entities.
Governmental Funds:	Fund generally used to account for tax-supported funds.
Illinois Environmental Protection Agency (IEPA):	State regulatory agency that provides for the protection of the environment.
Illinois Green Infrastructure Grant Program (IGIG):	State grant to implement green infrastructure best management practices to control stormwater runoff for water quality protection.
Illinois Municipal Retirement Fund (IMRF):	State mandated pension fund for all full-time and eligible part-time Village employees, except sworn fire and police employees.
Illinois Transportation Enhancement Program	ITEP provides funding for community based projects that expand travel

(ITEP):	choices and enhance the transportation experience. Project sponsors receive up to 80% for eligible projects, funded by the Federal Government and awarded through the State of Illinois.
Insurance Services Office (ISO):	A non-profit organization that assesses a Fire Department's ability to provide fire services to a community.
Information Technology:	A term used to broadly define computer operations and the processing of automated information in the Village organization.
Intergovernmental Personnel Benefit Cooperative(IPBC):	An intergovernmental health insurance cooperative comprised of a number of local governments and agencies established to provide and administer employee health and dental insurance to eligible employees of the member agencies.
Intergovernmental Risk Management Agency (IRMA):	A public entity risk pool comprised of seventy-two public entities in northeastern Illinois that have joined together to manage and fund their property/casualty/workers' compensation claims through a comprehensive risk management program.
Joint Utility Locating Information for Excavators (JULIE):	The Village uses this service to make arrangements for the prompt locating of all Village utilities in areas scheduled for construction work.
Levy:	To impose taxes for the support of government activities.
Long-term Debt:	Financial obligation with maturity of more than one year after the date of issuance.
Metropolitan Water Reclamation District of Greater Chicago (MWRD):	The agency that stores and treats sanitary sewage waste for the City of Chicago and 128 suburban communities, including River Forest.
Modified Accrual:	A basis of accounting in which revenues are recognized in the period they become available and measurable. Expenditures are recorded when the related fund liability has been incurred or the invoice is received.
Motor Fuel Tax (MFT):	Revenue allocated by the state to municipalities for funding street improvements.
Mutual Aid Box Alarm System (MABAS):	The mutual aid box alarm system (MABAS) was established to provide a

swift, standardized and effective method of mutual aid assistance for extra alarm fires and mass casualty incidents. The MABAS system is divided into over 20 Divisions from the communities along I-53 and the Northwest Tollway corridor.

Net Position: The difference between assets and deferred outflows and liabilities and deferred inflows as reported in the Government-wide Financial Statement of the Comprehensive Annual Financial Report.

Non-Home Rule: A non-home rule unit of local government, pursuant to the Illinois State Constitution, may exercise only those powers and perform those functions as identified by the State. Non-Home Rule communities are limited in the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax and to incur debt.

National Pollutant Discharge Elimination System (NPDES): Permit program that controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

Northern Illinois Police Alarm System (NIPAS): A cooperative agreement among over 100 area law enforcement agencies to address emergency law enforcement needs which exceed the capabilities of any single member agency.

Operations Guide: The use of the budget as a means to describe the operations, activities, services and functions carried out by the Village's organizational units.

Operating Expenditures: Expenditures that generally recur annually and are expected to continue in the future unless service levels are impacted.

Operating Revenues: Revenues that recur annually with reasonable stability. By Village policy, operating revenues should exceed operating expenditures on an annual basis.

Policy Document: The use of the budget as a means to translate policy into specific programs and activities. The budget reflects the Village's commitment to certain entity-wide non-financial goals, even though the ultimate achievement of those goals may be beyond the period covered by the budget.

Proprietary Fund: Funds that focus on the determination of operating income, changes in net assets, financial position and cash flows. There are two different types of proprietary funds: enterprise and internal service activities.

Self-Contained Breathing Apparatus (SCBA):	Personal protective equipment worn to protect individuals from exposure to environments hazardous to the respiratory system.
Special Revenue Fund:	A fund used to account for revenues legally earmarked for a particular purpose.
Standard & Poor's Rating Service:	An independent agency that analyzes the financial credit ratings of organizations. The ratings are based on debt issuance that carry a three letter coding. The Village possesses an AAA rating.
Strategic Planning:	The process of determining the Village's goals and then identifying the best approach for achieving those goals.
Street Improvement Program (SIP):	A program for the general maintenance of streets in the Village.
Supervisory Control And Data Acquisition (SCADA):	Computer system that assists in the operation of the water purification and distribution process.
Tax Extension:	The total amount of taxes applied to properties within a taxing district as a result of a tax levy. Extensions in Illinois are increased by a loss factor to ensure that each taxing body receives the full amount of its levy after recognition that a small amount of taxes will not be paid.
Tax Increment Financing (TIF) District:	A legal entity created by local resolution to promote improvements, jobs, etc. The taxes generated from the assessed value "increment" above the base year are used to finance the costs of the improvements which generate the increased assessed valuation.
Tax Levy:	An ordinance that directs the County Clerk to assess a tax proportionally against all properties located within a taxing district for the purpose of raising a specific amount of tax for taxing district.
Telecommunications Tax:	A tax on the gross sale of telecommunications services by telecommunications providers.
Transfers:	Movements of resources between two Funds. For River Forest, transfers regularly occur from the General Fund and Water and Sewer Fund into the Capital Equipment Replacement Fund.
Unrestricted Net Assets:	Net assets not invested in capital assets, net of related debt, that are accessible for the general use of the fund.

