



Village of Richton Park

2017/2018 Budget

www.richtonpark.org

**VILLAGE OF RICHTON PARK
2017/2018 BUDGET**

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Village of Richton Park

2017/2018 Budget

President

Rick Reinbold

Trustees

Cynthia Butler

Valerie Babka

Julian Alexander

Jennifer Artis

Brian Coleman

Monica Holden

Village Clerk

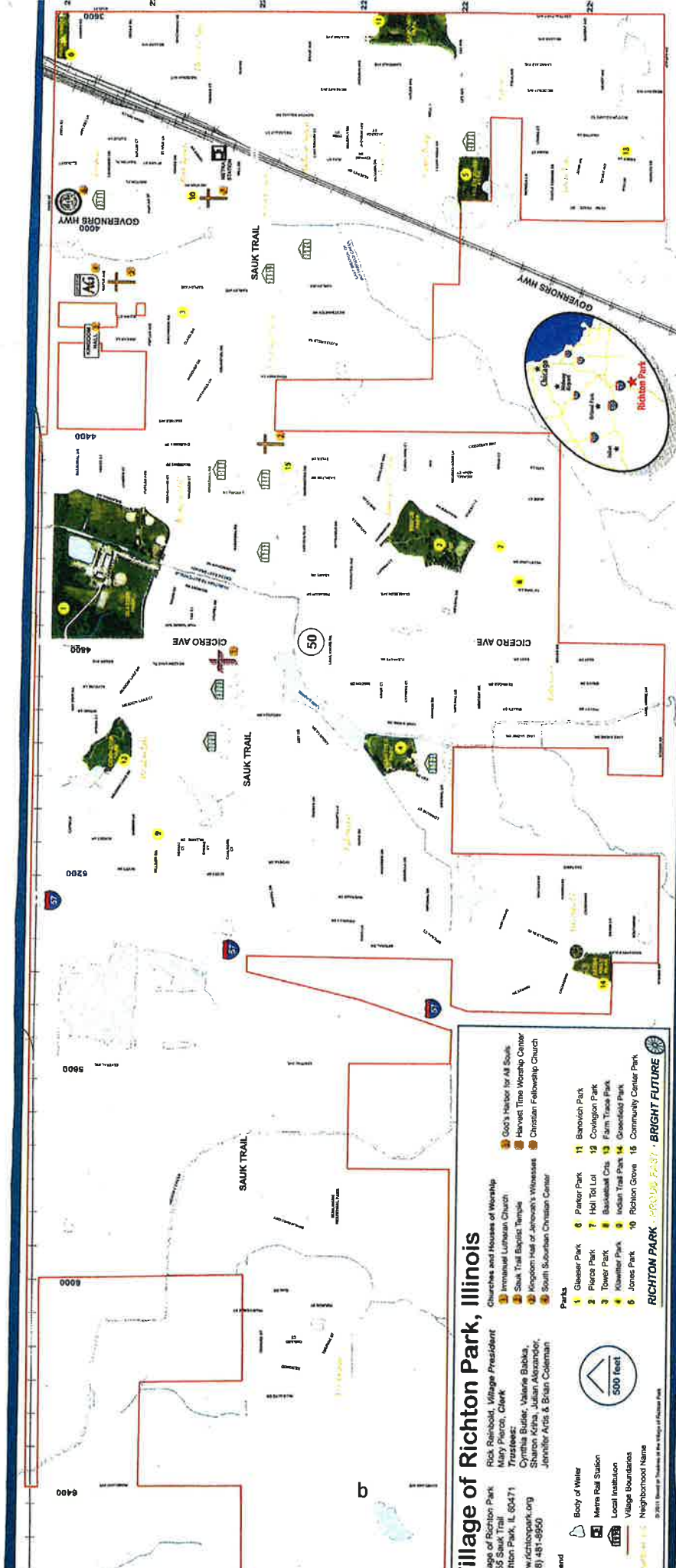
Joseph Canady

Village Manager

Regan Stockstell

Village Treasurer

David Sevier



Village of Richton Park, Illinois

Rich Rainbolt, Village President
 Mary Pierce, Clerk
 Tracie Weisz
 Cynthia Butler, Valerie Babbs,
 Susan Adams, Jennifer Amdt,
 Jennifer Amdt & Brian Coleman

Churches and Houses of Worship
 1 Immanuel Lutheran Church
 2 Sauk Trail Baptist Temple
 3 Kingdom Hall of Jehovah's Witnesses
 4 South Suburban Christian Center
 5 God's Harbor for All Souls
 6 Harvest Time Worship Center
 7 Christian Fellowship Church

- Parks**
- 1 Gleason Park
 - 2 Pierce Park
 - 3 Tower Park
 - 4 Kowalek Park
 - 5 Jones Park
 - 6 Parker Park
 - 7 Hill Top Lot
 - 8 Basketball Cts
 - 9 Indian Trail Park
 - 10 Richton Grove
 - 11 Banovich Park
 - 12 Cowleson Park
 - 13 Farm Trunk Park
 - 14 Overfield Park
 - 15 Community Center Park

Legend

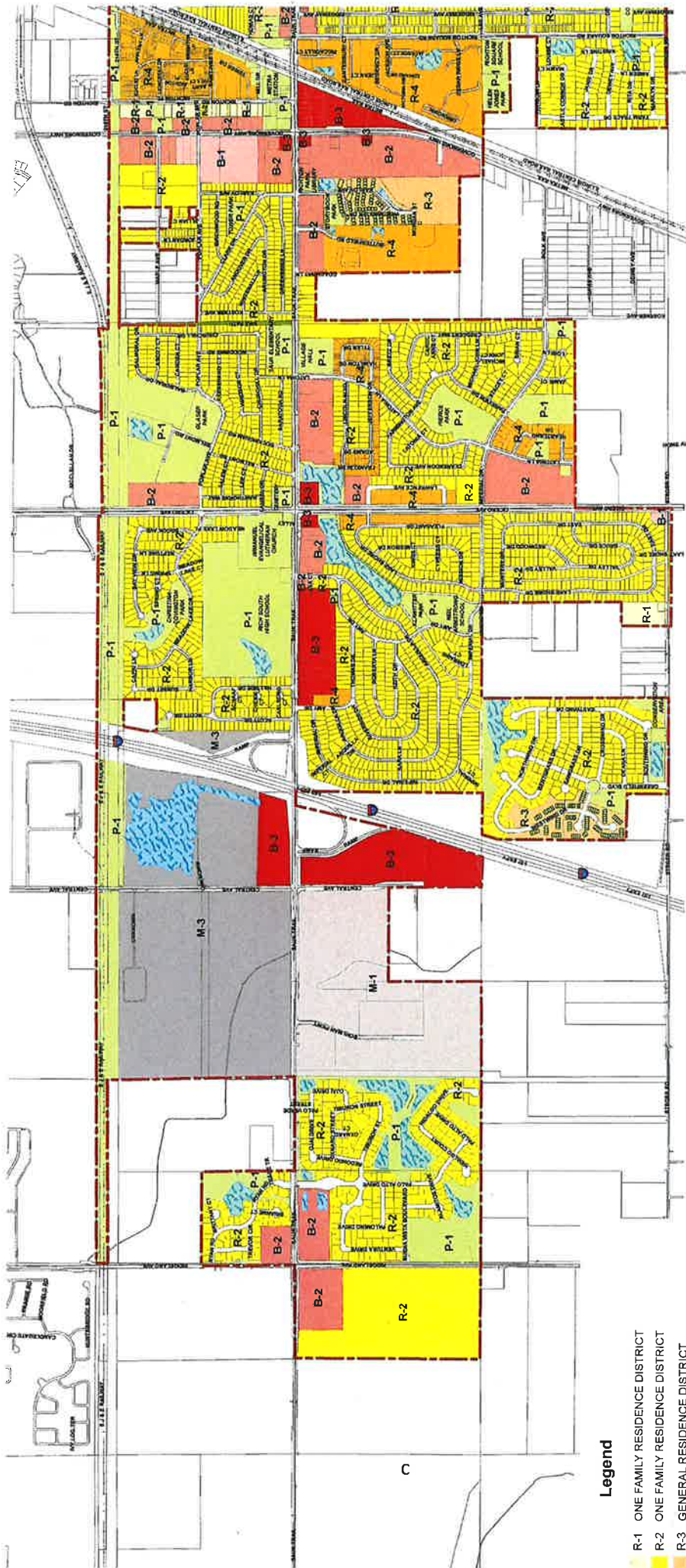
- Body of Water
- Mets Rail Station
- Local Institution
- Village Boundaries
- Neighborhood Name

500 feet

RICHTON PARK PROUDLY PAST - BRIGHT FUTURE

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VILLAGE OF RICHTON PARK, ILLINOIS ZONING MAP



Legend

- R-1 ONE FAMILY RESIDENCE DISTRICT
- R-2 ONE FAMILY RESIDENCE DISTRICT
- R-3 GENERAL RESIDENCE DISTRICT
- R-4 GENERAL RESIDENCE DISTRICT
- B-1 NEIGHBORHOOD BUSINESS DISTRICT
- B-2 COMMUNITY BUSINESS DISTRICT
- B-3 REGIONAL BUSINESS DISTRICT
- B-4 OFFICE RESEARCH PARK DISTRICT
- M-1 LIMITED MANUFACTURING
- M-3 HEAVY INDUSTRIAL
- P-1 PUBLIC AND SEMI PUBLIC LANDS
- VILLAGE BOUNDARY



1" = 700'

COMMUNITY PROFILE

“PROUD PAST”

Richton Park, bordered by Matteson to the north, Park Forest to the east, University Park to the south, and Frankfort to the west, has a claim to fame unlike any of its neighbors – a proud history dating back more than 145 years. Named for an early settler named Jacob Rich, the community was simply known as Richton from 1855 to 1926.

For centuries, the Old Sauk Trail, still Richton Park’s main thoroughfare, followed the high ground all the way from Rock Island through Henry, Bureau, LaSalle, Grundy, and Will Counties. It crossed the southern end of Cook at Richton Park and on into Indiana, through St. Joseph and Niles and Ypsilanti, until it reached Detroit, Michigan. The Trail was the main route taken by the Sauk and Pottawatomie Indians and early settlers traveling west to find a free state. It is also well documented that Richton Park, along this famous route, played an important role as a stop along the Underground Railroad. The Trail became present day roadways now identified as portions of Route 30, Sauk Trail, and Old Lincoln Highway.

WORKING TOWARDS A “BRIGHT FUTURE”

The hub of Chicago’s Southland, the Village of Richton Park is a premier community committed to providing a safe, business-friendly environment, with high quality city services, excellent schools, and a responsive government. The Village’s original motto, “Proud Past, Bright Future,” accurately represents what Richton Park has been, and what it is to come. Richton Park’s humble beginning with its rich history speaks to resilience, perseverance and promise of the early settlers.

Now with nearly 14,000 residents and 150 businesses, Richton Park has evolved into a warm, welcoming and diverse village comprised of a healthy mix of small, mid-sized, large, and home-based entities. The City of Chicago, a mere 30 miles north, can be reached in less than an hour via a busy Metra Electric commuter rail line or Interstates 57 and 80. Both Midway and O’Hare airports are also less than an hour away. With so much to offer, the Village is a place where people want to live, work and play.

In recent times the community has experienced retail and service growth with the addition of fine and quick service restaurants, professional service business, an award-winning charter school, and a super Walmart. The Village recently entered into an agreement that will result in a multi-million dollar redevelopment of an existing shopping plaza. Additionally, studies commissioned by the Village have laid the groundwork for retail and residential development along Sauk Trail to the Village's western border, is Ridgeland Avenue. Last year's establishment of an Enterprise Zone, which complements other financing incentives put in place by Village officials, ensures the continuation of progressive development projects in Richton Park.

YOUR HOME

Today, of the nearly 5,900 housing units, about 5,200 are occupied, and of that 5,200, over 3,200 are owner-occupied units. The majority of our 5,900 housing units consist of 3,251 1-unit detached structures. Over 94% of those household have a high school diploma or higher, with over 1,000 with a graduate or professional degree.

With the Village's new tagline, "Your Home," Richton Park prides itself on being a tight knit community with opportunities for adults, youth, and new businesses. A new charter school, new public library, and quick access to Governors State University, now a four year university, residents have plenty of programs, activities, and incentives at their disposal. Economic Development and Education are of significant priority for residents and Village leadership, as various areas are slated for redevelopment, which will result in several commercial out-lot opportunities, a state-of-the art technology center, as well as a 60 unit residential complex. To attract and retain Millennials, families and those wishing to "age in place," Richton Park is also developing a transit-oriented town center and fostering a spirit of volunteerism, entrepreneurship and beautification in the Village.

As of April 2017, the Village of Richton Park has 75 full-time employees and approximately 75 permanent employees (non-seasonal).

Census Information

	<u>2000</u>	<u>2010</u>	<u>Projected 2021</u>
Population	12,533	13,646	14,163
Median Age	33	39.7	-
Total Housing Units	4,578	5,391	6,000
Average Home Value	\$120,000	\$178,700	\$187,635
Median Household Income	\$ 48,299	\$ 61,217	\$ 56,000
Average Household Income	\$ 48,299	\$ 54,676	\$ 57,410
Per Capita Income	\$ 22,626	\$ 25,326	\$ 27,610

<u>Race and Ethnicity</u>	<u>2010</u>		<u>Projected 2021</u>	
	<u>Number</u>	<u>%</u>	<u>Number</u>	<u>%</u>
Caucasian Alone	1733	12.7	1757	12.4
African Americans Alone	11244	82.4	11392	80.4
Hispanic Origin (any race)	478	3.5	483	3.4
Other	307	2.3	655	4.6

<u>Population by Sex</u>	<u>2010</u>		<u>Projected 2021</u>	
	<u>Number</u>	<u>%</u>	<u>Number</u>	<u>%</u>
Male	6,182	45.3	6,482	45.4
Female	7,464	54.7	7,802	54.6

<u>Senior Population</u>	<u>2000</u>	<u>2010</u>	<u>2021</u>
65 and over	958	1,175	1,108

<u>Education Level</u>	<u>2016</u>
High School Graduate	12,757
Bachelor's Degree/ Graduate/Professional Degree	4,406

Additional information may be found on the Village's website at:
www.richtonpark.org

Budget Use

The Budget is organized to maximize ease of handling and clarity of communications. It is divided into sections. Each section serves a unique purpose. The major sections are:

Overview:

The Overview explains major budgetary trends in the areas of programmatic and fiscal policies.

Transmittal Letter:

The Transmittal Letter synthesizes the major financial concerns and/or trends that were addressed by the Budget. For example, if the condition of the economy has had a significant impact on the Budget, it would be noted in the Transmittal Letter. It also establishes the legal framework for the document.

Budget Message:

The Budget Message provides a descriptive overview of the budget process, the goals of the Village Board and the means by which the Budget intends to accomplish those goals. Brief summaries of trends noted within departmental budgets and analysis of the Board's fiscal policies, as applied to the Budget, including those policies governing long-range debt management. It concludes with a description of the budget process, timeline and the organizational chart of the Village.

Financial Summary:

The Financial Summary explicates, both verbally and visually with the aid of charts and graphs, the major financial trends in the Budget. It compares revenue and expenditures, over a multi-year period. The Financial Summary contains the significant accounting policies guiding the Budget.

General Fund:

The General Fund contains the majority of the department budgets. Each departmental budget follows a specific format.

Department Function: The introduction to each department, which is entitled “Department Function,” explains the scope of services and job responsibilities of the department. This section may also mention specific projects undertaken by the department during the budget year.

Accomplishment of Prior Year Objectives: Following the department’s function is a review of the department’s accomplishment of its objectives from the previous year.

Current Year Objectives: Following the analysis of the accomplishment of prior year objectives, the department establishes current year objectives. These are based on the Village Board’s goals and the department’s internal objectives. Beginning in 2016/2017 the objectives are categorized as Short-Term and Long-Term consistent with the Board’s Goals, which are five year goals.

Performance Measures: Following the current year objectives, each department identifies how it will measure the accomplishment of current year objectives. If possible, numerical measures are included with multi-year comparisons.

Staffing: Following the performance measures, staffing patterns are noted. These, too, include multi-year comparisons.

Organizational Chart: An organizational chart of each department provides somewhat greater detail than the overall organizational chart included in the Overview to the Budget.

Departmental Budget Summary: A three year summary follows the organizational chart. It compares actual expenditures for Fiscal Year 2015/2016, and budgeted and estimated year-end expenditures for Fiscal Year 2016/2017 with proposed expenditures for the 2017/2018 Budget.

This includes the percentage change between Fiscal Year 2016/2017 Budget and Fiscal Year 2017/2018 Proposed.

Salary Detail: Salaries for all employees are listed, including benefits.

Other Funds:

Other Funds are actually cost centers for expenditures and/or revenues that must be accounted for independent of, and apart from, individual departments. These include Enterprise Funds (Water and Sewer, Municipal Parking, Refuse), Capital Projects, Motor Fuel Tax, and five TIFs.

Supplemental Schedules:

Included in the Supplemental Schedules are the salary schedules and glossary of terms.

Examples:

If a resident was interested in how much the Village planned to spend for K-9 Unit expenses, he/she would first read the section entitled "Department Function" to determine which department canines are assigned. In doing so, the resident would learn that K-9 unit is a function of the Police Department. In the Police Department section, the Departmental Budget Summary would indicate, under Operating, that the K-9 unit expense is budgeted at \$12,500 for the Fiscal Year 2017/2018.

VILLAGE OF RICHTON PARK 2017/2018 BUDGET

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Village of Richton Park

April 24, 2017

President Rick Reinbold
Board of Trustees
Richton Park, Illinois

Dear President Reinbold and Trustees:

Transmitted here within is the budget for the Fiscal Year beginning May 1, 2017 and ending April 30, 2018. The Village of Richton Park operates under the Budget Act, as outlined in Chapter 65, Section 5/8-5-1 of the Illinois Compiled Statutes, and local ordinances related to the budget derived from the Village's non-home rule status. These state statutes and local ordinances require the Village Board to adopt the budget prior to the beginning of the fiscal year to which it applies. The law also provides that the budget shall serve as the annual appropriations ordinance.

Adopting and monitoring the budget to ensure the financial stability of the Village is one of the major functions of the Village Board. The budget process affords the Village the opportunity to balance the needs of the community with the resources available. The budget does not constitute a mandate to spend; only the authority to do so.