West Central Municipal Conference (WCMC): A council of government comprised of municipalities and townships in the northwest suburbs. The WCMC provides legislative lobbying and information services, joint purchasing programs and other programs of joint interest to its members.

ORDINANCE NO.

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR CORPORATE PURPOSES FOR THE 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

WHEREAS, the President and Board of Trustees of the Village of River Forest passed and approved Ordinance No. 2084 on October 12, 1981, which Ordinance authorized the passage of the annual budget by majority vote of the president and members of the board in lieu of passage of an appropriation ordinance; and

WHEREAS, the tentative Annual Budget has been made available for public inspection and as required by 65 ILCS 5/8-2-9.9 and a public hearing on said budget has been duly held on April 11, 2022;

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

Section 1: That the annual budget for the 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, Cook County, Illinois, attached hereto and made a part hereof, is hereby adopted and approved.

Section 2: 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:

APPROVED by me this day of April, 2022.

_____
Catherine Adduci, Village President

APPROVED and FILED in my office this 25th day of April, 2022 and published in pamphlet form in the Village of River Forest, Cook County, Illinois.

ATTEST:

_____
Jonathan Keller, Village Clerk

Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 21, 2022

To: Catherine Adduci, Village President
Village Board of Trustees

From: Brian Murphy, Village Administrator

Subject: Proposed Amendments to the Village's Ethics Ordinances

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Issue: The Village Board of Trustees discussed proposed amendments to the Village's ethics ordinance at its April 11, 2022, regular meeting. These amendments have been reviewed and are recommended by the River Forest Local Ethics Commission. Peggy Daley, Chair of the Local Ethics Commission, has been invited to the April 25 Board Meeting.

Analysis: Chapter 1-23 of the Village Code sets ethics requirements for elected and appointed officials and employees. The ethics ordinance also creates the Local Ethics Commission, with three members, which is responsible for reviewing and acting on complaints regarding certain ethics ordinance violations. The Village President and Board of Trustees are responsible for reviewing and acting on other types of ethics ordinance violations. The ethics ordinance was last substantially amended in 2010, when ethical standards for elected officials and appointed officers were added in Section 1-23-3-1, except that in 2020 the ordinance was amended to require that all commission appointees file statements of economic interest with the Cook County Clerk.

In the fall of 2021, the Commission began a review of the ethics ordinance and discussed potential improvements to it. Over the course of several meetings, in conjunction with Village staff and the Village Attorney, the Commission prepared an amended ethics ordinance. On March 9, 2022, the Commission voted to recommend that the Village President and Board of Trustees adopt the attached ordinance making the Commission's recommended amendments. The substantive changes proposed by the Commission include the following:

1. Expanding the scope of the ethics ordinance to include Village contractors.

2. In Section 1-23-1, adding a preamble expressing the Village's intent that its ethics ordinance is meant to meet or exceed ethics requirements in State and Federal laws, and listing significant State ethics laws.
3. In Section 1-23-2, expanding the scope of prohibited sources to include lobbyists and agents, spouses and immediate family members of prohibited sources.
4. In Section 1-23-3, changing the standard for prohibited political activities from "intentionally" to "knowingly."
5. In Section 1-23-4, expanding the scope of the gift ban to immediate family members of Village covered individuals.
6. In Section 1-23-5, expanding the scope of conflict of interests to include financial interests of immediate family members and an anti-nepotism clause.
7. In Section 1-23-6, adding a duty to report violations of the ethics ordinance.
8. In Section 1-23-8:
    a. Allowing the Commission to consider anonymous complaints.
    b. Requiring the Commission to keep complaints confidential to the extent permitted by law until and unless the Commission determines that the complaint is supported by sufficient evidence and there are reasonable grounds to establish a violation of the ordinance.
    c. Adding a new "screening" review step for complaints received by the Commission, with a list of potential dismissal criteria.
9. In Section 1-23-9, allowing the Village Board to bar a contractor who violates the ethics ordinance.

Further, following a discussion at and after the April 11, 2022 Village Board meeting, the pronouns in the ethics ordinance have been amended to be gender neutral.

Recommendation: Adopt the proposed amendments to the ethics ordinance.

Attachment(s): Ordinance

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE RIVER FOREST VILLAGE CODE REGARDING THE ETHICS ORDINANCE

WHEREAS, the Village of River Forest ("Village"), is a non-home rule unit of local government as provided by Article VII, Section 7 of the Illinois Constitution of 1970; and

WHEREAS, in order to best serve the public's health, safety and welfare, the President and Board of Trustees of the Village desire to comprehensively amend the ethics requirements in Chapter 1-23 of the Village of River Forest Village Code ("Village Code");

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 shall be and are hereby incorporated in this Section 1 as if restated herein.

SECTION 2: Amendment. That the Village Code is hereby amended as follows:

Chapter 1-23 of the Village Code, entitled "Ethics," is hereby amended in its entirety and shall read as follows:

"CHAPTER 23
ETHICS

SECTION:
1-21-1: Preamble
1-23-2: Definitions
1-23-3: Prohibited Political Activities
1-23-4: Gift Ban
1-23-5: Ethical Standards
1-23-6: Duty to Report
1-23-7: Ethics Advisor
1-23-8: Ethics Commission
1-23-9: Penalties

1-23-1: PREAMBLE AND OTHER LAWS

The purpose of this Chapter is to establish a code of ethical conduct for all "Village covered individuals" and "contractors," as defined in Section 1-23-2 below. The requirements of this Chapter are intended to meet or exceed the ethics requirements imposed in State or Federal law on Village covered individuals and contractors. To the extent State or Federal law, or another Village ordinance,

policy or requirement, imposes stricter ethical standards than in this Chapter, the strictest standards shall apply. Additional ethics requirements applicable to Village covered individuals and / or contractors, as the case may be, are imposed in the following laws, among others:

A. Illinois Governmental Ethics Act, 5 ILCS 420/1-101, et seq., as amended;

B. Illinois State Officials and employees Ethics Act, 5 ILCS 430/1-1, et seq., as amended;

C. Illinois Election Code, 10 ILCS 5/1-1, et seq., as amended;

D. Illinois Lobbyist Registration Act, 25 ILCS 170/1, et seq.

E. Illinois Public officer Prohibited Activities Act, 50 ILCS 105/0.01, et seq., as amended;

F. Illinois Public officer Simultaneous Tenure Act, 50 ILCS 110/0.01, et seq., as amended;

G. Illinois Local Government Employees Political Rights Act, 50 ILCS 135/1, et seq., as amended;

H. Illinois Municipal Code, 65 ILCS 5/1-1-1, et seq., as amended;

I. Illinois Liquor Control Act, 235 ILCS 5/1-1, et seq., as amended; and

J. Illinois Criminal Code, 720 ILCS 5/1-1, et seq., as amended.

1-23-2: DEFINITIONS:

For purposes of this Chapter, the following terms shall be given these definitions, whether or not capitalized herein:

CAMPAIGN FOR ELECTIVE OFFICE: Any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, state, or local public office or office in a political organization, or the selection, nomination, or election of presidential or vice presidential electors,

but does not include activities: a) relating to the support or opposition of any executive, legislative, or administrative action, b) relating to collective bargaining, or c) that are otherwise in furtherance of the person's official duties.

CANDIDATE: A person who has filed nominating papers or petitions for nomination or election to an elected Village office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election for such office, as defined in Section 9-1.3 of the Illinois Election Code, 10 ILCS 5/9-1.3, as amended.

COLLECTIVE BARGAINING: Has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act, 5 ILCS 315/3, as amended.

COMPENSATED TIME: Means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of their employment, but for purposes of this chapter, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to Village covered individuals whose hours are not fixed, "compensated time" includes any period when the person is on premises under the control of the employer or when the person is executing their official duties, regardless of location.

COMPENSATORY TIME OFF: Authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked more than the minimum work time required of that employee as a condition of their employment.

CONTRACTOR: Means a contractor, sub-contractor or any person or entity doing, or seeking to do, business with the Village.

CONTRIBUTION: Has the same meaning as that term is defined in Section 9-1.4 of the Illinois Election Code, 10 ILCS 5/9-1.4, as amended.

EMPLOYEE: A person employed by the Village of River Forest, whether on a full time or part time basis or pursuant to a contract, whose official duties are subject to the direction and control of the Village with regard to the material details of how the work is to be performed but does not include an independent contractor.

EMPLOYER: The Village of River Forest.