The Budgeted expenditure in the General Fund after transfers are \$8,761,829. General Fund revenues are projected at \$8,696,792. The General Fund expenditures exceed proposed revenues by \$65,037. A portion of the Fund Balance will be utilized to fund the difference between proposed revenues and expenditures. This Board's decision was made when the 2016 levy was adopted in an effort to keep the tax levy increase as low as possible. Budgeted expenditures for all funds are \$16,292,670. Budgeted revenues for all funds are \$17,298,507.

Beginning in 2008, the nation felt the impact of a financial market that was in crisis. The ripple effect for the Village of Richton Park was reduced income tax receipts because of high unemployment, and a decline in the Village's commercial base, thus reducing utility taxes, sales tax, and water and sewer revenue. In addition, the housing market crisis stalled potential housing developments and reduced building permit fees and inspectional fees. In Fiscal 2016 the Village saw income tax levels increase slightly, but not to the 2008 levels. Sales tax has improved slightly, but that may be due to the fact that we received new sales tax revenue from our new Walmart Store that was opened halfway through the 2016 fiscal year. Housing values are improving, but still below the 2008 levels.

In an effort to maintain service levels and hold down property taxes, the Board approved a 4.99% levy increase for 2016. This levy increase was entirely related to pensions. The General Corporate Levy had a 0.04% increase. In 2015, the levy increase allowed for a slight growth in general operations. Historically, increasing expenditures includes salary increases, IRMA (Intergovernmental Risk Management Association) cost, and health insurance. Those increases were funded through existing fund balance.

The Village has undertaken several initiatives over the past years, including land banking efforts, a Crime Free Housing Ordinance, grant seeking efforts, infrastructure projects and major planning studies. These initiatives carry both cost consumption and cost saving features. Fund balance reserves, derived from unbudgeted increases in revenues and cost savings in expenditures, help fund these initiatives, as well as salary and other operating cost increases for 2017/2018.

The Transmittal Letter and Budget Message contain a great deal of history. Over the years, the Village of Richton Park has undertaken many unique and amazing challenges. The Village continues to observe signs that its efforts are restoring and contributing to the economic viability of the community.

The structure of the Village of Richton Park is usually complex. Parks and Recreation and Fire Services, which in many other communities are structured as separate districts, are departments in Richton Park. The Village has a tradition of providing a high level of municipal services. Based on the unique challenges

undertaken by the Village, the complexity of the government, and the menu of services, the budget is equally complex. The goal of the municipal staff has been to present this budget in a clear and comprehensive manner as possible.

As the Financial Summary of the Budget demonstrates, Richton Park is not exempt from the condition of the Federal or State economies. Fortunately, for Richton Park, its Fiscal Policies and fiscal planning, which are rooted in the practice of conservative budgeting, have spared the massive budget/program cuts caused by revenue shift with the economy. One of the future concerns involves the State retaining part of the Local Government Distribution Fund (LGD which distributes the municipal share of Income Tax. The 2017/2018 Budget does not recommend cuts in programs or services, but there are several fiscal challenges and issues which must be met. Those challenges and issues are as follows:

1. Identifying and Assessing Core vs Non-core Services Utilizing the Triple Bottom Line Approach

Beginning in 2015/2016 the Village an effort to assess core versus non-core services. Over the years the Village has expanded its services going beyond what comparable communities provide to address resident needs and support Village philosophies. Fiscal constraints now dictate a review of those non-core services to determine continuation.

Non-core services include:

Municipal Parking Lots

Certain Parks and Recreation and Programs and Infrastructure

These services are being evaluated using the “Triple Bottom Line” approach. This sustainability concept incorporates social, environmental, and financial impacts. These three dimensions are also commonly called the three P’s: people, planet, and profits. The profit measures will be easiest to present. The social welfare and ecological health issues will be a bit more subjective.

An additional step in the evaluation of non-core services will be to determine if any of these services could be modified to improve the financial impact or expand the social and environmental benefits.

During Fiscal 2018, staff will continue to evaluate non-core services.

2. Controlling Major Expenditure Categories, and Revenue Projection and Enhancement

Controlling Expenditures

The major costs impacting the Village are salaries, IRMA (Intergovernmental Risk Management Association) liability and workers compensation costs, health insurance, pension costs and SouthCom charges.

Salaries

Salaries are by far the largest expense of the Village. With the continued economic stress, salary increases were held to 2.5% for three years in a row. Prior to that management receive a 1.0% increase. The salary increases for the 2016/2017 Budget was 2.5%. For the 2017/2018 Budget a 2.5% salary increase was included. The Village has one public safety union. Thus far, parity in salary increases has been maintained between union and non-union personnel, within a .025% difference.

Vacant position replace will continue to be evaluated for cost savings. Job descriptions have been updated to include consolidation of work, which has led to upgraded or eliminated positions, restructuring from full-time to part-time and hiring has been delayed. These practices will continue. In addition, a salary comparability study was completed and accepted by the Village Board in 2015.

The Assistant Director of Finance Position and Community Development Director was not filled for 2017. Therefore, a new position in finance, Senior Financial Associate was created and the Economic Development and Community Development departments merged causing a new Director position for Community/Economic Development Director.

IRMA

The annual contribution over the past ten calender years has been:

	<u>IRMA COSTS</u>			Net Premium
	<u>Annual</u>	<u>Surplus</u>	<u>Optional</u>	<u>Paid By</u>
	<u>Contribution</u>	<u>Credit</u>	<u>Deductible</u>	<u>Village</u>
		<u>Credit</u>	<u>Credit</u>	
2008*	\$326,844	-	-	\$326,844
2009*	415,567	-	-	415,567
2010*	504,289	-	-	504,289
2011	453,074	(52,276)	-	400,798
2012	382,252	(56,924)	-	325,328
2013	401,583	(29,311)	-	372,272
2014*	388,998	-	-	388,998
2015	350,834	(42,910)	-	307,924
2016	345,315	(76,242)	-	269,073
2017	332,392	(109,177)	-	223,215

*years where there was no surplus credit to reduce payment.

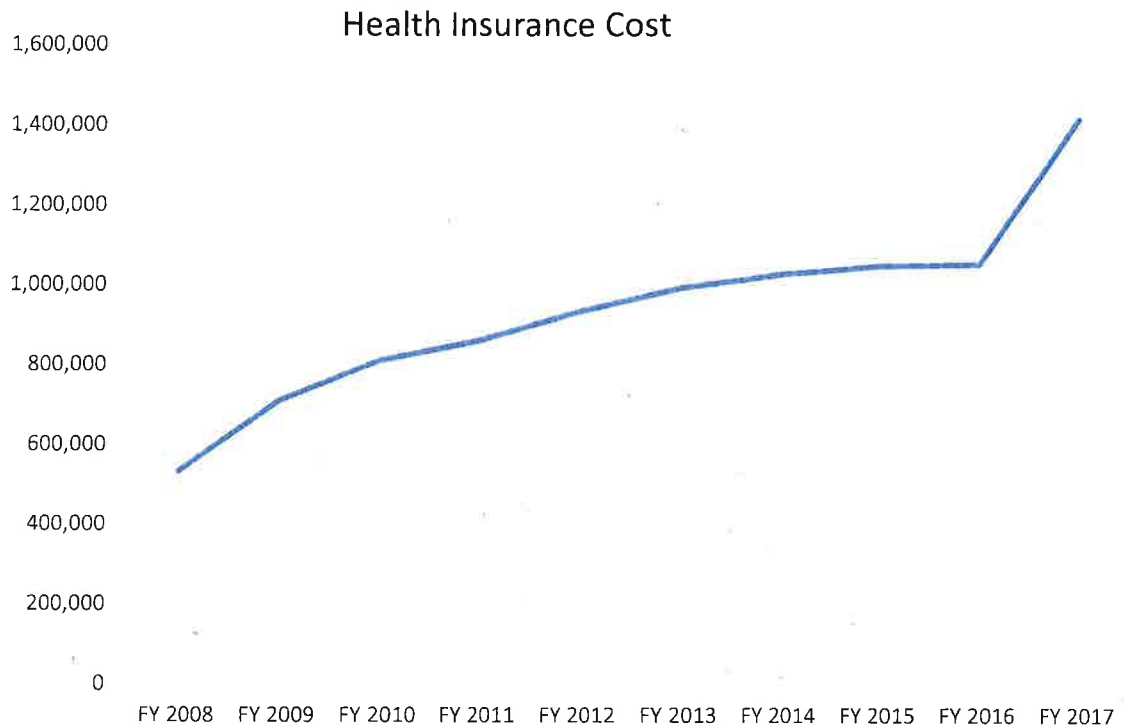
Worker safety and training are critical to hold the line on this cost. The surplus credit is derived form investment income of the fund.

Health Insurance

The cost of medical, vision, dental, and life insurances have increased as it did in 2008/2009, over the last ten years as follows:

	<u>Health Insurance Costs</u>	
	<u>Total Dollars</u>	<u>Percent Change</u>
Fiscal Year 2007/2008	533,373	
Fiscal Year 2008/2009	711,008	25.0%
Fiscal Year 2009/2010	811,925	12.4%
Fiscal Year 2010/2011	862,054	5.8%
Fiscal Year 2011/2012	935,483	7.9%
Fiscal Year 2012/2013	994,878	6.0%
Fiscal Year 2013/2014	1,029,184	3.3%

Fiscal Year 2014/2015	1,050,090	1.2%
Fiscal Year 2015/2016	1,054,841	0.5%
Fiscal Year 2016/2017	1,417,927	25.6%



Employee health and wellness initiatives, such as screenings and a pedometer program, as well as establishment of a health savings account (HSA) option have been undertaken to reduce costs. Included in this number is the Village cost of \$1,417,927 for health insurance costs for duty disabled police personnel that qualify for PSEBA benefits (Public Safety Employees Benefit Act) and for the fixed stipend offered to retired personnel with twenty years of service for a max ten year period until age 65.

Pension Funds

Beginning January 2011, the statutory amortization period of unfunded liability increased for the Police Pension. In addition, a Tier II benefit schedule was adopted. These changes had a positive impact on the 2011 and 2012 levy. Investment returns on pension fund balances impact levy needs. In addition, benefit enhancements required additional funding. In Fiscal 2017, the Village

levied 100% of the actuarial recommendation. This required the Village to reduce the coporate levy by the \$383,000 needed to increase the Police Pension actuarial recommendation. The Village does not have a Fire Pension.

SouthCom Costs

The Village began participation in SouthCom Combined Dispatch providing joint dispatch services for the communities of Park Forest, Olympia Fields, Matteson and Richton Park in 2005. At that time, the Village was facing major computer system and radio equipment upgrade costs had this initiative not been taken. There were over \$200,000 per year in added costs for participation and these costs were factored into the 2005 tax levy.

The Village is represented actively on the SouthCom Board and reviews and approves all budgets. Surcharge is now .78¢ per line for both cell and land lines, effective January 2016. Previously, land lines were at \$1.25 and cell lines were at .73¢ per line per month. The statute protects prior revenue levels for 2 years. Following is a history of SouthCom participation costs since 2008:

<u>Annual Cost Net of Surcharge</u>	
<u>Based on SouthCom Fiscal Year</u>	
2007/08	\$449,278
2008/09	\$137,391
2009/10	\$121,641
2010/11	\$120,326
2011/12	\$111,519
2012/13	\$117,690
2013/14	\$112,929
2014/15	\$109,263
2015/16	\$102,451
2016/17	\$113,411

As you can see SouthCom costs are anticipated to decline 5% for 2017/2018.

These costs represent 85% of Police service calls and 15% Fire service calls. Costs are allocated to communities based on average share of calls per Village as follows:

SouthCom Richton Park Calls for Service			
	<u>Police</u>	<u>Fire</u>	<u>Total</u>
2008	9,812	2,010	11,822
2009	10,415	2,061	12,476
2010	11,029	2,160	13,189
2011	10,617	2,123	12,740
2012	11,233	2,117	13,350
2013	11,143	2,136	13,279
2014	10,237	2,165	12,402
2015	11,000	2,170	13,170
2016	11,626	2,396	14,022

Revenue Projection and Enhancement

The economic recovery has been slow for certain revenue categories, but Richton Park has shown increases beyond 2008 level. The following table shows the trends since 2008 in key revenue categories.

	KEY REVENUE COMPARISON								
	<u>Fiscal 2008</u>	<u>Fiscal 2009</u>	<u>Fiscal 2010</u>	<u>Fiscal 2011</u>	<u>Fiscal 2012</u>	<u>Fiscal 2013</u>	<u>Fiscal 2014</u>	<u>Fiscal 2015</u>	<u>Fiscal 2016</u>
Sales Tax	\$ 449,754	\$ 548,187	\$ 503,096	\$ 567,228	\$ 580,242	\$ 595,673	\$ 683,340	\$ 672,242	\$ 713,511
Utility Tax	1,115,332	1,230,043	1,139,773	1,202,615	1,120,871	1,100,647	1,277,161	1,037,356	1,093,283
State Income Tax	1,283,321	1,241,255	1,081,831	1,061,287	1,083,888	1,541,717	1,495,500	1,399,538	1,383,193
Non-Home Rule	102,700	122,339	129,917	140,445	140,651	144,414	148,000	153,923	154,750
PPRT	27,085	24,722	21,908	23,974	21,840	21,518	24,541	36,609	21,388
Building Permit Fees	111,389	94,233	73,583	51,473	86,267	77,783	74,331	82,128	217,995
Interest Income	57,266	10,590	5,513	10,193	650	1,079	(12,268)	136	249
	3,146,847	3,271,369	2,955,621	3,057,215	3,034,409	3,482,831	3,690,605	3,381,932	3,584,369

Income Tax is one of the Village's major revenue sources. The 2017/2018 Budget includes projected Income Tax at \$1,300,000. A reduction based on IML

projections. As the Village awaits a final resolution to the State funding issues, reserves will be maintained to address short-term solutions.

For the Fiscal 2018 Budget, Property Taxes have been budgeted at 97% of the tax levy. This reduced level is a result of collection patterns experienced in the prior year.

The Village continues to solicit potential grants. Economic Development continues to work with the South Suburban Land Bank and the Illinois Housing Development Authority to procure funding for demolition and housing rehab.

3. Maintaining a leadership role in the region

The Village maintains leadership positions in the South Suburban Mayors and Managers Association, SouthCom Combined Dispatch, the South Suburban Housing Collaboration, the South Suburban Land Bank Development Authority, the Cook County Land Bank, the National League of Cities and Metropolitan Mayors Caucus. This involvement is acknowledged as one of the Village's five year goals "Sustain the Village's role as a catalyst for innovative change in the region". Professional staff at every level are highly involved in their professional associations. These associations further the expertise of staff as well as offer additional leadership opportunities for Richton Park.

The end result of these affiliations, and the leadership role of the Village, is to maintain highly professional operations, attract grant funding opportunities, protect and enhance the quality of life in Richton Park, and develop new leaders.

4. Village Infrastructure and Maintenance

As a community ages, so does its infrastructure. Regular and scheduled replacement of facilities and systems help ensure the continuation of high quality services. Unfortunately, the largest portion of the Village was constructed 60 years ago. Those original materials have experienced dramatic deterioration.

As noted in the "Financial Summary" under "Capital Expenditures by Department and Funds," a total of \$1,099,073 of capital improvements are included in Fiscal Year 2017/2018 Budget. This includes \$742,534 for infrastructure improvements

throughout the Village, \$273,000 for light improvements throughout the Village and Metra Station, \$33,539 for vehicles, and \$50,000 for contingencies. This agrees with the capital improvements within our CIP Plan.

The Village has been able to benefit from some major capital improvements over the recent past. Some projects are complete while some are currently underway. Since 2008 the following projects have been undertaken.

- Two new fire ambulances were purchased for the Fire Department.
- Maple Avenue Culvert infrastructure project was started.
- CCN Railroad Sound Wall being constructed.
- 1-Ton Truck purchased for Public Works
- 3 Pickup Trucks purchased for Public Works
- 8 Police Vehicles Purchases, an average of 2 cars yearly
- 5 Vehicles for Park and Recreation
- 2 Cars for Code Enforcement
- 2 Trucks for Building Department
- Newly constructed Community Center
- Latonia street resurfacing
- Meadowlake Drainage Improvement
- Library Improvements
- Sauk Trail Streetscape Project

- Lakewood Plaza Renovations
- Sauk Trail west of Cicero widen and resurfaced
- Metra Station resurfaced and striped

The proposed capital spending for 2017/2018 include costs associated with the following major projects:

Water Infrastructure – The infrastructure needs of the water system now focus on the water mains, the distribution system of water. In addition, water consumption has declined as a result of vacant commercial and residential property. To address this deficiency and build funds for infrastructure improvements, in 2014 the Board approved a four year schedule of water rate increases. The four year water rate increase structure was renewed this is fiscal year for an additional four years. The water plant is aging, replace and maintenance of equipment is essential, therefore for FY 2017/2018, we are seeking financing options to assist with these endeavors.

Sewer Infrastructure (Sanitary and Storm) – The Sewer Fund has been used to maintain and replace sanitary and storm sewers. Utilizing the existing Sewer Fund balance will allow for replacement of corrugated metal pipe throughout the Village.

For Fiscal Year 2017/2018, the following rates are included in the Budget, as presented:

March 1, 2017 Rates

Water	\$4.34 per 100 cubic feet
Sewer	\$1.44 per 100 cubic feet
Refuse	\$80.36 per quarter thru February 2018

A new refuse contract began May 1, 2017 and expires April 30, 2020. In addition, the Village prepares quarter bills. The current rates equate to an average utility bill as follows:

Quarterly Month Average Bill

(For a water customer who uses 29 cubic feet per quarter)

Water	\$125.86
Sewer	41.76
Refuse	80.36
Stormwater	<u>19.78</u>
Average Bill	<u>\$267.76</u>

MFT Projects – In 2015/2016, the Budget included sidewalk repairs, Latonia Road resurfacing, and general street patchwork. For 2017/2018, we anticipate \$270,000 for roadwork projects.

5. Continuation and Resolution of New Initiatives

Over the past several years the Village has taken dramatic steps to improve housing stock and create economic development. These initiative will continue.

Housing Initiatives – In June 2016, the construction and occupancy of an approximately 183,000 square-foot Walmart Supercenter (the “Walmart Supercenter”) was completed. The Village entered into an agreement the provides that the Village will provide an economic incentive to the developer of the Walmart Supercenter in an amount not to exceed \$10,800,000 payable annually and solely from 95% of the incremental property taxes generated by the Walmart Supercenter.

In March 2016, the Village entered into a redevelopment agreement with Mack Companies (“Mack”) whereby title to the Lakewood Plaza and the vacant parcels east of Lakewood Plaza were transferred to Mack with the expectation that Mack would provide for further renovation of Lakewood Plaza and the development of the vacant parcels. The Village anticipates that the renovation of Lakewood Plaza and the development of the vacant parcels would generate additional

incremental property taxes. Mack had provided the Village with a \$1,000,000 bank letter of credit securing Mack's obligation to provide for such renovation and development. Mack has recently filed for bankruptcy and the completion of the renovation and development may not occur.