GIFT: Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, tickets, travel expenses and honoraria for speaking engagements related to or attributable to the Village covered individual's employment or work on behalf of the Village.

IMMEDIATE FAMILY MEMBER: Any individual's spouse, domestic partner, civil union partner, parent, step-parent, child, step-child, sibling, step-sibling, dependent, or any family member living in the same household as such individual, including a fiancé or fiancée.

LEAVE OF ABSENCE: Any period during which an employee does not receive: a) compensation for employment, b) service credit towards pension benefits, and c) health insurance benefits paid for by the employer.

OFFICER: A person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in their official capacity.

OFFICIAL DUTIES: Actions performed that are either required or authorized as part of an individual's position to effectuate the assignments of that position.

POLITICAL ACTIVITY: Any activity in support of or in connection with any campaign for elective office, question of public policy or any political organization, but does not include activities: a) in furtherance of the person's "official duties" such as work associated with executive, legislative, or administrative action or b) relating to collective bargaining. Political activity as defined herein shall not include any activities which the Village is precluded from regulating under the United States Constitution, the Constitution of the State of Illinois, Federal law or State law.

POLITICAL ORGANIZATION: A party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a County Clerk under Section 9-3 of the Illinois Election Code, 10 ILCS 5/9-3, as amended, but only with regard to those activities that require filing with the State Board of Elections or a County Clerk.

PROHIBITED POLITICAL ACTIVITY:

A. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

B. Soliciting contributions, including, but not limited to, the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

C. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

D. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

E. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

F. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

G. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

H. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

I. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

J. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.

K. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

L. Campaigning for any elective office or for or against any referendum question.

M. Managing or working on a campaign for elective office or for or against any referendum question.

N. Serving as a delegate, alternate, or proxy to a political party convention.

O. Participating in any recount or challenge to the outcome of any election.

PROHIBITED SOURCE: Any person or entity who:

A. Is seeking official action from the Village: 1) by an officer board or commission appointment, or 2) by an employee, or by the officer or another employee directing that employee;

B. Does business or seeks to do business with the Village;

C. Conducts Village activities with a Village covered individual;

D. Has interests that may be substantially affected by the performance or nonperformance of the official duties of a Village covered individual;

E. Is registered or required to be registered with the Illinois Secretary of State under the Illinois Lobbyist Registration Act, 25 ILCS 170/1, et seq., as amended, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or

F. Is an agent of, a spouse of, or an immediate family member who is living with a “prohibited source.”

VILLAGE BOARD MEMBERS AND COMMISSIONERS: Means each of the Village President, Village Clerk, members of the Board of Trustees and members of the boards, commissions, advisory groups and committees of the Village.

VILLAGE COVERED INDIVIDUAL: Means each of the Village Board members and commissioners (as defined above), along with all appointed officers, volunteers and employees of the Village.

1-23-3: PROHIBITED POLITICAL ACTIVITIES:

A. Village covered individuals and contractors shall not knowingly perform any prohibited political activity during any time where they are being compensated by the Village. Except as noted herein, Village covered individuals and contractors shall not knowingly use any Village property or resources by engaging in any prohibited political activity. Exceptions:

1. A Village employee may use a Village vehicle designated for his/her unrestricted full time use for any purpose while not on compensated time, and

2. A Village officer may use any room for a political campaign which room is available for use by the general public.

B. At no time shall any Village covered individual or contractor knowingly use the services of any other Village covered individual or contractor, by requiring that person to perform any prohibited political activity: 1) as part of that person's Village work or duties, 2) as a condition of Village employment or doing business with the Village, or 3) during any compensated time.

C. Village covered individuals and contractors shall not be required at any time to participate in any prohibited political activity in consideration for being awarded business with the Village, additional compensation or any employee benefit.

D. A Village covered individual shall not be awarded any additional compensation or employee benefit in consideration for the person's participation in any prohibited political activity.

E. Nothing in this Section prohibits activities that are otherwise appropriate for a Village covered individual to engage in as a part of their official Village employment, duties or activities that are undertaken by a Village covered individual on a voluntary basis as permitted by law, including, but not limited to, pursuant to the Illinois Local Government Political Rights Act, 50 ILCS 135/1, et seq., as amended.

F. No person either: 1) in a position that is subject to recognized merit principles of public employment, or 2) in a position the salary for which is paid in whole or in part by Federal funds and that is subject to the Federal standards for a merit system of personnel administration applicable to grant in aid programs, shall be denied or deprived of Village employment or tenure solely because they are a member or an officer of a political committee, of a political party, or of a political organization or club.