In July 2015, the Board approved two resolutions to support participation in **Cook County's 2015 tax scavenger sale**. These resolutions have resulted in 28 properties that will be acquired either through the County's No Cash Bid or Over the Counter process. The bulk of these properties are expected to be acquired in the first half of 2017/2018.

In 2013, the Village adopted the redevelopment plan for the Town Center TIF District calls for the increase of residential and commercial intensity through substantial new development. The Village owns a significant amount of property within the Town Center TIF District and other properties nearby. The Village has been successful in obtaining funding sources for the recently completed rail line beautification project and is currently exploring development opportunities.

Staff continues to take an active role in **Select Chicago Southland (SCS)**, a working group of Southland communities that first came together in 2013 to promote retail retention, expansion, attraction and development. Membership in SCS varies based on the specific activity being undertaken, but it has included as many as 18 of the South Suburban Mayors and Managers Association (SSMMA) member municipalities. SSMMA has committed a staff person, an intern, and web hosting and mapping services to the SCS members. The group has participated in 2015, 2016 and 2017 RECon conventions in Las Vegas, and 2014 – 2016 Chicago Deal Making sessions. The SCS is lobbying Cook County Board President Preckwinkle to encourage her to reach out to major retailers such as Mariano's, Whole Foods, Costco and Trader Joe's to look for viable sites in the Chicago Southland.

The application for a **Will/Cook Enterprise Zone** was approved and certified by the State of Illinois in December 2015. This zone includes Park Forest, Richton Park, Matteson, Monee, and University Park. Commercial and industrial development in an Enterprise Zone is eligible for a variety of economic incentives from the State and local governments. The Will/Cook Enterprise Zone municipal representatives have agreed to appoint Ben Wilson, Matteson's new Economic

Development Director, as the Zone Administrator. A website, application materials, program guide, and training for Staff from each of the Villages have been developed. The Enterprise Zone is being promoted to existing businesses.

The SSMMA has received a Local Technical Assistance project from CMAP to work with the Villages of Park Forest, Hazel Crest, Richton Park and Lynwood on new **Homes for a Changing Region plans**. The plans for Park Forest and Hazel Crest will be updates to plans completed and adopted in 2012. Park Forest's update will account for the recommended strategies from the 2012 plan that have already been implemented, as well as changes in the housing market since the original plan was developed. Work on this updated plan should be completed in 2017/2018.

Village Owned Properties – Through various methods including the no-cash-bid process, lien foreclosures and direct acquisition, the Village has accumulated a number of properties. Acquisition of these properties and demolition where warranted has improved the quality of life in various areas of the Village. The next challenge is planning for the long-term use of these properties keeping in mind that Village ownership not only takes the properties off the tax rolls, it redirects Village taxes to other property owners and increases tax rates.

Marketing and Public Relations – The Board approved the hiring of a full-time Coordinator May 2016. Since that initiative, the Village website has been enhanced, and Village news items are posted regularly on the website and social networking sites. Many news items are published and have been reported verbatim in local, regional and national venues in print and broadcast. The Community Services area has developed a community calendar and new resident information packets. Several successful new community events, including Home Owners Association (HOA) picnic and National Night Out in July and August. In addition, activities held include the Holiday Express, Winter Fest, Daddy Daughter Dance, Annual Heath Fair, and Black History month programs.

Summary

In summary, the Village continues to face major financial challenges. It will continue to be a challenge, to all municipal departments, to plan expenditures

within available revenues, to maintain the integrity of programs and to plan for growth needs within strict budget parameters.

Constantly tracking and assessing expenses and revenues is key to having the ability to make decisions in advance of crisis. Another critical financial tool is monitoring fund balances. By maintaining reserves, not only is the Village able to weather some of the unexpected financial storms, it is also able to seize opportunities that require matching funds such as the many roadway projects completed. Reserves are used to give staff and elected officials time, resources and opportunity to make adjustments when needed.

The budget defines “conservative approach to budgeting” several times in its contents. The framework for the definition is found in the Board of Trustee’s Fiscal Policies included in the Budget Message.

Conclusion

The 2017/2018 Budget is designed to implement the goals established by the Village Board in its strategic planning sessions. The Board’s goals are included, in their entirety, in the Budget Message. Included in the Manager’s section of the Administrative Budget is an analysis of the implementation of the Board’s prior year goals. Plans for implementation of the Board’s goals are included in the Administrative Budget and in various departmental budgets. Fiscal 2017/2018 is year two of implementation of the Board’s five year Goals.

The 2017/2018 Budget, as presented, continues the fiscally conservative practices of the previous budgets. It is this practice of maintaining fund balances and conservatively estimating revenues and expenditures and operating within those limits that allows the Village to continue the level of service in tough economic times. And, while maintaining emphasis on fiscal conservatism, the 2017/2018 Budget plans to accomplish several major capital improvements.

In short, the 2017/2018 Budget:

- **Incorporates the Village Board’s five year goals as articulated in Strategic Planning.**
- **Is balanced with use of a portion of the General Fund leaving at least a two month reserve.**

- **Does not significantly cut, reduce or eliminate existing programs.**
- **Funds several major capital improvements.**
- **Includes funding for continuation of Economic Development efforts with dedicated marketing dollars.**
- **Continues housing initiatives involving maintenance and crime control.**

The budget document presented for your consideration is a line-item budget. Each section begins with a description of the department's function, an analysis of the accomplishment of prior year's objectives, objectives for the 2017/2018 Budget year and performance measures. This is followed by organizational charts and a summary sheet that includes a history of expenditures for that department. Summary sheets are followed by salary detail and expenditure details. In the proprietary funds, beginning and ending net cash is indicated.

The budget serves three purposes: one, as a planning tool and two, as an instrument of control over expenditures and three, as a communication device. Control is exerted through an online accounting system. Financial reports, which compare actual performance with the budget, will be examined monthly. A list of invoices paid is forwarded to the Village Board on a bi-monthly basis and is now placed on the Village website for public access. Financial reports, which compare actual performance with the budget, will be provided to the Board quarterly.

The budget is the result of many long hours of work. Our warmest appreciation to the Department Heads and their staff who submitted and revised their budgets in a timely manner, within the spending guidelines provided. Richton Park is indeed fortunate to have a group of consummate professionals, each of whom not only runs his/her department well, but also is able to stretch effectively the resources of a primarily stagnant financial base to provide the residents of the Village an exceptional high level of service. Also, the diligent work of the Finance Department is worth noting.

In conclusion, we are pleased to transmit to the President and Board of Trustees the 2017/2018 Budget for the Village of Richton Park.

Sincerely,



Regan Stockstell
Village Manager



David Sevier
Treasurer/Finance Director

BUDGET MESSAGE 2017/2018

BUDGET MESSAGE – EXECUTIVE SUMMARY:

The state and local economies continue to be sluggish even though the national economy has shown signs of recovery over the past couple of fiscal years. As such, the 2017/2018 Budget does not propose any new major initiatives. Rather, there are trends to shift resources from one area of Village services to other areas and a focus will be on evaluating core and non-core municipal services. Exacerbating the struggling local financial environment are downward trends in various other local revenue streams such as water billing receipts.

Historically, conservative financial principles have been the backbone of the Village's fiscal planning. To this end, the 2017/2018 Budget represents a very conservative financial approach as it relates to expenses. This fiscal conservatism in recent years has helped the Village survive the downturned economy. Capital improvement projects which would otherwise be carried out in a better financial climate have been pared back over the past few years and will continue into the upcoming year. The Village will strive in 2017/2018 to maintain the standard services that have come to be expected by the community. The Village will also embark upon some areas of transition. For example, combining our Economic Development Department with our Community Development Department under one Director. With housing issues still plaguing the southland region, additional funds will be directed toward costs associated with maintaining Village-owned parcels across the community and in partnership with other governmental entities such as the South Suburban Land Bank. Additionally, support staff for administering or carrying out code enforcement operations will likely be augmented in 2017/2018 to keep up with the increasing volume of work. Implementation of a Village-wide Sustainability Plan will also continue in 2017/2018.

While sound, conservative financial practices have aided the Village over the past decade, increased scrutiny will continue with regard to services offered by the Village. As funding sources (program revenues, etc.) for various Village operations continue to dwindle, analysis will continue to be carried out on which services are most critical to the community and which may not be economically

sustainable in the near future without increasing the financial burden on property taxpayers.

Village planning efforts have been extensive over the past several fiscal years. These studies include a Strategic Land Use Plan for Economic Development, a Sustainability Plan, a Transit Oriented Development and a study related to retail reinvestment patterns by commercial developers. Final studying and implementation of a Unified Development Ordinance will take place in 2017/2018. The Village will also continue its diligence in seeking grant funding from any number of state, regional and national sources.

The 2017/2018 Budget, though conservative in nature, has been developed to accomplish the Village Board's strategic planning goals with various departments containing objectives designed toward goal implementation. In summary, the budget of the Village of Richton Park reflects a need to continue to provide a high level of service to its residents. While revenue levels have stagnated in several areas, the 2017/2018 budget reflects no major program cuts from the prior year.

BUDGETARY POLICIES – PROGRAMMATIC AND THE BUDGET PROCESS:

A budget is an annual plan of estimated expenditures and the proposed means of financing them. It is the method by which the Village delivers its goods and programs to its residents. However, a budget document is only part of an extensive and ongoing process of financial review and control that ensures accountability of public funds and the protection of public interest.

The budget is the culmination of a five-step process, the fifth step of which is the development of the budget. It begins with the development of programmatic budgetary policies. The other four steps are a review of the Strategic Policy Plan, Community Input, Strategic Planning Workshops and development of a Capital Improvement Plan. Steps six through nine describe the budget adoption, implementation, amendment and audit processes.

1. The Strategic Policy Plan:

The Village's Strategic Policy Plan, entitled *Proud Past – Bright Future: Strategic Plan Action Plan* was created in 2011 by a community planning process. It involved a steering committee and three task forces. This community planning effort resulted in a vision statement, belief statement and objectives and strategies. The seven major objectives were:

1. Continue to Address the Fiscal and Financial Sustainability of the Village.
2. Promote Economic Growth and Development.
3. Pursue Annexation Opportunities advantageous to the Village.
4. Continue to Improve Public Safety Services and Policies.
5. Improve Recreation Programs for the residents of Richton Park.
6. Develop a Strategy to best use the Community Center for Residents of Richton Park
7. Develop an Infrastructure and Street Improvement Plan

It was intended for the Strategic Policy Plan to guide the Village's planning efforts for a five-year period. Although the five-year period from the 2011 planning project has expired, the Board's goals for Fiscal Year 2017/2018 continue to reflect the goals of the 2011 plan and the Village's budget for the fiscal year also reflects a continued emphasis on the attainment of these goals. In tandem with the Strategic Policy Plan, the Village adopted a Strategic Land Use Plan for Economic Development in 2015 to augment the Village's Comprehensive Plan. In developing its 5 year goals for 2016/2017 to 2020/2021, the Board reaffirmed the Vision Statement contained in the 2011 Strategic Plan. The Vision Statement is:

The Village of Richton Park strives to be a premier community in the southern suburbs. It is committed to providing a safe, resident and business-friendly environment, with high quality services, excellent schools, and a responsive government that makes Richton Park the place where people want to live, work and play.

2. Community Input:

Strategic Planning processes unfold nearly every year with the Village. To this end, Village Officials refine the process each year through various components, including citizen surveys, focus groups, and lectures or brainstorming sessions. Community input is obtained a multitude of ways.

Public comment is solicited at all Village Board Meetings, which typically take place on the 2nd and 4th Mondays of each month. The President of Richton Park hosts a monthly Coffee with the President event at the Community Center to allow residents to voice their concerns. Another avenue for community input is the volunteer Boards/Commissions serving Village Officials. In excess of 100 residents are seated on these various bodies which provide insight on a spectrum of issues ranging from youth and senior citizen initiatives to environmental programming and human relations issues. Additional statutory bodies such as the Plan Commission, Zoning Board of Appeals and the Board of Fire and Police Commissioners were also fully seated to address respective issues as they arose.

3. Strategic Planning Workshops:

Strategic planning for 2017/2018 followed the course of the 2011 as the Village positions itself to begin the process of updating its strategic plan in 2018, to cover 2019 thru 2023. The process include a focus group suggestions and a

cross-reference of several planning studies developed by the Village over the previous decade. Goals for the five-year strategic vision will established as follows and will be worked toward through 2018/2022.

5 Year Strategic Vision Goals:

1. Generate economic and business sustainability for the Village.
2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.
3. Develop a renewed, contemporary youth program.
4. Improved code compliance based on existing studies and innovative solutions.
5. Fiscal and service sustainability based on the triple bottom line concept.
6. Sustain the Village's role as a catalyst for innovative change in the region.

Three financial sessions (August 2016, December 2016, and February 2017) concentrated on a review of the fiscal condition of the Village to each respective point in the fiscal year. The financial analysis presented at the December workshop detailed revenues and expenditures for the previous fiscal year. It contained an analysis of dollars spent as compared to what was budgeted. Also, current trends were highlighted and the proposed tax levy was reviewed. These sessions also provide updates to the Board on the status of staff's work toward achieving Budget and department goals.

4. The Capital Improvements Plan:

It is the goal of the Village to schedule maintenance and replacement of capital items in a way that is most cost effective while minimizing maintenance of items rather than borrowing.

The Capital Improvements Plan, which was just updated in 2016, facilitates planning for capital expenditures over a multi-year period. When budget guidelines are issued, those items in the Five-Year Capital Plan that can be afforded and are consistent with Board goals are included in the budget. In a typical fiscal year, not all of the desired/planned improvements are allocated due to a finite amount of resources. As referenced previously, in 2017/2018, the adverse impacts of deteriorated national and state economies will result in a reduced Capital Improvements Plan compared to recent fiscal years. After

several years of deferring capital items, the 2017/2018 Budget includes various capital spending items but not nearly the list of items if funding were not constrained.

5. Preparation of Proposed Budget:

As noted above, the budget process begins with Strategic Planning endeavors. Budget worksheets and spending guidelines are distributed to Department Heads in December following the six-month financial review and development of the proposed Capital Improvement Plan. Target budget limits are assigned to each department based on the December 2016 Tax Levy and the impacts of mandated increases in such areas as pension funds, liability insurance and health insurance. Major capital improvements are subject to funding availability.

Budgets are submitted by Department Heads in mid-January. The Village Manager, the Finance Director, and Senior Financial Associate review departmental budgets. They evaluate the departmental budgets based upon the Strategic Policy Plan, Strategic Planning Workshops, departmental objectives, available fund balances and potential revenues. Based on this evaluation, a balanced proposed budget is prepared. For this purpose “balanced” means sufficient revenues and use of fund balance consistent with fiscal policy guidelines. Occasionally, a surplus or deficit budget may be presented with a proper explanation.

6. Public Review and Adoption:

The budget is presented to the Board by the first of April for its consideration. While the Board is reviewing the budget and through the remainder of the budget adoption process, the draft budget is made conveniently available for public inspection at both the Village Clerk’s Office in Village Hall and the Richton Park Public Library. Copies of the first two chapters, the Budget Overview and Financial Summary, are available for the taking by residents in attendance at all Board meetings held during the months of April and May. Not less than one week after publication of the notice of the budget’s availability and prior to approval of the budget, the Board is required to hold a Public Hearing on the budget. The Public Hearing was scheduled on April 24, 2017. By Ordinance, the budget must be adopted by the end of April, following the required notifications and Public Hearing. Once the Board approves the proposed budget, the adopted budget is produced in its final form.

7. Budget Implementation and Review:

Budget performance is measured on a monthly basis. Month end reports, which detail revenues and expenditures to date, are available to heads of each Village department. Quarterly reports are presented to the Board of Trustees. In addition, the Board receives a bi-monthly report of all invoices paid by the Finance Department's Accounts Payable Division. To enhance transparency for the taxpayers, this list is also posted on the Village website for public viewing.

A formal six-month review of budget performance is conducted by the Village Manager and staff. This includes a review of fund balances and an assessment of staff's accomplishments toward budgetary priorities. The results are forwarded to the Village Board for its review.

8. Budget Amendments:

Actual costs and unanticipated expenditures are constantly evaluated against budget. Department Heads may, according to the Board's fiscal policies, overspend a line item within their departmental budgets but they may not overspend the total departmental budget without the approval of the Village Manager. Department Heads must identify resources elsewhere in the budget to cover the expenditures. Overspending in individual line items does not require a budget amendment. Overspending the total departmental budget not only requires the approval of the Village Manager, it may also require a budget amendment. If necessary, budget amendments are made at the mid-point of the budgetary cycle. Budget amendments, typically, are made only to accommodate three factors:

- Items that were budgeted in the prior year's budget but not spent. Those items, after approval, are encumbered into the current year's budget, thus the budget must be amended to reflect the expenditure.
- Grant funds that were anticipated and not received or not anticipated and received.
- Major unanticipated changes in revenue or expenditures. However, revenues must be identified to cover increases in expenditures if such are requested.

In as much as the budget is adopted by way of an ordinance requiring two public readings, the budget is amended by way of an ordinance, also requiring two

readings. The ordinance amending the budget indicates the additional, unanticipated or larger than anticipated revenues and the additional expenditures.

9. Annual Financial Report and Audit:

The budget process concludes with the preparation of the Audit. The Village will begin the process of preparing a Comprehensive Annual Financial Report in 2018. The Audit is used as both an internal and external report that verifies and clarifies that the Village's annual fiscal programs are in accordance with generally accepted accounting principles. In addition to the Audit, the Village conducts an annual Internal Procedures Review to review and revise monetary handling control functions across all Village departments. In fiscal year 2017, the Village had the Inspector General's office review all financial policies and reviewed a written review that our financial policies were sound and effective polices.

Through the budget, every effort is made to implement the Board's goals. Also, through the budget, every effort is made to deliver efficient, effective municipal services while maximizing the dollars available to provide those services. Finally, and most importantly, every effort is made to present the budget in as readable and comprehensive a manner as possible. After all, the budget explains to the public how their tax dollars will be spent.

Budget Overview:

For Fiscal Year 2017/2018, the operating budget for the general funds contains \$8,761,829 of expenditures. This represents a 5% decrease in expenditures from the prior year budget to General Fund. Revenues for the General Fund are \$8,696,792.