1-23-4: GIFT BAN:

A. Solicitation Or Acceptance Of Gifts: Except as set forth in Subsection 1-23-4.B. of this Section, no Village covered individual, and no immediate family member of a Village covered individual (collectively the "recipients"), shall knowingly solicit or accept any gift from any prohibited source, or which is otherwise prohibited by law or ordinance. No prohibited source shall knowingly offer or make a gift that violates this Section.

B. Exceptions: Subsection 1-23-4.A. of this Section is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.

2. Anything for which the Village covered individual or their spouse or immediate family member, pays the fair market value.

3. Any: a) contribution that is lawfully made under the Election Code or b) activities associated with a fundraising event in support of a political organization or candidate.

4. Educational materials.

5. Reasonable expenses associated with travel in furtherance of official duties

6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father,

mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the Village covered individual's association with the Village or their immediate family members association with the Village and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Village covered individuals, or their spouses or immediate family members.

8. Food or refreshments not exceeding seventy- five dollars per person in value on a single calendar day; provided that the food or refreshments are: a) consumed on the premises from which they were purchased or prepared or b) catered. For the purposes of this Section, "catered," means food or refreshments that are purchased ready to consume which are delivered by any means.

9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of the Village covered individual), if the benefits have not been offered or enhanced because of the official position or employment of the Village covered individual, and are customarily provided to others in similar circumstances.

10. Intragovernmental and intergovernmental gifts. For the purpose of this Section, "intragovernmental gift" means any gift given to a Village covered individual from another Village covered individual and "intergovernmental gift" means any gift given to a Village covered individual by an officer or employee of another governmental entity.

11. Bequests, inheritances, and other transfers at death.

12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than one hundred dollars. Each of the exceptions listed in this Subsection 1-23-4.B. is mutually exclusive and independent of every other.

C. Disposition Of Gifts: A Village covered individual, their spouse or an immediate family member living with the Village covered individual, does not violate this chapter if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

1-23-5: ETHICAL STANDARDS

A. Purpose And Application: The Village adopts these ethical standards to assure public confidence in the integrity of local government and its effective and fair operation.

B. Policy Statement: The citizens and businesses of the Village are entitled to have fair, ethical and accountable local government in connection with Village covered individuals and contractors who have earned the public's full confidence. In keeping with the Village's commitment to excellence, the effective functioning of democratic government requires that:

1. Village covered individuals and contractors comply with the letter and spirit of the laws and policies affecting the operations of government and avoid even the appearance of impropriety;

2. Village covered individuals and contractors be independent, impartial and fair in their judgment and actions;

3. Village covered individuals use public office for the public good, not for personal gain;

4. Public deliberations and processes are conducted by Village covered individuals transparently, unless legally

entitled to be conducted in executive session, in an atmosphere of respect and civility; and

5. Public deliberations and processes are conducted by the Village Board members and commissioners free of abusive conduct and personal attacks that are unrelated to public business.

C. Ethical Standards: Pursuant to the above policy statement, and to assure public confidence in the integrity of local government and commitment to respect and civility in public discourse, the following ethical standards are imposed:

1. Working For The Common Good: Recognizing that stewardship of the public interest must be their primary concern, Village covered individuals shall work for the common good of the people of the Village, shall work for the best interests of the Village and shall not work on behalf of any private or personal interest, and they shall assure fair and equal treatment of all persons, claims and transactions coming before the Village. Village covered individuals shall put forth an honest effort in the discharge of their official duties in a fiscally responsible manner.

2. Compliance With Laws: Village covered individuals and contractors shall comply with the laws of the United States, the State of Illinois and the Village of River Forest in the performance of their official duties. These laws include, without limitation: the United States and Illinois constitutions; the State and County laws and ordinances pertaining to conflicts of interest, gift bans, election campaign disclosures, employer responsibilities, and open processes of government; and local ordinances and policies.

3. Respect For Process: Village Board members and commissioners shall perform their official duties in accordance with the processes and rules of order established by the Village governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Village Board by the Village staff.

4. Conduct Of Public Meetings: Village covered individuals shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the public body; and focus on the business at hand. Village

Board members and commissioners shall further refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

5. Sharing Of Relevant Information: Village Board members and commissioners shall publicly share substantive information that is relevant to a matter under consideration by their respective bodies, which may have been received from sources outside of the public decision making process.

6. Conflict Of Interest: In order to assure their independence and impartiality on behalf of the common good, the Village covered individuals shall not use their official offices or positions to influence government decisions in which they currently have or are actively pursuing a financial interest or an organizational responsibility or personal relationship which may create a conflict of interest, or which give the appearance of a conflict of interest. As may be related to matters before them, Village covered individuals shall disclose investments, interests in real property, sources of income, and gifts, including those held or received by their spouses; and they shall abstain from participating in deliberations and decision making where conflicts may exist.