For Fiscal Year 2017/2018, the combined budget of all funds reflects \$16,292,670 of expenditures. This represents a 15% decrease in expenditures for all funds. Budgeted revenues for all funds are \$17,298,507, although it is somewhat misleading to compare total revenues and expenditures for all funds since some of the funds utilize fund balance, such as the Motor Fuel Tax Fund which accumulated funds for roadway projects.

The Fiscal Year 2017/2018 Budget recommends a transfer of \$300,000 to Capital Projects, \$100,000 to Health Insurance, \$40,000 Rich Township, and \$125,000 Property Tax Transfer to Parks.

The combination of the funds utilized for operating, pension funds and transfers will produce a projected, year-end General Fund Balance of \$4,674,377. This represents a 2 month reserve. For several years, fund balances made it possible to reduce the increases in the tax levies that were adopted in December. As the graphic presentation after the Fund Summary in the Financial Summary section of the budget shows, the General Fund Balance has fluctuated over time.

DEPARTMENTAL OVERVIEW:

It is imperative in understanding the budget and the budget process, to realize that the tax levy adopted in December of a given year funds the budget that is adopted in April of the next year. The Tax Levy adopted in December 2016, which provides the property tax base for the 2017/2018 Budget, provided for a 2% growth in those departments, programs and services funded by general property taxes including capital expenditures. The 2017/2018 Budget funds the Board's goals of continued economic development, civic engagement/youth programming and major infrastructure improvements across the Village. The 2017/2018 Budget includes salary step increases for eligible employees with a 2.5% cost of living adjustment for all employees outside of collective bargaining units. A 2.75% increase is in place for unionized personnel in the Police Department.

Following is a chart that depicts Full Time Equivalent (FTE) personnel, by department, from Fiscal Year 2013/2014 through Fiscal Year 2017/2018 projected.

Fiscal Year 2013/2014 through Fiscal Year 2017/2018 projected.

Department*	2013/14	2014/15	2015/16	2016/17	2017/18
Administration	4.0	4.0	4.0	4.0	4.0
Building 4	2.2	2.2	2.2	2.2	1.2
Community/Economic Dev. 1,3,4	3.0	2.0	3.0	3.0	3.5
Code Enforcement	2.5	2.5	2.5	2.5	2.5
Community Services 3, 4	2.0	2.0	6.0	6.0	7.0
Finance 2, 4	8.0	8.5	8.5	7.0	7.2
Fire	22.0	22.0	22.5	22.5	22.5
Police Department 3, 4	36.0	35.0	38.0	36.0	40.0
Public Works 2, 3, 4	10.5	11.0	12.0	11.0	12.0
TOTALS	90.2	89.2	98.7	94.2	99.9

*Does not include seasonal positions.

1. The Fiscal 2014/2015 slight reduction increase is due to elimination of a position. Fiscal 2014/2015 includes an additional part time employee for Finance and Public Works while reducing one for police.
2. Fiscal 2015/2016 includes an addition of 9 full-time position in Community/Economic Development, 4 in Community Services (2 full, 4 part-

time), 3 in Police Department, and 1 (2 part-time) in Public Works.

3. Fiscal 2016/2017 slight reduction 1.5 positions in Finance, 2 full time Police Department, 1 (2 seasonal part-timers) for Public Works.
4. Fiscal 2017/2018 slight reduction in Building due to transfer of position to Community/Economic Development with an addition part-timer as well. Community Services added 1 (2 part timers), Finance reduced 1 full for two part timers at 29 hours each for 1.2 equivalent. Police added 4 and Public works added 1.

Each section of the Budget follows the same format. First, there is a description of the department and its function in the overall provision of services to the community. It is followed by accomplishment of the prior year's goals, the current year's goals and performance measurements, organizational chart, summary sheet, salary and expenditure details.

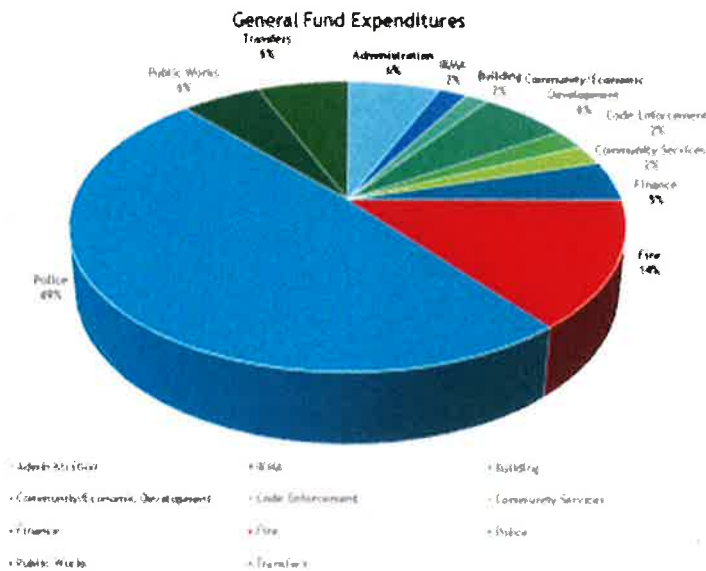
The summary sheets that introduce the budget detail for each department or cost center contain five columns. The first column of a summary sheet is labeled Fiscal Year 2015/2016 actual. This reflects the amount actually spend in Fiscal Year 2015/2016 in each of the listed categories: personnel, insurance, employee support, etc. The second column is the Fiscal Year 2016/2017 Budget. This column reflects the amount budgeted to be spent in each of the listed categories by the end of the current budget year. The fourth column is Fiscal Year 2017/2018 Proposed. This column is the proposed budget presented to the Board for its consideration for Fiscal Year 2017/2018. The final column is percent change. It is important to note that this column is not a comparison between the two closest columns. Instead, it reflects the change from Fiscal Year 2016/2017 Budget to Fiscal Year 2017/2018 Budget. For example, if a department budgeted \$31,000 for overtime in 2016/2017, but believes it will actually spend \$50,000 that number will show up in Fiscal Year

Estimate column. It would explain why the department decided to budget \$50,000 in Fiscal Year 2017/2018.

In order to understand the department-by-department analysis that follows, reference should be made to the summary sheet in each departmental budget. For example, in the Administrative Department, the summary sheet is page 3-36.

Following is an overview of department budgeted highlights. The following graph shows how the General Fund expenditures are allocated. As you can see, public safety (Police and Fire) constitute 63% of the General Fund Budget.

Village of Richton Park General Fund Operating Expenditures FY 17/18 Proposed



Administration:

The Administration Department combines the Manager’s Office, Board of Trustees, Boards and Commissions, and Legal Services. The Administration Department has the primary responsibility for implementing the Board’s goals (see pages).

Health Plan Year	Premium Increase
November 1, 2011	5.8%
November 1, 2012	7.9%
November 1, 2013	6.0%
November 1, 2014	3.3%
November 1, 2015	1.2%
December 1, 2016	0.5%
December 1, 2017	25.6%

Employee health insurance is a huge annual expense. It is one of the single largest municipal expenses each fiscal year. It is an expense that must be critically analyzed and fiscally managed. Keeping down health insurance premiums by even 5% can control Village expenses by \$71,000. Health insurance premium rates in 2017/2018 are budgeted to increase by 10%. A recent history of health plan premium increases is depicted in the following table:

It is important to note that changes in health insurance costs from year to year can vary from the premium increase percentage related to employee plan changes (single coverage to family coverage, new employees, etc.) which might take place over the course of the fiscal year. Dental premiums for 2017/2018 are expected to increase nominally. An employee Health and Wellness Taskforce works to enhance employee wellness and this will continue 2017/2018 with such items as wellness screenings, information sharing sessions on costs associated with

insurance benefits and a pedometer incentive program. As part of the wellness initiative, aggregate data is provided for review by the insurance carrier as a means to educate employees and positively impact future premium increases. The health and well-being benefits of the Task Force for the employees are many but there are benefits to the Village as well.

Community engagement is an important component of the Village. The Village website has a user friendly navigation and gets heavy traffic counts. Civic engagement is also carried out through Board Meetings and numerous social media presences on Facebook and Twitter

The Village continually strives to be a model of governmental transparency. This includes full disclosure of employee compensation and listings of all municipal invoices paid bi-monthly are posted on the web site in addition to current and archived budgets, audits and strategic planning documents. All of these efforts strive to educate the public on where Village resources are being expended.

In 2016/2017, the Village carried out implementation to a new ADP-software platform and such functions as time keeping, on boarding, paperless check stubs, W-2s and employee reports. The platform is fully operational and will be increasingly built out and refined in 2017/2018.

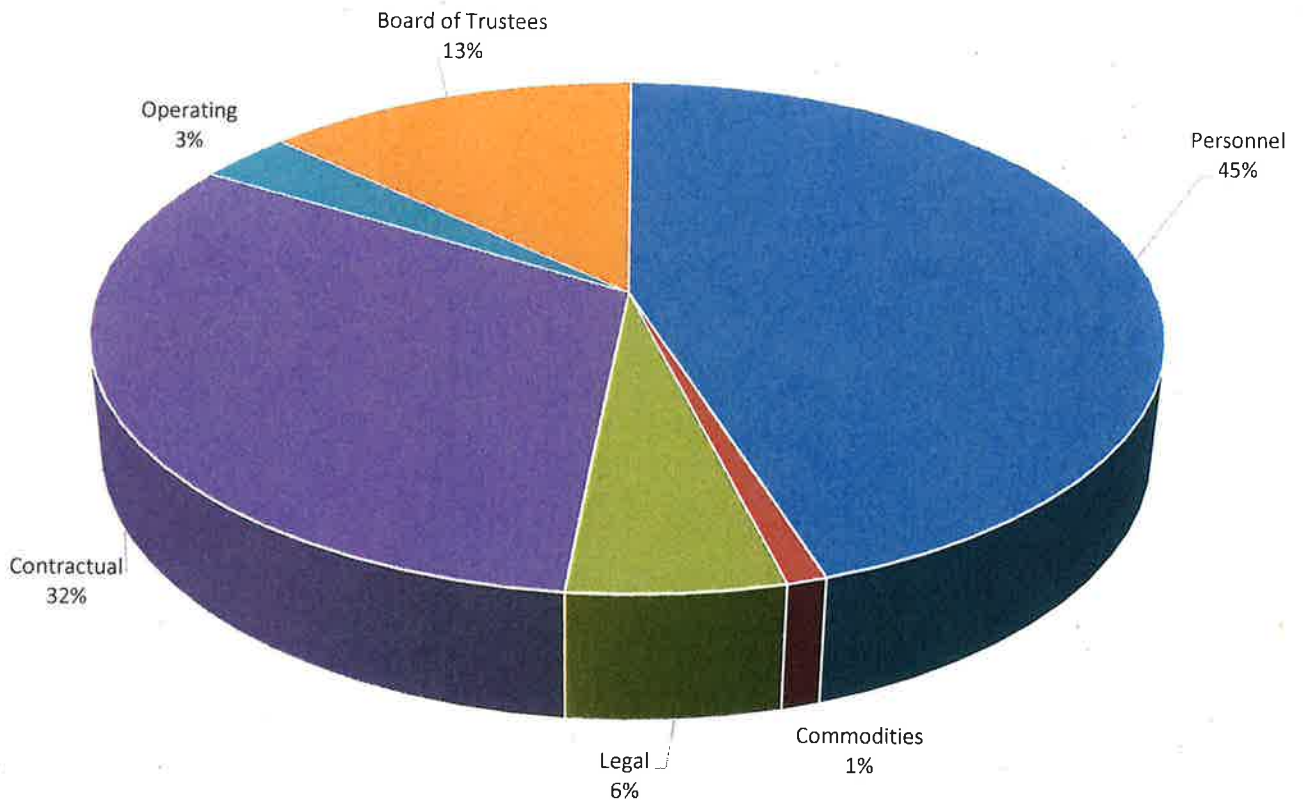
In 2017/2018, the Village Manager and Police Chief (Board Members) will serve in SouthCom Executive Board capacities in the Village's participation and oversight of the joint emergency dispatch agency which serves the communities of Park Forest, Matteson, Olympia Fields and Richton Park. Pooling of resources is key in this area as state of the art emergency response technologies could not be provided solely at Richton Park's expense.

As a result of a very professional staff that is trained to be able to develop ordinances, resolutions and agreements with minimal legal cost, the Village's overall legal budget is a fraction of what might be seen in other communities of comparable size and scope of operations. The "legal services" is shown as a line item on the summary sheet. This includes the costs of the Village Prosecutor, Village Attorney and a labor attorney. In 2017/2018, the Village will continue to pursue legal actions against several tax delinquent properties. Also, special legal

services funding has increased for the coming year due the volume of work that the Village Prosecutor carries out in municipal court.

Because the Administration Budget includes General Fund wide expenses, the following graph is presented:

Village of Richton Park Administration Department Operating Expenditures FY 17/18 Proposed



IRMA

Liability and workers' compensation coverage rates through the Intergovernmental Risk Management Association (IRMA) are noted in Administration but encompass the entire organization. With a \$5,000 insurance deductible, dollars continually need to be set aside as reserves for potential claims exposure. This will continue in 2017/2018.

BUILDING

In the prior year the Building Department Budget included the goal of implementing a software upgrade. The implementation of GovQA was started in 2016/2017 and full implementation is scheduled to be completed in 2017/2018.

Community/Economic Development

In 2015/2016 through 2016/2017, a significant planning-related project was carried out with work toward major revisions of the Village's Zoning and Subdivision Ordinances. These revisions are focused on the zoning code while addressing sustainability measures and ensuring that Village code becomes more accommodating to business to make redevelopment and infill development easier to undertake. The project has been supported by staffing assistance from the Chicago Metropolitan Agency for Planning. To date, project recommendations have been reviewed by key members of the management staff and the Plan Commission as of late-2016/2017. Pending this Commission's review, adoption of various code updates will take place in 2017/2018.

Economic Development and Planning Staff annually coordinate Village representation at Chicago and national conventions of the International Council of Shopping Centers. This coordination promotes a strong collaborative approach and solidifies the Village's reputation as a steward of regionalism. Efforts have rendered recent successes such as a Super Walmart development. The Village is hopeful to build upon these successes in 2017/2018 as several Village-owned parcels of land and buildings are being marketed elsewhere in the community in Addition to vacant land in close proximity to Governors State University.

Economic Development and Planning also supports the existing business community by serving in a quasi-chamber of commerce role with quarterly business breakfast/business education session, and active involvement in various regional business chambers and bureaus.

In 2014/2015, the Village Staff sponsored a Pizza Challenge with several local pizza vendors. As this has become an annual event and the participation keeps growing the Village expects to expand the boundaries beyond Richton Park and increase vendor participation for 2017/2018.

These grants will be administered by the Director of Economic Development and Planning.

Code Enforcement Department

No Cash Bid requests with Cook County to obtain the right is another important tool in the Village's efforts at rehabilitation and revitalization. Rehabilitation work then takes place with a host of different contractors, agencies and not-for-profit partners.

Community Services

Resident engagement events are coordinated by the Community Relations division. Resident appreciation events typically take place in March and June of each year. Community Relations also coordinates events with other departments (ex: Police/Safe Halloween) and entities (ex: Commission on Human Relations/Black History Month programming, ice cream social, etc.). Similar programming is funded for 2017/2018 and will include a new program called the Park Forest Oscars. A semi-annual Community Calendar helps promote public awareness of all events taking place.

Finance

In the prior year the Finance Department budget included the goal of implementing a software upgrade for Finance and Human Resources/Timekeeping. In 2017/2018, the Finance Department will work with all Village Departments to enhance efficiencies and cost containment and work towards full utilization of a village-wide software implementation. Finance coordinated the inclusion of the Budget for public review and use on the Village web site at www.richtonpark.org. For 2017/2018, the Finance Department will continue with internal auditing procedures. The Finance Department implementing a program that allows residents to pay for Village program services via State of Illinois E-Pay, linked to our website and over the phone. In 2017/2018 the Finance Department is analyzing the outstanding debt for possible recommendations for new debt issuance and refinancing that could save the Village significant interest and expedited debt payments.

Fire

The Fire Department's budget does not include a cost for the Village's share of the Village's membership in SouthCom, but the Fire Chief represents the Fire Department on the SouthCom operating committee and in matters pertaining to fire dispatching.

The Fire Department also supports a number of special teams throughout the region by supplying equipment and staffing. These teams include Hazardous Materials, Technical Rescue, Fire Investigation and Water Rescue. Each of these is a regional team of varying size and scope that will respond in Richton Park if the need arises. These regional approaches are critical in a time when financial resources are increasingly scarce for all participating agencies.

In 2016/2017, the Fire Department continued its decorated track record for obtaining grants. These included a grant to purchase a new public education trailer and another grant for the purchase of new Self Contained Breathing Apparatus (SCBA) gear for all operational shifts. Several other grant applications have been submitted with funding decisions expected in 2017/2018.

The Fire Department received a number of capital purchase items in 2016/2017 including, among other things, and the purchase of two new ambulances. This units replaces ambulances which have been with the Department for over 7 years. The 2017/2018 Budget includes ongoing capital purchase items so as to not have to borrow at the point of purchase when the need arises.

Police

As part of the Police Department's efforts to build good relations with the community, substantial training is undertaken each year in non-tactical disciplines such as de-escalation and compassionate engagement of the community. The Police Department has historically undertaken unique approaches to form partnerships with residents and organizations to address community issues.

The Police Department's ultimate goal is compliance with local laws so as to maintain or enhance the quality of life in the community. When proactive programming is not successful in gaining compliance, several programs have been implemented. They include a Crime Free Housing Program and a Parental

Responsibility Ordinance. These initiatives hold individuals accountable for their actions or the actions of tenants or minors. The Police Department will continue to administer these quality of life initiatives in 2017/2018.

The 2017/2018 Police Department budget includes a professional services expense to cover 100% of the Village's costs as part of the Village's membership in SouthCom.

Public Works:

In 2016/2017, Public Works began construction work related to the replacement of approximately 3 miles of old water main. The work was scattered across the entire community and was completed by late 2016/2017. As part of the project, nearly 1.5 miles of corresponding roadway was resurfaced. The upcoming fiscal year includes funding for two previous water main projects.

Another water distribution-related project in 2017/2018 will be the continuation of a systematic replacement of malfunctioning or deteriorated water service turn-on valves, or buffalo-boxes. Additionally, funds have been allocated for the installation of a chlorine station at the stand pipe on the southwest end of the community.

Motor Fuel Tax (MFT) reserves have been amassed by the Village to match any potential federal grant projects that might get awarded to Richton Park. One such project will take place in 2017/2018 with the resurfacing bike paths and streets in the Greenfield sub-division. A final item of note in MFT is the significant drop in costs for road salt in 2017/2018. This related to a 75% decrease in supply costs combined with ample salt reserves leftover from a mild 2016/2017 winter.

Capital Projects Fund:

The Village began maintaining a Capital Projects fund in Fiscal Year 2008/2009. Over the years, this fund has supported construction of a new Community Center, and supplied various vehicle throughout all Village departments.

In 2016/2017, several departments collaborated to coordinate a grant of volunteer workers from AmeriCorps. Most of the work was completed in the

summer of 2017 and was related to the Village's Sustainability Plan and the results were tremendous. Work included extensive vegetation removal at several parks and painting of recreational facilities and storm sewer inlets. The group also provided support to several volunteer boards/commissions and assistance at various public events including, Community Building and Safety Day.

The Capital Projects fund in 2017/2018 contains noise mitigation project funding for homes in close proximity to the Canadian National rail tracks. The goal was to generate enough funding to support assisting all homes within that area, but some residents refused to participate and therefore funding was used only to accompany those who participated in the program.

The 2017/2018 Capital Projects Fund includes resources for the various sustainable projects to be carried out such as community gardens, special events, and public outreach meetings/educational pieces aimed at greening the habits of Richton Park residents.

Parks and Recreation

In recent years, youth basketball and summer youth camps have further developed due to increasing attendance figures as Parks and Recreation Staff continue to evolve the slate of programs offered to the community. Bitty Ball and the Richton Park Youth Basketball League have become tremendously popular.

In 2017/2018, Richton Park will continue to combine various youth activities, public events and job preparedness and work experience programming. Various youth and family outreach efforts are also carried out in partnership with the Richton Park Parks and Recreation Commission, which include Sister City, Trail of Treats, Polar Express, etc.

The overall goal is to provide quality programming and services to our residents to ensure longevity of and increased levels of programs. We started a soccer program for 2017/2018.

COMMUTER PARKING LOT

Our Commuter Parking Lot allows for monthly and daily parking. We allow residents to purchase parking passes monthly or quarterly.

We paved and stripped the majority of our lots in 2016/2017 and will continue the process for 2017/2018 until all lots have been completed. We increase the lighting the around the parking lots as well this year.

For 2017/2018, we are looking into installing new camera equipment around our lots and providing for more lighting throughout the surrounding area. In addition, we will be decorating the metra station during the holiday season.

REFUSE

We provide Refuse pickup for the residents of Richton Park, in addition, large items (electronics) may be put out on the curve for pick up once a month. This was something the residents really wanted and the Village had this added to the new four year contract that was approved for 2017/2018. In addition, the Village entered into a contract with Donation Station to except large quantity items and electronic for daily drop-off between 9:00 a.m. and 5:00 p.m. Monday through Friday.

WATER AND SEWER

The Village has had to deal with several water main breaks this year due to our aging infrastructure. We were able to paving over three miles of road in 2016/2017.

In 2017/2018, we plan on replacing repairing the Maple Ave Culvert and doing some resurfacing work with the Greenfield sub-division area.

TIFS

The Tax Incremental Financing (TIF) accounts for revenues and expenditures associated with the Village's Tax Increment Financing Districts. Since 2008, our TIFs have consistently underperformed and therefore, we are reflecting a deficit in three of our five active TIFs. As we are victims of the economic downturn, we do not see in the near future, any positive gains, therefore, in 2016/2017, we established a new TIF that allowed us to obtain a new Walmart Supercenter and also redo our Lakewood Development in another TIF.

In 2017/2018, the MACK Development Project is expected to bring commercial and residential development within the Sauk West TIF, which will include a small shopping mall, with outlet stores, and up-scaled apartment units. Since closing on the deal, MACK Industries have filed for bankruptcy protection and this project may be in jeopardy.

BUDGET POLICIES – FISCAL:

Rationale:

Fiscal Policies of the Village of Richton Park are based on the need to establish a mechanism of review and assessment of financial conditions of the Village while addressing certain economic trends. For the coming fiscal year a continued evaluation of trends and services will be needed. The economic trends currently identified include:

- A reduced level of housing values and vacant and foreclosed homes reflecting an increased housing maintenance costs.
- A stagnant commercial tax base, with few sales tax producing entities.
- In 2018, the Village plans to take advantage of lower interest rates and favorable financial position to restructure some Village debt.
- The Village's aging infrastructure and plans to address that infrastructure. Construction of a new community center facility was completed in 2010.

Despite the slow growth of the tax base, the Village has a history of providing a high level of municipal services. Thus, it must maximize the return on each revenue dollar.

The Fiscal Policies included in the 2017/2018 Budget are designed to address, not necessarily to solve, these trends and challenges.

Fiscal Policies:

1. Budgetary revenues will be projected at the conservative end of the scale of anticipated revenue.
 - Revenues derived from property taxes are most clearly known because they were determined at the time of the prior year's levy.

- Sales and income tax projections are based on an analysis of historic trends coupled with known changes.
 - Revenues derived from intergovernmental sources are projected based upon consultation with the appropriate State or County agencies.
 - Grant revenues are budgeted only for approved grants. Budget amendments are made for any pending grants subsequently awarded.
 - Revenues derived from “fee for service” budgetary categories are conservatively estimated. Fees are adjusted based on an evaluation of the cost to provide said services.
2. Budgetary expenditures will reflect a realistic cap on anticipated expenditures. Expenditures will be paid with current revenues and excess fund balances, to the extent available.
 3. Department Heads will maintain a total overall increase of 2% over the 2016/2017 level of expenditures for those items that involve controllable costs. This does not include pensions, health insurance, or IRMA. Nor does it include salary increases.
 4. The 2017/2018 Budget will provide for salary steps. It will also provide for a 2.75% annual salary increase for all Village union employees and 2.5% for non-union employees.
 5. A level of unassigned fund balance will be maintained in the General Fund sufficient to handle emergency needs, cash flow needs associated with the timing of property tax receipts and unfavorable variances in estimating the revenue and expenditure budget. It is the Village’s goal to establish an unassigned fund balance level in the General Fund sufficient to cover three to four months of operations. A three to four month reserve is considered an appropriate reserve level.
 6. Potential areas for budget savings for the Fiscal Year ending 2016/2017 will be identified. Fiscal savings identified in the 2016/2017 budget will not be permitted to “carry over” into the 2017/2018 Budget, unless

specifically approved by the Finance Director, but will contribute to the unassigned fund balance.

7. Adequate funding, as determined by a State or independent actuarial study, will be provided for the Police pension fund. For FICA and IMRF obligations, the Village will levy amounts sufficient to cover costs.

(a) The Actuarial Assumptions for the Police Pension Funds are as follows:

- A 5% interest rate assumption
- Entry Age Normal
- Target 100% Amortization
- Salary increases of 2.75%
- 30-year amortization period (29 years remaining)
- Inflation at 2.5%
- The RP 2000 Mortality Table is used

(b) The Police Pension Funds have adopted Investment Policies. These policies allow for an asset allocation consistent with State Statutes of 55% in allowable equities and 45% in fixed income investments.

8. Capital expenditures will be planned through the mechanism of a five-year capital plan and budget. The Capital Plan will be updated on an annual basis. Actual capital expenditures will be budgeted contingent upon available revenues. Capital expenditures will be accounted for within departmental budgets.

9. User fees, such as charges for water, sewer, and garbage, will be evaluated annually to ensure that fees cover costs, if intended to do so, including maintenance and replacement costs. If necessary, fees are increased in reasonable increments on an annual basis. Water rates were increased effective April 1, 2016 and the following subsequent increases were adopted.

<u>Fiscal Year</u>	<u>Rate per 100 cubic feet</u>
2017	\$4.17
2018	\$4.34

A new refuse contract began April 1, 2017 and expires March 31, 2020. A review of the contract will occur in year three with rates determine by CPI.

<u>Calendar Year</u>	<u>Quarterly Refuse Rate</u>
2017	\$78.78
2018	\$80.36

The Village Board approved sewer rate increases in 2017. Storm sewer maintenance is also charged to the sewer fund. Rates will be reviewed annually. Sewer rates for the current budget year are as follows:

<u>Fiscal Year</u>	<u>Quarter Stormwater Rate</u>
2017	\$19.39
2018	\$19.78

10. The budget is flexible within departments. Over-expenditures on one line must be compensated for within the departmental budget. However, departments may not overspend their total departmental budget without a budget amendment.
11. Budget amendments will be made at the mid-point of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures, or personnel.
12. The Board will receive detailed periodic operating results. Evaluation will be made of areas where cost savings have occurred that could warrant redirection of funds. In addition, the Board receives a bi-monthly report of bills paid.
13. Budgeted expenditures will clearly enable the accomplishment of the Board's goals. Strategic planning sessions will determine the goals. Affordability of implementation will be determined at the time revenues are projected, as part of the budget process.

14. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.
15. The Village will spend the most restricted dollars before less restricted, in the following order:
 - 1) Non-spendable (if funds become spendable)
 - 2) Restricted
 - 3) Committed
 - 4) Assigned
 - 5) Unassigned
16. All governmental Accounting Standards Pronouncements will be implemented. The Village will strive for the Certificate of Achievement for Excellence in Financial Reporting as well as the Distinguished Budget Presentation Award.
17. The Village's Debt Management Policies will be identified annually in the Budget Document and include a narrative about new debt issuances.

A budgetary monitoring and control system will be maintained. Budget performance will be measured on a quarterly basis. The Finance Director, Village Manager, and Department Heads will conduct a formal six-month review of budget performance. An analysis of the results will be provided to the Village Board.

LONG-RANGE DEBT MANAGEMENT:

The Village's long-range debt policies are rooted in the Village's conservative approach to budgeting and the Board's Fiscal Policies, which emanate from that conservative approach. For many purchases the Village accumulates fund balance rather than borrowing. For projects that require outside borrowing, a revenue stream is identified initially before borrowing.

The "Bond Retirement" section of the budget includes, not only the history and purpose of all outstanding debt, but also debt service schedules for the remaining obligations.

For the most part, the Village's debt is general obligation (alternative revenue source), that is, debt that is backed by the "full faith of an identified revenue source" of the Village, i.e., it will be repaid by the water fund of the Village. In years when those funds do not generate sufficient revenue to cover debt service, the debt can be included in the levy.

Debt service for Fiscal Year 2017/2018 will be \$585,900. Of this amount \$0 was levied in December 2016.

The Village Board has made a commitment not to add to the debt load, but to fund current operations with current revenues. Prior to 2008, during the previous ten years only one project added to general obligation bonds issued. It related to \$422,000 borrowed to assist funding for water projects.

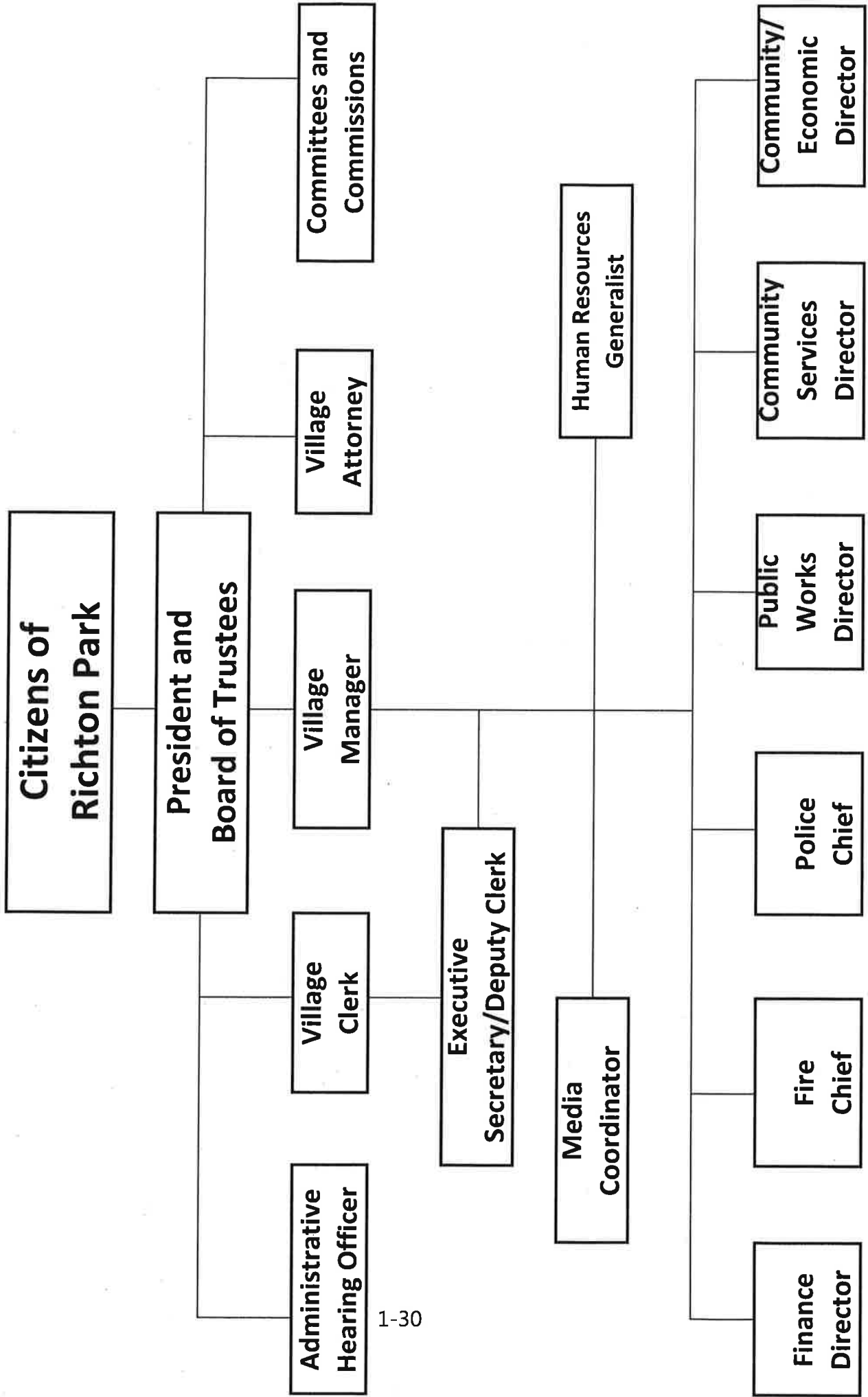
In 2016/2017, the Village obtained a \$675,000 line of credit to specifically purchase equipment for the Village. With that line of credit, the Village was able to purchase 2 new ambulances, 3 pick-up trucks, 2 SUVs, 1 crew-cab truck, and one lawn mower for an annual payment of \$120,168 through March 2022. Also, the Village financed a 1-ton dump truck with annual payments of \$36,863 through February 1, 2019. Finally, the Village financed Village-wide street lights and poles for a four year annual payment of \$165,460.

For Fiscal Year 2018, \$1,099,073 worth of capital expenditures will be made. Because of grant funds and/or accumulated fund balances, none of this amount will be borrowed. Whenever possible the Village has saved for major capital expenditures such as vehicles, including high ticket fire engines, and water main, sewer line, and roadway repairs and replacement.

VILLAGE OF RICHTON PARK
2017/2018 BUDGET
SCHEDULE

August	Strategic Planning/Financial Update/Pending Issues
November 14th	Six Month Review with Department Head, Manager, and Finance Director
November 28th	Present Capital Plan to Board Present Six Month Review Review Budget Amendments Strategic Planning
December 12th	Present 2015/2016 Audit to the Board
December 12h	Budget Worksheets and Guidelines are distributed
December 12th	2016 Tax Levy Adopted
December 20th	Budgets are prepared by Department Heads
January 9th	Budgets Due from Department Heads
January 9th	Board Adopts Fiscal Policies
January 20th	Budget Review with Manager and Finance Director
March 13th	Distribute Draft Budget to Board and Place on File with Village Clerk
March 13th	Public Introduction of Budget at Rules Meeting
March 13th	Budget Review with the Board
March 14th	Legal Notice for Public Hearing
April 24th	Hold Public Hearing/Budget Review by Board at Rules Meeting
April 24th	Introduce Budget (First Reading)
April 24th	Adopt Budget

Village of Richton Park Organizational Chart



**Village of Richton Park
2017/2018 Budget**

**EXECUTIVE REPORT TO THE PUBLIC
FOR THE FINANCIAL SUMMARY**

FINANCIAL STATUS - END OF FISCAL YEAR 2015/2016

For the audited fiscal year that ended April 30, 2016, which is the most current audited financial year, revenues in the General Fund increased from the 2015 level of \$8,304,306 to \$8,311,217, an increase of \$6,911. The change in the revenue position was the result of an increase in property taxes.

Operating expenditures in the General Fund for the same time period totaled \$8,578,299. This represented a 13% increase over the prior year, but prior period adjustment accounted for 9% of the increase. Salaries and other expenditures related to Police and Fire, including participation in SouthCom and pensions as well as a new ERP system, affected this increase. Actual expenditures for the year were \$826,836 lower than budget as a result of continued cost containment measures, and reduced IRMA costs.

The unassigned General Fund balance as of April 30, 2016 was \$258,496. After a surplus of \$645,231 for the 2016/2017 Budget, this represented a 1.1 months reserve or \$903,727. The reserve calculation is based on a monthly expenditure level of \$827,806. Reserves are needed to cover cash flow requirements that fluctuate as a result of the seasonal and sometimes erratic nature of the receipt of property taxes and other revenues. Reserves also provide the Board the opportunity to make choices, as it did in December 2016, when a portion of the reserve was used to reduce the increase in the tax levy.

The Village Board has expressed a strong desire to operate on a pay-as-you-go basis, rather than increasing debt, but realized that borrowing may be required to meet the normal operations for a short period of time. No new bonds have been issued since 2007. Detail about General Obligation Bonds and loans outstanding can be found in the Bond Retirement section.

In summary, at the end of Fiscal Year 2015/2016, the Village's audit revealed a slight recovery in the economy and increase in revenues. The Village Board increased the 2016 tax levy by 4.99% to cover increasing pension costs and roadway projects. Reserves of \$252,000 were utilized to reduce the levy increase.

The Fiscal Year 2017/2018 Budget has been planned within a cautious conservative framework. The Village will continue to evaluate every vacant position looking for restructuring opportunities. It will also monitor actions taken by the State that could potentially reduce revenues. The Budget is designed to implement Board goals while holding the line on most operating expenditures. Thus, expenditures have been planned within revenue projections plus the utilization of the General Fund balance.

The Board's fiscal policies express the desirability of a three to four month reserve in the General Fund. The 2017/2018 Budget presents an ending General Fund Balance of 1.1 month expenditure reserve.