No Village covered individual, or that person's immediate family members living with the Village covered individual, shall have a financial relationship or a controlling interest, whether directly or indirectly personally and/or through any business, corporation, LLC, partnership, or consulting or professional entity, in or be engaged in doing business with, any elected or appointed officer, contractor, employee or vendor of the Village of River Forest.

No Village covered individual shall have a financial or other personal interest, whether directly or indirectly, with any Village covered individual or contractor which is incompatible with the proper discharge of their official duties or work on behalf of the Village or that would tend to impair their independence of judgment.

No Village covered individual shall hire or recommend for employment with the Village, or with a contractor, any immediate family member of the Village covered individual.

Nothing herein shall limit any appointment power of the Village President otherwise conferred by the Village Code.

7. Confidential Information: Village covered individuals and contractors shall respect the confidentiality of information concerning the property, personnel or affairs of the Village. Village covered individuals and contractors shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

8. Use Of Public Resources: Village covered individuals shall be prohibited from using public resources not available to the public in general, such as Village staff time, equipment, supplies or facilities, for private gain or personal purposes.

9. Representation Of Private Interests: In keeping with their role as stewards of the public interest, Village covered individuals and contractors shall not appear on behalf of the private interests of third parties before any board or commission of the Village on which they serve, and for purposes of this Subsection the Plan Commission, Zoning Board of Appeals, and Development Review Board shall be considered as one commission. This prohibition shall not prohibit a Village covered individual or contractor from appearing on their own behalf before any board or commission of the Village on which they serve.

10. Positive Workplace Environment: Village covered individuals shall support the maintenance of a positive and constructive workplace environment for Village staff and for citizens and businesses dealing with the Village. Village Board members and commissioners shall recognize their special role in dealings with Village staff to in no way create the perception of inappropriate direction to Village staff.

11. Policy Role Of Village covered individuals: Village covered individuals shall respect and adhere to the administrative structure of the Village as outlined in the Village Code. The Village President and Board of Trustees determines the policies of the Village with the advice, information and analysis provided by the Village's public, boards and commissions, and staff. Village covered individuals shall not interfere with the administrative

functions of the Village or the official duties of the Village administrator, nor shall they impair the ability of Village staff to implement Village policy decisions.

12. Statement Of Economic Interest: All officers, including appointees to Village commissions, shall file a statement of economic interest with the Cook County Clerk with the information required by, and within the time required by, article 4A of the Illinois Governmental Ethics Act, 5 Illinois Compiled Statutes 420/4A, as amended.

D. Implementation: These ethical standards are intended to be self-enforcing and are most effective when Village covered individuals and contractors are thoroughly familiar with and embrace the ethical standards. Therefore, the ethical standards shall be included in the regular orientations for all Village covered individuals and contractors. Upon entering office, employment or service to the Village, as the case may be, each Village covered individual shall sign a statement affirming they have read and understand the ethical standards in this Chapter.

E. Enforcement: Unless the conduct in question also violates Federal, State, or County law, rules or regulations, or also violates other Sections of this Chapter or any other Chapter of this Code, the Village Board shall have the exclusive authority to enforce the ethical standards of this Section and impose penalties for violations thereof. Except as otherwise provided by law, a violation of the ethical standards shall in no way be construed as a basis for challenging the validity of a decision rendered by the Village Board or any advisory board or commission of the Village. Members of the public are encouraged to bring violations of the ethical standards to the attention of the Village Board. Notwithstanding other provisions herein, enforcement under this Section may not be initiated more than 24 months after the conduct alleged in the complaint occurred.

F. Penalties: Penalties for violations of this Section shall be in the form of reprimand, formal censure or removal of an officer from an advisory board or commission of the Village. Further, the Village Board shall have the option of referring a violation of this Section to the Village Prosecutor for issuance of a citation in the Circuit Court of Cook County, in which case the Village Prosecutor shall seek a monetary fine pursuant to Section 1-23-9 of this Chapter. However, no penalty shall be imposed by the Village Board under this Section without first providing the Village covered individual or contractor with reasonable notice of the charges and an opportunity to be heard before the Village Board. The penalties

provided for in this Section shall be considered cumulative and shall in no way be construed as preventing the enforcement of any Federal, State or County law, ordinance, rule or regulation, or other Sections of this Chapter or any other Chapter of this code.

1-23-6: DUTY TO REPORT:

This Section applies to Village covered individuals and contractors who do not have a duty to report violations of this Chapter under Federal law, State law or Village ordinance or policy. Village covered individuals and contractors who have a duty to report violations of this Chapter under Federal law, State law or another Village ordinance or policy shall not be required to comply with the duty to report in this Section and shall instead report violations of this Chapter as otherwise required.