FINANCIAL PROJECTION - 2017/2018 BUDGET

The Village will face several major financial challenges and issues in Fiscal Year 2017/2018. Following is a list of the most critical. These five areas are thoroughly explained in the transmittal letter starting on page III. In short, they are as follows:

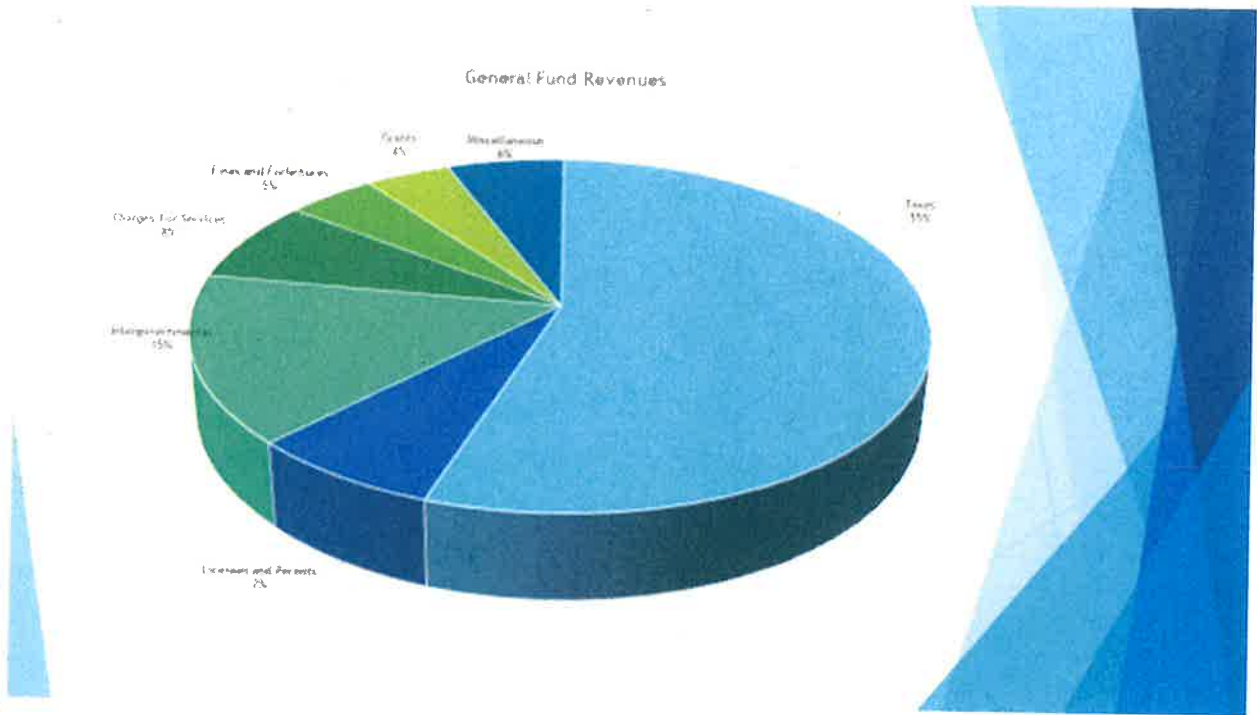
1. Identifying and assessing core vs. non-core services utilizing the triple bottom line approach.
2. Controlling major expenditure categories, and revenue protection and enhancement.
3. Maintaining a leadership role in the region.
4. Village infrastructure and maintenance.
5. Continuation and resolution of new initiatives.

The "Financial Summary" chapter of the Budget contains revenue assumptions, graphic presentations of revenues and expenditures for all Village funds, fund summary information, capital expenditures and the budget impacts of those expenditures, and a summary of significant accounting policies.

**Village of Richton Park
2017/2018 Budget**

REVENUE SUMMARY

Below is a graphic presentation of revenue allocations followed by the revenue assumption.



Property Taxes

Property taxes levied in December of one year fund the budget of the following year. In other words, the property taxes levied in December 2016 support the 2017/2018 Budget. Inasmuch as the property tax levy is adopted in advance of the development of the budget, property tax revenues have already been clearly determined prior to planning the budget. The total tax levy adopted in December 2016 of \$3,107,267 represented an overall 2.3% decrease over the prior year's extended levy. The Budget includes 96% of the original levy amount allowing for uncollected taxes.

	2015 Levy	2016 Levy	2016 Levy @ 96%
General Corporate	\$ 772,932	\$ 643,133	\$ 617,408
Police Pension	589,720	1,059,652	1,017,266
Fire Protection	854,356	647,264	621,373
Police Protection	854,356	647,264	621,373
Park Maintenance	52,997	52,997	50,877
Handicapped Fund	56,957	56,957	54,679
Bonds	<u>0</u>	<u>0</u>	<u>0</u>
	\$3,181,318	\$3,107,267	\$2,982,976

Tax Levy Decrease 2.3%

The General Corporate levy did not increase over the 2015 extended levy. The restricted fund balances was sufficient to absorb some increase. The Board approved the actuarial recommendations for the Police Pension. The Bond levy was abated for debt service. Pension funding represents 34% of the overall tax levy.

For the 2017/2018 Budget, the 2016 levy decrease allows for a 2.5% increase in Salaries for all staff and a 2.75% for union employees. This is consistent with the approved union contracts. Budget Guidelines allowed for a 2.0% increase in expenditures excluding salaries and insurance.

Tax rate increases are impacted by changes in the Equalized Assessed Valuation (EAV) of the Village. As the chart below shows, values in the Village increased an additional 3.5%. The 2015 EAV was \$132,903,896 and increased to \$137,716,515 for 2016. This is indicative of the overall national increase in the housing market.

Citizens often express their concerns about taxes to the Village. They sometimes believe that the Village is responsible for their entire tax bill. The reality is that the Village levy represents only 11% to 12% of the total bill depending on the school districts represented and the county involved. From that \$2,300 amount (the average Village share), the Village provides Police, Fire, Community/Economic Development, Public Works, Parks and Recreation, and Administrative Services for its residents. School District 159 represents the majority of the Village. The following diagram shows the tax distribution for residents within that district for 2015 taxes payable in 2016.

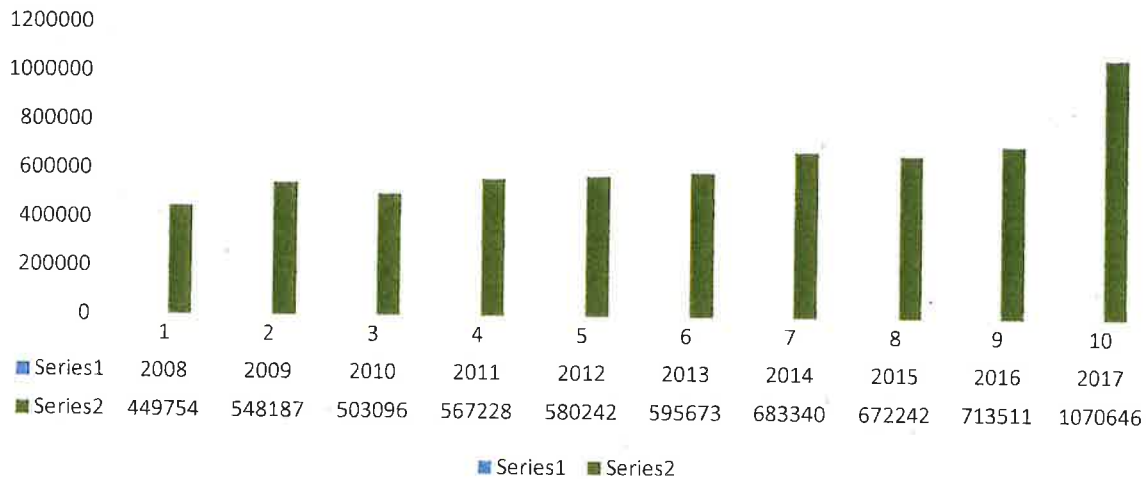
<u>School Districts</u>		<u>Village</u>	<u>Other</u>		
District 515	2.52%	Richton Park	11.27%	Rich Township	2.29%
District 227	32.66%			Cook County	3.13%
District 145	40.54%			Library	5.37%
Total	75.72%			Others	2.22%
				Total	13.01%

Sales and Use Tax

Sales Tax relates to items sold within Richton Park. Sales tax revenue for the Village over the past ten years has been increasing slightly. Over the past ten years, the combined loss of Super Save Supermarket, Uncle John's Barbeque, Daddy O' Donuts and a few more, caused a slight decline in sales tax revenue. The new businesses over the same time period include: Dollar General, Family Dollar, Walmart Supercenter, Red Star and Flavor Restaurants, and a few more which have caused our sales tax revenue to increase slightly. In addition, video gaming is currently generating almost \$36,000 per year. Use tax relates to the Village's share of tax on items purchased outside the State of Illinois and used in Illinois. This tax is allocated on a per capita basis.

For Fiscal 2017/2018, sales tax revenue is expected to increase, just as it did for 2016/2017, due to the new Walmart Supercenter. The Village's efforts to attract new retail businesses to the Town Center as well as future efforts in other commercial areas, will be targeted to increase sales tax. The following is a ten year depiction of sales and use tax revenue.

10 YEAR SALES & USE TAX RECEIVED



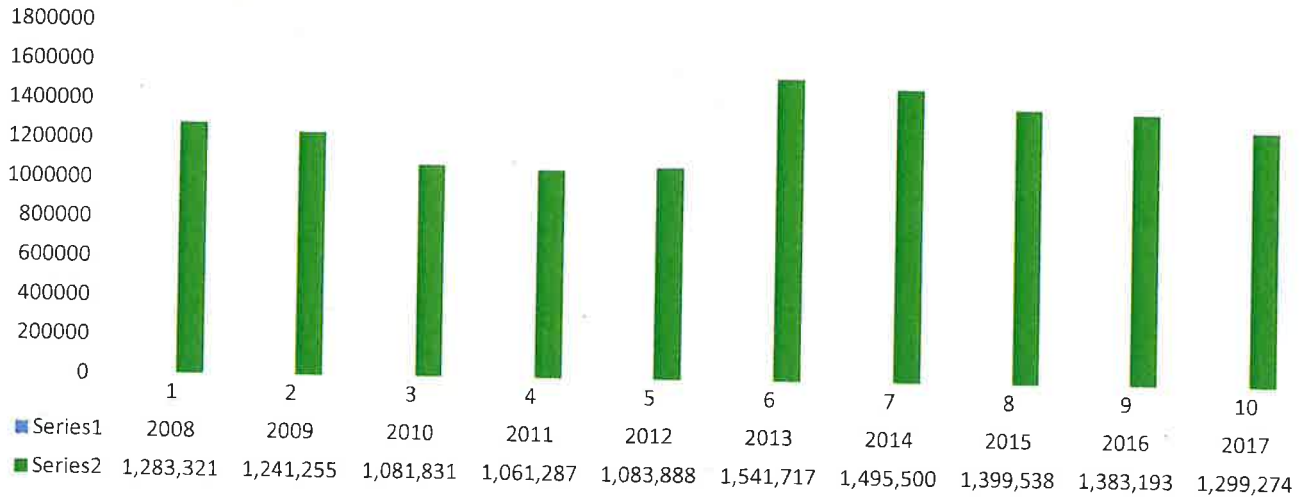
Utility Tax

Utility taxes have consistently been about 10% of the General Fund revenues received. The Utility Tax rate is 5% on gas and electric service and 6% on telephone service. The Municipal Telecommunications Tax Act changed the receipt of telecommunication taxes. Taxes now flow through the State causing an additional three months lag in receipts. Additionally, the State is only disbursing 99.5% of collections.

State Income Tax

The Village receives a State Income Tax allocation based on a per capita share of overall State revenues. The information from the 2010 census indicated that population increased from 12,533 to 13,646. Since 2008, when our income tax revenue was \$1,283,321, we saw a decline to \$1,083,888 in 2012 to a \$1,541,717 increase in 2013. Since 2013, the income tax revenue has been between \$1.4 and \$1.3 million annually. Revenues have stabilized and increased slightly and in 2015 are finally recovering back to their 2008 level. The economy has improved slightly and unemployment has declined.

State Income Tax



GRANTS

Every year the Village actively submits grant applications for all departments within the Village. We have been successful on some of our submissions and not so fortunate on others, but our efforts to obtain grant funding never wavers.

Anticipated Grant Revenue

Storm Sewer Grant \$ 23,200

Capital Projects:

Maple Avenue	\$360,000
Greenfield	\$110,000
Lighting Project	<u>\$118,000</u>

Total Capital Projects \$588,000

MFT:

Bicycle Pavement and Sidewalks	\$ 60,000
Safe Routes	\$122,534
Contingencies	\$ 50,000

Total MFT Grants \$232,534

CDBG (Green Street)

\$270,000

Transfers for Overhead

Cost allocation is a process by which enterprise funds or component units reimburse the Village a portion of the indirect costs incurred by that fund. Several years ago the Village hired a consultant and undertook an extensive and expensive cost allocation study. An in-house review of the cost allocating method showed that an allocation based on percentage of revenue generated by the enterprise fund would be consistent with most cost allocation methods. Such a method would also, produce the most favorable results for the General Fund. Based on the conclusions reached by the in-house review, the transfers from the enterprise funds and component units to the General Fund that are planned in the 2017/2018 Budget would be:

<u>Standard Overhead Transfers</u>	<u>2017/2018 Transfer</u>
Water and Sewer	\$1,339,964
Refuse	366,779
Governor/Sauk TIF	<u>282,859</u>
TOTAL	\$1,989,604

If the indirect costs were not charged to the various enterprise funds and, instead, had to be supported by the General Fund, the total dollars of indirect costs would require a substantial tax levy increase.

Licenses

The two major sources of license revenue are vehicle sticker revenue and business licenses. Vehicle sticker rates were increased to \$48 in 2016 for the basic sticker, while the stickers sold to senior and disabled individuals stayed free for one vehicle per household. Vehicle Sticker revenue is expected to be as follows:

VEHICLE STICKER REVENUE			
	Stickers Sold	Rate	Total
Base Average	7,492	\$48.00	\$359,616
Seniors and Disabled	896	0.00	

Business and liquor licenses are expected to total \$39,000. Contractors' licenses are now separate and are budgeted at \$40,000. Community Center Rentals total \$23,000.

Permits and Fees

Revenue from permits include cable franchise fees at \$14,000 and building permit fees estimated at \$115,000.

Charges for Services

Property lease revenue related primarily to cell tower leases has become a reliable significant revenue source projected at \$45,000 for Fiscal Year 2018.

Asset Sales

The Village participates in regional auctions through South Suburban Mayors and Managers. Through this process, municipalities have the opportunity to sell surplus/used equipment. Based on past experience, it is anticipated that asset sales will generate \$6,000 in revenue.

Fines

The Police Department has made successful recommendations to increase eligible vehicle seizure offenses. A new source of revenue from the Secretary of State involves attaching debt owed the Village to income tax refunds. IDROP revenue is expected to generate \$100,000 in net revenue.

INTERPRETIVE NOTES ON CHARTS AND GRAPHS

General Fund Revenues:

The table on page 2-12 shows a three-year comparison of General Fund revenue. The "FY 17/18 Approved" column is compared to the "FY 16/17 Budget" column to determine the "percent change." General Fund Revenues show a slight increase of 6%. The largest revenue sources for the Village are charges for services at 8% and taxes at 55%. As indicated on the pie chart, taxes include property, sales, and utility tax. Charges for services include the General Fund charges such as medical, parks and recreation, and inspection fees, as well as the community center, water and sewer billing, and municipal parking.

General Fund Expenditures:

The General Fund expenditures on page 2-13 are explained in some detail in the Overview section of the Budget and in greater detail in the departmental budgets. This table summarizes the departmental information. Operating General Fund Expenditures are at a 9% increase.

General Fund Expenditures Summary FY 15/16 Actual and FY 17/18

Approved:

The tables on page 2-15 and 2-16 show General Fund Expenditures by department and by spending category for FY 15/16 and FY 17/18. This two year comparison shows the impact of increased employee costs including salaries, health insurance, pension costs and an increase in capital outlays.

General Fund Expenditures Summary FY 17/18 Approved:

The pie chart on page 2-17 shows the General Fund expenditures by category. Police department total 50% of General Fund expenditures.

General Fund Expenditures Trends:

The table on page 2-18 and chart on 2-19 display a ten year trend of General Fund expenditures by department. Also included is two years projected.

Oversight Responsibilities by Department:

This table on page 2-20 identifies all the fund responsibilities associated with each General Fund Department. The Administration Department, which includes Personnel, has some oversight of all departments and funds.

Fund Structure

The fund structure chart on page 2-21 displays fund types and the Village's funds categorized accordingly.

Revenue (All Funds):

The table on page 2-22 shows revenues for all of the Village's 19 funds (there are five TIF districts).

Expenditures (All Funds):

The table on page 2-24 shows expenditures for all the Village funds. Transfers from the General Fund are identified separately and includes \$574,656 in support of the Parks and Recreation Enterprise Funds in FY 16/17. Overall decrease in Expenditures (All Funds) is 1%.

Revenue (All Funds) by Source:

The pie chart on page 2-23 shows revenues by source for all funds. 50% of all revenues are generated by the general fund.

Expenditures (All Funds):

The pie chart on page 2-25 identifies expenditures for all funds as a percent of total. The General Fund represents 54 % of Village operations.

Revenue (All Funds) by Source FY 15/16 Actual and FY 17/18 Proposed:

The tables on pages 2-26 and 2-27 show a GASB 34 presentation of revenue for all Village funds.

General Fund Summary:

The table on page 2-31 shows how all the General Fund revenue and expenditure activity affects the General Fund Balance. This table shows the ending fund balance at a 1.1 month reserve.

General Fund – Comparative Revenue, Expenditures and Fund Balance:

The line graph on page 2-32 shows how reserves, expenditures and fund balance relate.

Fund Summary:

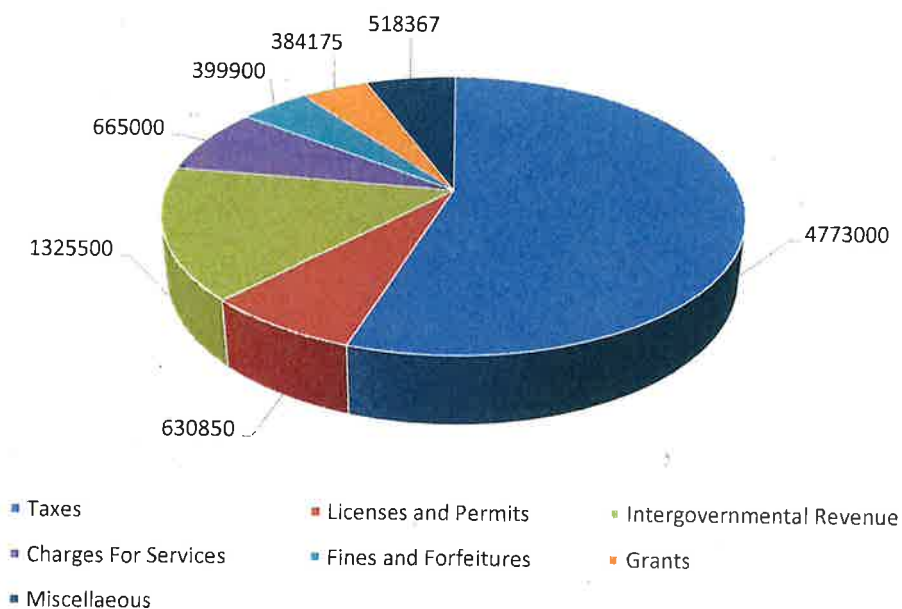
The tables on pages 2-33 through 2-37 show either beginning net position or fund balances along with the activity for FY 16/17 and FY 17/18 for all the Village's funds with ending net position or fund balances indicated. The line graphs on pages 2-40 and 2-41 depict 10 year trends.

Village of Richton Park 2017/2018 Budget

GENERAL FUND REVENUES

Account Description	Actual FY 2016	Budget FY 2017	Estimated April 2017	Approved FY 2018	% + OR -
Taxes	4,860,410	4,448,297	4,676,213	4,773,000	7%
Licenses And Permits	707,784	573,013	652,860	630,850	10%
Intergovernmental	1,404,579	1,219,200	1,327,002	1,325,500	9%
Charges For Services	622,084	614,500	611,778	665,000	8%
Fines And Forfeitures	404,868	358,400	408,242	399,900	12%
Grants	48,851	418,450	228,500	384,175	-8%
Miscellaneous	262,640	560,500	186,285	518,367	-8%
Total Revenues	8,311,217	8,192,360	8,090,879	8,696,792	6%

Village of Richton Park
General Fund Revenues
Fy 17/18 Approved

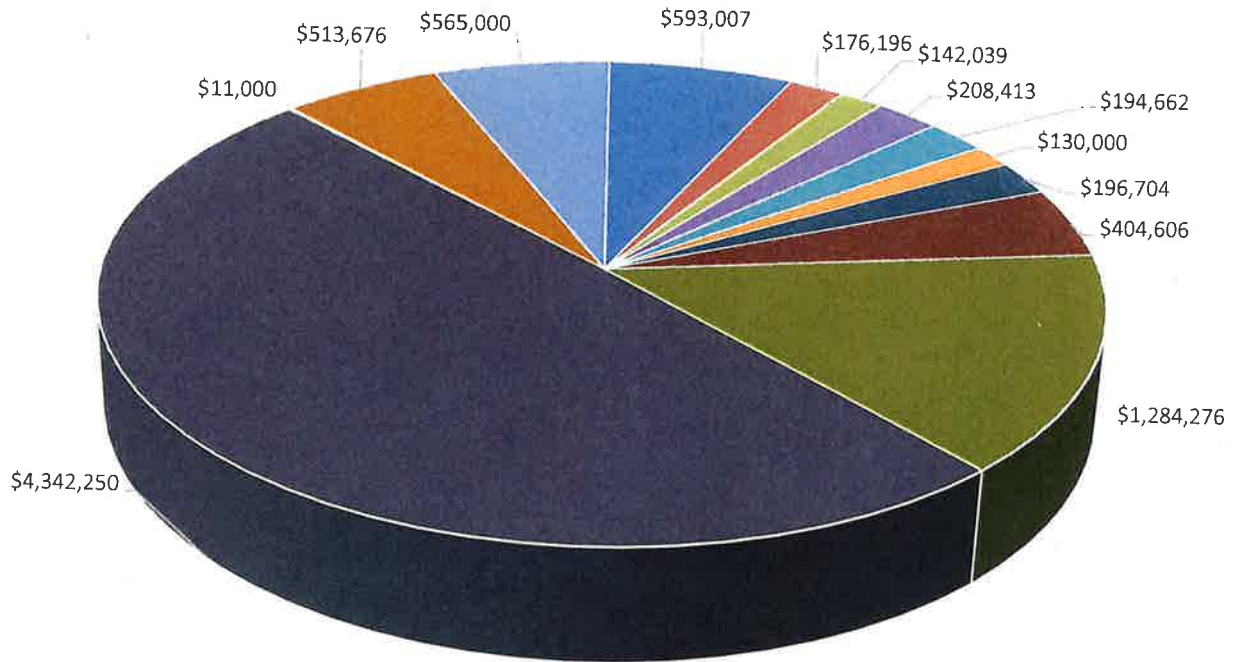


Village of Richton Park 2017/2018 Budget

GENERAL FUND EXPENDITURES

Account Description	Actual FY 2016	Budget FY 2017	Estimate FY 2017	Approved FY 2018	% + OR -
Administration	531,711	477,664	515,661	593,007	19%
IRMA	121,887	152,500	140,700	176,196	13%
Building	197,681	226,702	210,112	142,039	-40%
Community/Economic Development	132,168	178,872	184,560	208,413	14%
Code Enforcement	152,513	175,716	166,913	194,662	11%
ICC	2,686	1,000	4,945	130,000	100%
Community Services	129,256	48,502	113,743	196,704	75%
Finance	452,812	461,574	427,969	404,606	-96%
Fire	1,197,247	1,456,183	1,285,489	1,284,276	-87%
Police	4,039,960	4,114,789	4,073,827	4,342,250	5%
Administrative Hearing	8,081	15,000	14,119	11,000	-64%
Public Works	473,039	483,940	342,004	513,676	6%
Transfers	772,169	175,000	174,975	565,000	69%
Total Expenditures	8,211,209	7,967,442	7,655,017	8,761,829	9%

Village of Richton Park General Fund Expenditures FY 17/18 Approved



- Administration
- Building
- Code Enforcement
- Community Services
- Fire
- Administrative Hearing
- Transfers
- IRMA
- Community/Economic Development
- ICC Grant
- Finance
- Police
- Public Works

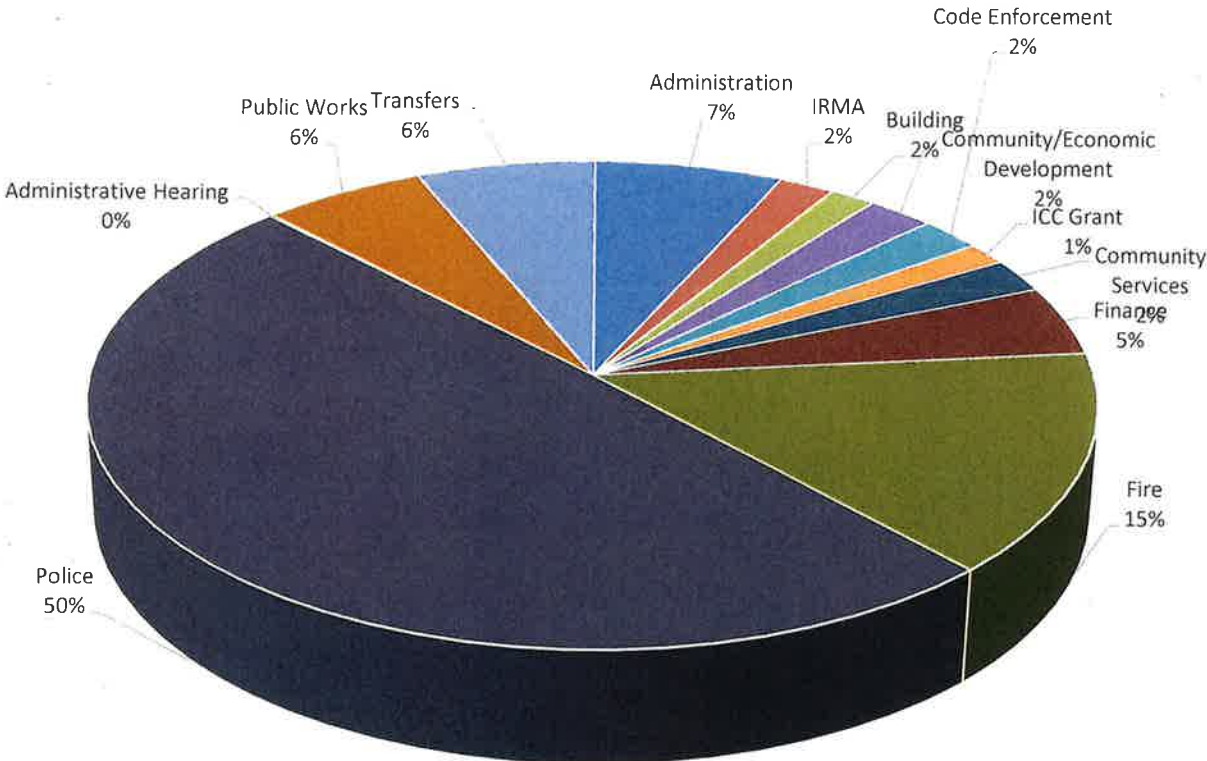
Village of Richton Park
GENERAL FUND EXPENDITURE CATEGORY SUMMARY
FY 15/16 ACTUAL

	Administration	IRMA	Building	Community/ Economic Development	Code Enforcement	Community Services	Finance	Fire	Police	Public Works	Transfers	Total
Personnel Costs	470,102		155,879	222,208	109,732	208,121	615,539	982,578	3,232,107	820,321		6,816,586
Commodities	17,099		27,061	6,156	4,272	2,449	11,365	73,842	127,049	52,154		321,448
Contractual	424,136	259,334	14,741	34,849	38,236	24,441	186,215	84,694	629,114	152,800		1,848,561
Operating	55,410			1,123	273		10,174	22,574	59,771	25,924		175,248
Debt												
Capital					2,686							33,559
Total	966,747	259,334	197,681	264,335	155,199	235,011	823,294	1,197,247	4,048,041	1,051,198	772,169	774,855
Overhead	435,036	137,447		132,168		105,755	370,482			578,159		1,759,047
Total	531,711	121,887	197,681	132,167	155,199	129,256	452,812	1,197,247	4,048,041	473,040	772,169	8,211,210

Village of Richton Park
GENERAL FUND EXPENDITURE CATEGORY SUMMARY
FY 17/18 APPROVED

	Administration	IRMA	Building	Community/ Economic Development	Code Enforcement	Community Services	Finance	Fire	Police	Public Works	Transfers	Total
Personnel Costs	599,994		100,889	293,076	137,062	285,994	574,998	1,036,076	3,576,190	860,902		7,465,181
Commodities	11,200		25,300	9,800	3,550	7,450	6,500	62,500	113,550	50,000		289,850
Contractual	404,450	352,392	15,350	113,200	53,750	48,950	118,650	77,200	620,860	191,900		1,996,702
Operating	62,550		500	750	130,300	15,250	30,500	18,500	42,650	38,700		339,700
Debt								90,000				90,000
Capital							5,000				565,000	570,000
Total	1,078,194	352,392	142,039	416,826	324,662	357,644	735,648	1,284,276	4,353,250	1,141,502	565,000	10,751,433
Overhead	485,187	176,196		208,413		160,940	331,042			627,826		1,989,604
Total	593,007	176,196	142,039	208,413	324,662	196,704	404,606	1,284,276	4,353,250	513,676	565,000	8,761,829

Village of Richton Park
General Fund Expenditures
FY 17/18 Approved

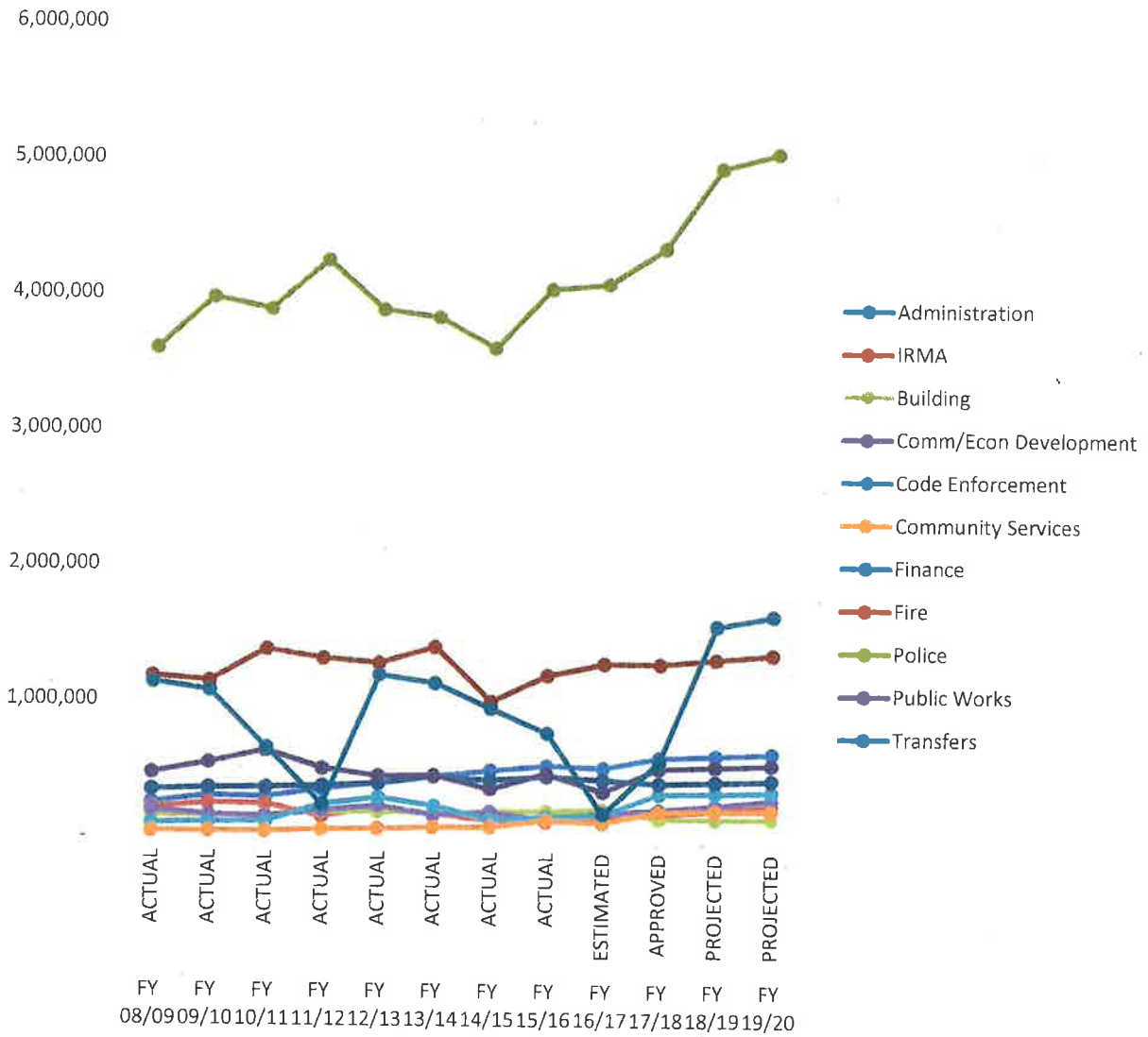


Village of Richton Park
GENERAL FUND EXPENDITURE TRENDS
FY 07/08 - FY 19/20

Projected is based on
5 year projections and is
displayed for presentation
purposes only

	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 29/20
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	APPROVED	PROJECTED	PROJECTED
Administration	248,343	300,349	293,195	352,190	401,102	452,107	494,607	531,711	515,661	593,007	609,314	626,071
IRMA	210,537	247,923	241,647	154,289	214,647	174,868	132,353	121,887	140,700	176,196	206,590	240,374
Building	153,441	154,852	154,134	187,065	184,013	178,831	195,562	197,681	210,112	142,039	142,039	144,880
Comm/Econ Develop	195,256	160,130	150,157	197,402	231,492	165,246	190,694	132,167	184,560	208,413	244,365	284,326
Code Enforcement	97,046	107,293	112,028	243,424	292,132	232,810	137,214	155,199	171,859	324,662	333,104	341,765
Community Services	38,617	40,539	42,114	56,640	63,712	76,759	78,531	129,256	113,743	196,704	202,113	207,672
Finance	344,513	359,502	365,675	378,271	395,246	449,397	424,502	452,812	427,969	404,606	415,732	427,165
Fire	1,180,255	1,149,047	1,382,800	1,317,513	1,284,312	1,402,498	1,003,087	1,197,247	1,285,489	1,284,276	1,319,594	1,355,882
Police	3,603,361	3,979,578	3,893,197	4,255,686	3,890,852	3,836,924	3,609,444	4,048,041	4,087,946	4,353,250	4,946,780	5,058,075
Public Works	469,769	546,486	637,337	507,106	451,352	457,608	359,999	473,040	342,004	513,676	527,802	542,317
Transfers	1,136,951	1,077,988	657,475	239,593	1,194,622	1,135,706	949,784	772,169	174,975	565,000	1,565,759	1,639,487
Total	7,678,089	8,123,687	7,929,759	7,889,179	8,603,482	8,562,754	7,575,777	8,211,210	7,655,017	8,761,829	10,513,192	10,868,014