Any Village covered individual or contractor with knowledge that a Village covered individual or contractor has violated a requirement of this Chapter has an obligation to report the violation to the Village Administrator (or the Village President if the Village Administrator is the alleged offender) within a reasonable time of obtaining knowledge of the violation, but in no case shall the time period for a report be longer than seventy-two hours.

1-23-7: ETHICS ADVISOR:

The Village Attorney shall serve as the Village's ethics advisor and, upon request, shall provide guidance to Village covered individuals concerning the interpretation of and compliance with the provisions of this Chapter.

1-23-8: ETHICS COMMISSION:

A. There is hereby created a commission to be known as the Ethics Commission of River Forest. The Commission shall be comprised of a chairperson and two other members nominated by the Village President and approved by the Board of Trustees. All members shall be residents of the Village. No person shall be appointed as a member of the Commission who is an immediate family member of the Village President or Board of Trustees. Initially, two commissioners shall serve two-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to two-year terms. Commissioners may be reappointed to serve subsequent terms. A quorum shall consist of two commissioners, and official action by the Commission shall require the affirmative vote of two members.

B. The Commission shall have the following powers and duties:

1. To consider complaints of alleged violations of duties imposed in Sections 1-23-3 and 1-23-4 of this Chapter.

2. To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.

3. The Commission is authorized to act upon the receipt of a written complaint alleging a violation of this Chapter, within the Commission's purview, by a Village covered individual or a contractor. Upon receipt of a written complaint, the Commission may, based upon its assessment of the validity of a written complaint, pursuant to the procedures below, investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 1-23-9 of this Chapter and refer violations of this Chapter within the Commission's purview to the appropriate attorney for prosecution.

4. To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Chapter.

5. To compel the following from Village covered individuals and contractors: production of documents and other evidence, in both physical and electronic format; attendance at duly noticed hearings; and, response under oath to questions, in both written and oral format.

It is the obligation of all Village covered individuals and contractors to cooperate with the commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall be a violation of this Chapter.

6. The powers and duties of the Commission are limited to matters clearly within the Commission's purview as set forth in this Chapter.

C. 1. Complaints alleging a violation of this Chapter within the purview of the Commission shall be filed with the Commission upon receipt by the Village, unless the complaint alleges facts which may, in the opinion of the Village Attorney (or the Village Administrator if the Village Attorney is the alleged offender), constitute a crime. If the complaint alleges facts which may constitute a crime, it shall first be referred to a law enforcement agency or the State's Attorney and may later be refiled with the Commission, at the request of the complainant, if the agency or State's Attorney declines prosecution or fails to act within thirty days.

2. a. The Commission shall keep complaints confidential to the fullest extent permitted by law until and unless the Commission determines that the complaint is supported by sufficient evidence and the Commission determines there are reasonable grounds that the complaint establishes a violation of this Chapter within the Commission's purview. Prior to a determination by the Commission that a complaint is supported by sufficient evidence and there are reasonable grounds that the complaint establishes a violation of this Chapter within the Commission's purview, consideration of complaints by the Commission at a meeting shall be closed to the public to the extent authorized by the Open Meetings Act.

b. A copy of the complaint shall be provided to the Village Attorney, Village Administrator, Village President and Village Board of Trustees immediately upon its receipt by the Commission. The Village Administrator shall assign Village staff to support the Commission in the discharge of its duties under this Section.

c. Within a reasonable time after the receipt of a complaint, the Commission shall meet and conduct an initial review of the sufficiency of the complaint. The Commission may dismiss a complaint if any of the following criteria are met:

i. The complaint, on its face or as clarified, fails to state a violation of one of the laws or regulations within the Commission's purview.

ii. The complaint, on its face or as clarified, lacks sufficient factual detail, or is so speculative, conclusory or incoherent that the Commission cannot infer that a violation may have occurred or may be occurring.

iii. Based on all of the facts and information provided by the complainant, or publicly available information, the Commission cannot reasonably conclude that a violation has occurred.

iv. The Commission obtained credible information indicating that the allegations raised by the complainant are currently resolved.

v. The Commission determines that the complaint is moot or unripe.

vi. The Commission is currently investigating the same conduct in another complaint.

vii. Another reason provided by the Commission.

If the Commission dismisses a complaint it shall include the reasoning for the dismissal in the meeting minutes and in a written determination.

Notwithstanding any term in this Chapter to the contrary, the Commission may dismiss a complaint at any stage.

d. If the Commission determines that a complaint passes an initial review, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against them and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to an identified complainant, within five business days after the Commission's determination

that the complaint passed the initial review. The notices to the respondent and an identified complainant shall also advise them of the date, time, and place of a Commission meeting to determine the sufficiency of the complaint and to establish whether reasonable grounds exist to proceed.

3. Within a reasonable time after sending notice of the complaint to respondent and an identified complainant, and upon not less than forty-eight hours' public notice, the Commission shall meet to further review the sufficiency of the complaint and, if the complaint is supported by sufficient evidence and is deemed sufficient to allege a violation of this Chapter within the Commission's purview, to determine whether there are reasonable grounds to proceed, based on the evidence presented, to proceed. The Commission shall issue notice to an identified complainant and the respondent of the Commission's ruling on the evidentiary sufficiency of the complaint and, if necessary, on whether there are reasonable grounds to proceed within fifteen business days after receiving the complaint.

In determining whether the complaint is support by sufficient evidence and establishes reasonable grounds for a violation of this Chapter within the purview of the Commission, the Commission may dismiss a complaint for any of the reasons in Section 1-23-8.C.2.c. above.

4. If the complaint is deemed to be supported by sufficient evidence to allege a violation of this Chapter within the Commission's purview and there is a determination of reasonable grounds to proceed, then the Commission shall issue notice to the respondent and an identified complainant including a hearing date scheduled within four weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the Corporate Authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of reasonable grounds to proceed, then the Commission shall send by certified mail, return receipt requested, a notice to the respondent and an identified complainant, of the decision to dismiss the complaint, and that notice shall be made public.

5. If the complaint is deemed sufficient to allege a violation of this Chapter within the Commission's purview and the Commission finds that reasonable grounds to proceed are established, then the Commission shall notify in writing the attorney designated by the Corporate Authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the commission concerning the alleged violation.

6. On the scheduled date and upon at least forty-eight hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow the respondent and an identified complainant the opportunity to present testimony and evidence. The hearing may be closed to the public if authorized by the Open Meetings Act.

7. Within thirty days after the date the hearing or any recessed hearing is concluded, the Commission shall either: a) dismiss the complaint for any of the reasons in Section 1-23-8.C.2.c. above or b) issue a recommendation for discipline to the alleged violator and to the Village Administrator, or if the Village Administrator is the alleged violator, to the Village President, or impose a fine upon the violator, or both. The findings in the case, any recommendation for discipline, and any fine imposed shall not be confidential and shall be a matter of public information.

8. If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within seven business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within fourteen days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least forty-eight hours' public notice of the hearing and allow the respondent and an identified complainant the opportunity to present testimony and evidence. Within seven days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the Village President or Village Administrator, or impose a fine upon the violator, or both.

9. If a complaint is filed during the sixty days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision within

seven days after the complaint is filed, and during the seven days preceding that election, the Commission shall render such decision before the date of that election, if possible.

10. The Commission may fine any person who knowingly violates any provision of this Chapter within the Commission's purview or who knowingly files a frivolous complaint alleging a violation of this Chapter within the Commission's purview. The Commission may recommend to the Village President and Board of Trustees any appropriate discipline up to and including discharge or removal of office for any Village covered individual found in violation of this chapter or person filing a frivolous complaint. The recommendation of the Commission shall be deemed sufficient cause for discipline, discharge or removal from office without further proceedings by the Village, unless the offender is subject to the jurisdiction of the Board of Fire and Police Commissioners or as otherwise required by a collective bargaining agreement or employment contract.

11. A complaint alleging a violation of this Chapter within the Commission's purview must be filed within twelve months after the complainant knew or reasonably could have known of the alleged violation.

1-23-9: PENALTIES:

A. A person who knowingly violates any provision of this chapter or who knowingly files a frivolous complaint alleging a violation of this chapter is subject to a fine in an amount of not less than fifty dollars ($50.00) and not more than seven hundred fifty dollars ($750).

B. Subject to limitations in collective bargaining agreements and contracts to which the Village is a party, in addition to a fine, any Village covered individual who knowingly violates any provision of this chapter or who knowingly files a frivolous complaint alleging a violation of this chapter is subject to discipline, discharge, or removal from office, as the case may be. Subject to limitations in contracts to which the Village is a party, in addition to a fine, any contractor which knowingly violates any provision of this chapter or who knowingly files a frivolous complaint alleging a violation of this chapter, the Village Board may determine that such contractor is no longer eligible to do business with the Village and bar said contractor from doing business with the Village."

SECTION 3: Continuing Effect. That all parts of the Village Code not amended herein shall remain in effect.

SECTION 4: 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 5: Repeal. That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

SECTION 6: Effectiveness. That this Ordinance shall be in full force and effect upon its passage and approval according to law.

PASSED this 25th day of April, 2022 by the Village President and Board of Trustees pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 25th day of April, 2022.

_____
Catherine Adduci, Village President

ATTEST:

_____
Jonathan Keller, Village Clerk