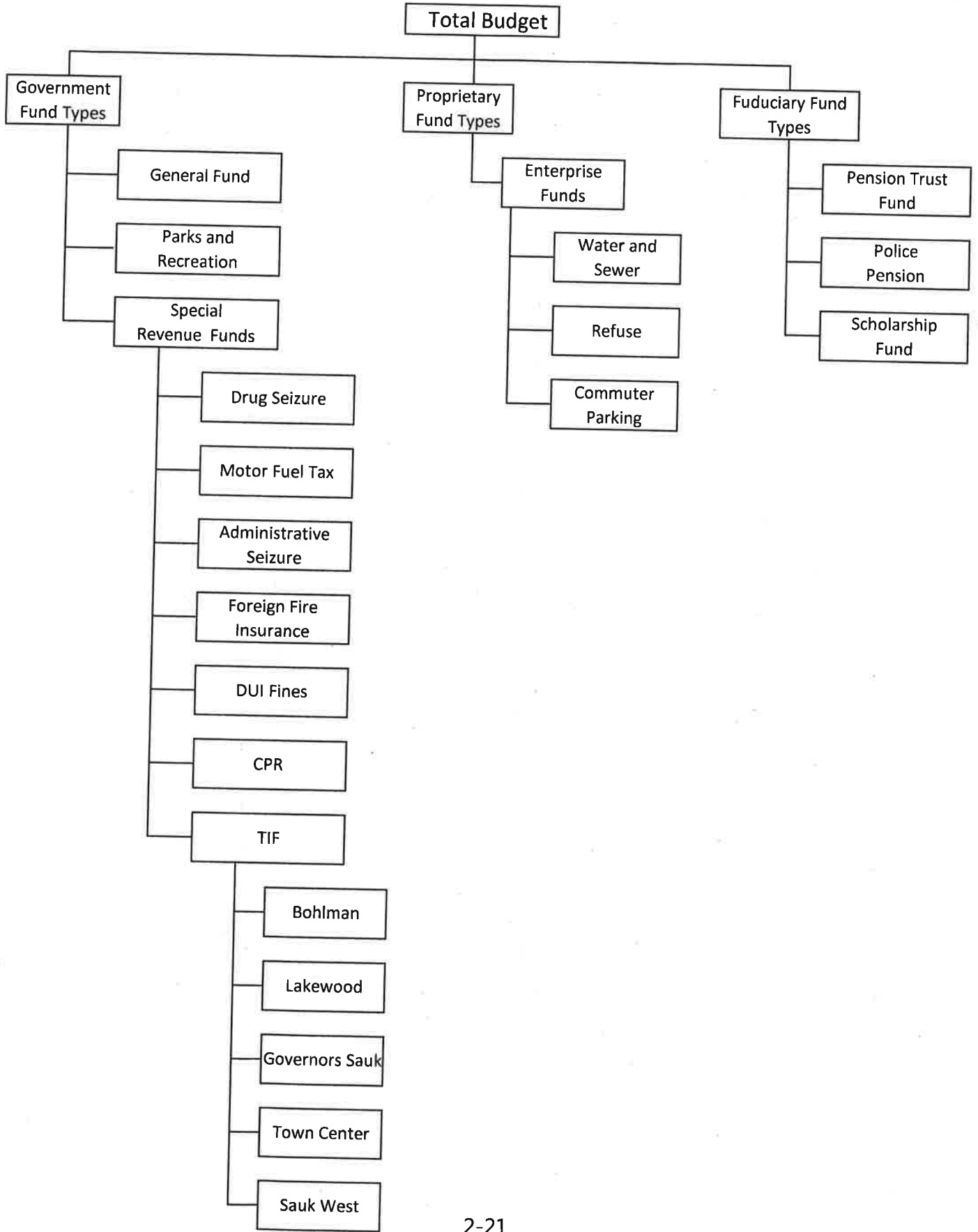
Village of Richton Park GENERAL FUND EXPENDITURE TRENDS FY 08/09 - FY 19/20



**Village of Richton Park
Oversight Responsibilities by Department
2017/2018 Budget**

	<u>Administration</u>	<u>IRMA</u>	<u>Building</u>	<u>Comm/Econ Development</u>	<u>Code Enforcement</u>	<u>Community Services</u>	<u>Finance</u>	<u>Fire</u>	<u>Police</u>	<u>Public Works</u>	<u>Parks and Recreation</u>
General Fund	X	X	X	X	X	X	X	X	X	X	X
Parks and Recreation	X										X
Commuter Parking Lot	X									X	
Refuse	X									X	
Water & Sewer	X									X	
Scholarship Fund	X					X					
Police Pension Fund	X								X		
Drug Seizure Fund	X								X		
MFT Fund	X			X						X	
Administrative Seizure	X								X		
Foreign Fire Insurance	X							X			
DUI Fines	X								X		
CPR Class	X							X			
CDBG- Cook	X			X						X	
Capital Projects	X			X						X	X
TIF	X			X							

Village of Richton Park
2017/2018 Budget
Fund Structure



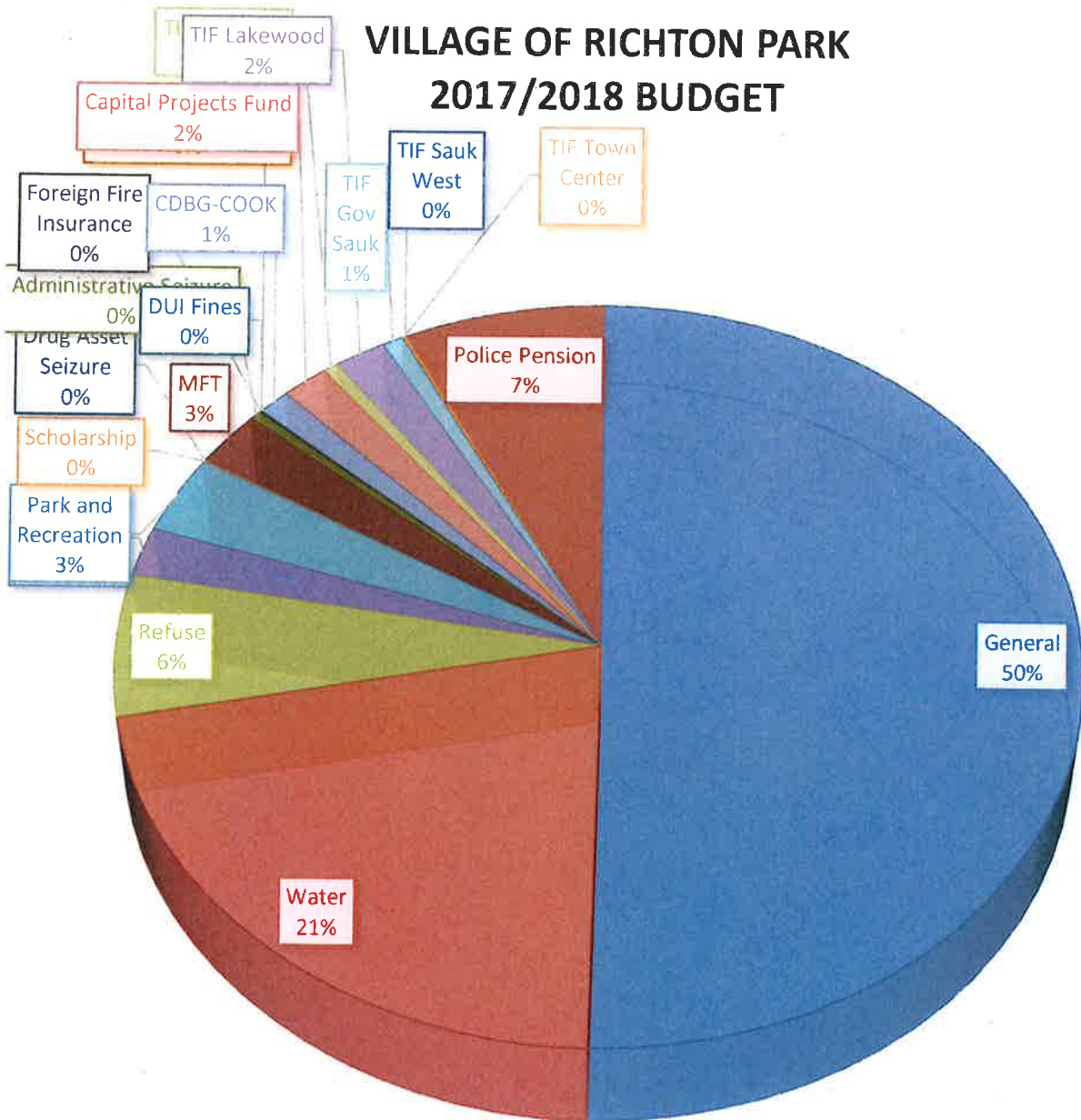
Village of Richton Park 2017/2018 Budget

REVENUE (ALL FUNDS)

	FY 15/16 ACTUAL	FY 16/17 BUDGET	FY 16/17 ESTIMATE	FY 17/18 APPROVED	CHANGE
General	8,311,217	7,967,442	7,655,017	8,696,792	9%
Water	2,564,052	3,185,043	2,803,043	3,714,850	17%
Refuse	891,102	1,028,599	960,238	1,069,743	4%
Commuter Parking	253,119	316,664	232,420	375,500	19%
Park and Recreation	347,825	589,800	221,950	597,300	1%
Scholarship	-	10,000	11,236	6,500	-35%
Drug Asset Seizure	-	2,000	1,205	1,000	-50%
MFT	329,613	415,000	359,362	432,534	4%
Administrative Seizure	60,750	85,000	61,250	65,000	-24%
Foreign Fire Insurance	11,590	11,000	11,970	12,000	9%
DUI Fines	1,883	6,000	2,101	3,000	-50%
CPR Class Revenues	1,122	1,500	1,335	1,500	0%
CDBG-COOK	-	365,000	364,036	200,000	-45%
Capital Projects Fund	-	102,395	-	300,000	193%
TIF Bohlman	98,552	85,000	96,567	87,000	2%
TIF Lakewood	248,022	288,000	11,654	325,000	13%
TIF Gov Sauk	136,559	245,000	138,493	128,000	-48%
TIF Town Center	13,908	15,000	33,369	19,000	27%
TIF Sauk West	-	15,000	-	-	-100%
Total Primary Government	<u>13,269,314</u>	<u>14,733,443</u>	<u>12,965,245</u>	<u>16,034,719</u>	<u>9%</u>
Police Pension	<u>798,408</u>	<u>797,544</u>	<u>1,842,735</u>	<u>1,263,788</u>	<u>58%</u>
Total All Revenue	<u><u>14,067,722</u></u>	<u><u>15,530,987</u></u>	<u><u>14,807,981</u></u>	<u><u>17,298,507</u></u>	<u><u>11%</u></u>

REVENUES (ALL FUNDS)

VILLAGE OF RICHTON PARK 2017/2018 BUDGET

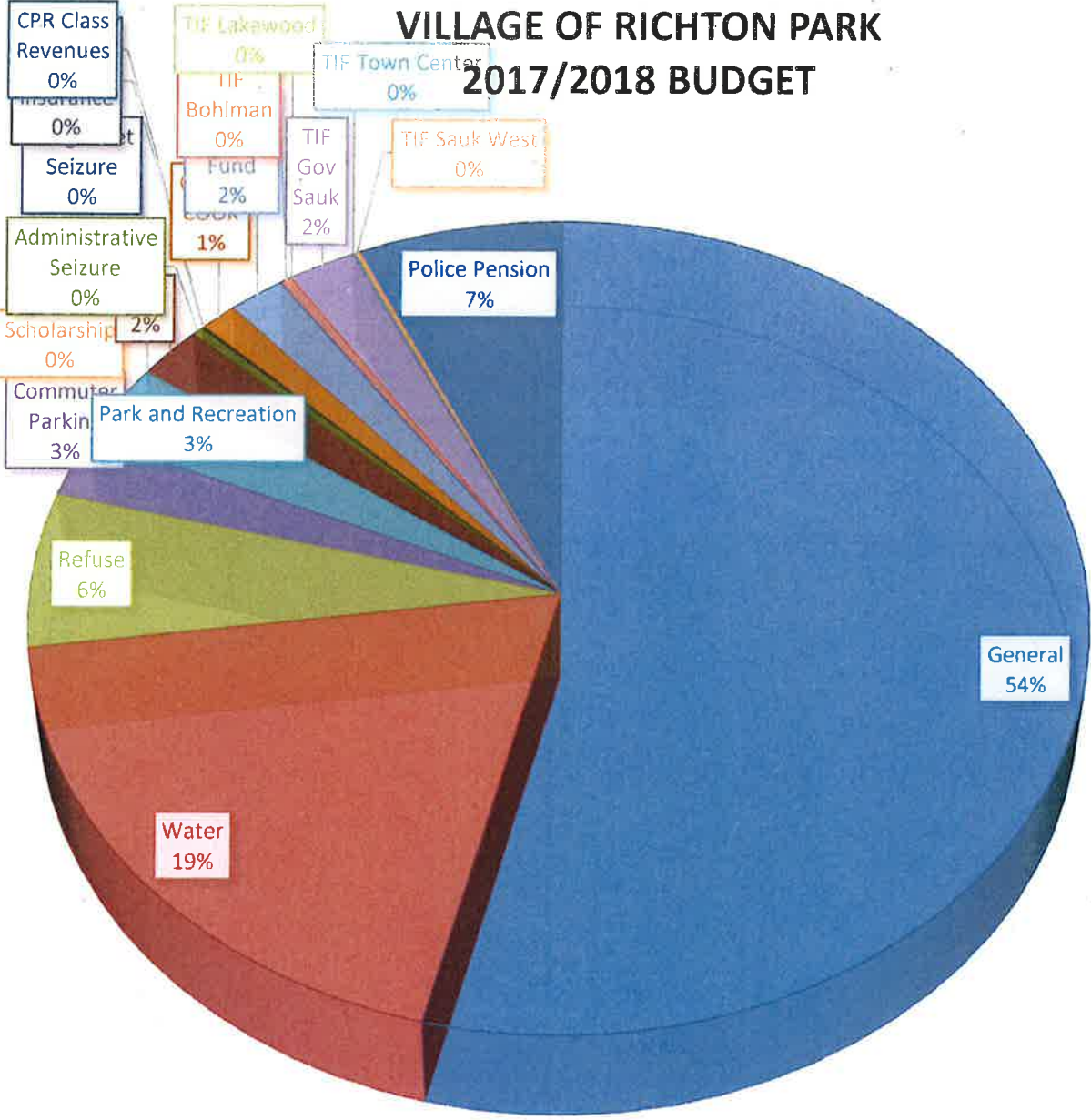


Village of Richton Park 2017/2018 Budget

EXPENDITURES (ALL FUNDS)

	FY 15/16 ACTUAL	FY 16/17 BUDGET	FY 16/17 ESTIMATE	FY 17/18 APPROVED	CHANGE
General	8,578,299	7,967,462	7,656,019	8,761,829	10%
Water	2,460,520	3,105,694	2,603,016	3,107,977	0%
Refuse	866,501	972,369	1,049,682	999,538	3%
Commuter Parking	188,994	207,754	184,793	408,015	96%
Park and Recreation	574,656	528,940	521,961	523,034	-1%
Scholarship	-	10,100	10,051	6,000	-41%
Drug Asset Seizure	-		730	500	0%
MFT	540,886	780,600	313,662	346,000	-56%
Administrative Seizure	31,451	75,000	11,750	58,539	-22%
Foreign Fire Insurance	2,950	14,000	13,737	10,000	-29%
CPR Class Revenues	255	700	1,335	700	0%
CDBG-COOK	-	415,000	412,038	200,000	-52%
Capital Projects Fund	163,531	458,000	124,853	300,000	-34%
TIF Bohlman	69,799	74,245	68,153	69,380	-7%
TIF Lakewood	255,387	240,000	140,503	-	-100%
TIF Gov Sauk	297,966	73,200	296,538	356,308	387%
TIF Town Center	19,084	7,000	13,670	11,000	57%
TIF Sauk West	21,618	8,000	31,728	23,500	194%
Total Primary Government	<u>14,071,897</u>	<u>14,938,064</u>	<u>13,454,218</u>	<u>15,182,320</u>	<u>2%</u>
Police Pension	659,970	1,035,700	1,223,787	1,110,350	7%
Total All Revenue	<u><u>14,731,867</u></u>	<u><u>15,973,764</u></u>	<u><u>14,678,005</u></u>	<u><u>16,292,670</u></u>	<u><u>2%</u></u>

EXPENDITURES (ALL FUNDS)



Village of Richton Park
REVENUE (ALL FUNDS) BY SOURCE
GASB 34 Presentation
FY 15/16

	Program Revenues						Total
	Charges For Services	Operating Capital Grants	Taxes	Licenses and Permits	Fines and Forfeits	Miscellaneous	
General	839,390	46,271	6,327,202	707,784	406,751	338,296	8,659,042
Water	2,564,052						2,564,052
Refuse	891,102						891,102
Commuter Parking	253,119						253,119
Scholarship							
Drug Asset Seizure							
MFT		329,613					329,613
Administrative Seizure					60,750		
Foreign Fire Insurance							
DUI Fines						11,590	11,590
CPR Class Revenues			98,552			1,883	1,883
TIF Bohlman			248,022			1,122	1,122
TIF Lakewood			136,559				136,559
TIF Gov Sauk			13,908				13,908
TIF Town Center							
TIF Sauk West							
Total All Revenue	4,547,663	375,884	6,824,243	707,784	467,501	352,891	13,269,314
							(6,652)

* Taxes include, Property, State, Utility, Income and Replacement Tax

REVENUE (ALL FUNDS) BY SOURCE
GASB 34 Presentation
FY 17/18

	<u>Program Revenues</u>					Miscellaneous	Gain/(Loss) on Sale of Capital Assets	Total
	Charges For Services	Operating Capital Grants	Taxes*	Licenses and Permits	Fines and Forfeits			
General	665,000	-	7,079,975	630,850	399,900	518,367	-	9,294,092
Water	3,714,850							3,714,850
Refuse	1,069,743							1,069,743
Commuter Parking	375,500					6,500		375,500
Scholarship					1,000			6,500
Drug Asset Seizure								1,000
MFT		432,534						432,534
Administrative Seizure					65,000			
Foreign Fire Insurance						12,000		12,000
DUI Fines						3,000		3,000
CPR Class Revenues						1,500		1,500
CDBG-Cook		200,000						
Capital Projects		300,000						
TIF Bohman			87,000					87,000
TIF Lakewood			325,000					325,000
TIF Gov Sauk			128,000					128,000
TIF Town Center			19,000					19,000
TIF Sauk West								
Total All Revenue	5,825,093	932,534	7,638,975	630,850	465,900	541,367	-	16,034,719

* Taxes include, Property, State, Utility, Income and Replacement Tax

INTERPRETIVE NOTES ON FUND SUMMARIES

A one page analysis of the General Fund follows this page. The General Fund balance represents all assets of the General Fund (cash, investments, receivables, taxes, interfund and other receivables) less all liabilities (accounts payable, accrued payroll, payroll withholdings, deferred revenue and interfund liabilities). As noted on the chart, the General Fund began Fiscal Year 2016/2017 with a total unassigned Fund Balance of \$258,496.

Revenue has a positive impact on the General Fund balance while expenditures have a negative impact. It is estimated that operating expenditures for Fiscal Year 2016/2017 will exceed revenues by \$1,092,582. For Fiscal Year 2017/2018, expenditures will exceed revenues by \$65,037 after transfers. This was anticipated by the Board when property taxes were levied. Despite utilizing reserves to cover the difference between revenues and expenditures and after retaining dollars for pending grant matches, a reserve goal equal to 1.1 months of expenditures is expected in the Fund Balance. It is the Village's goal to reach 3 to 4 months of reserves as indicated by the newly drafted unapproved Fund Balance Policy to be submitted to the Village Board in 2017.

Included in the Fund Summary analysis are transfers to other funds. In addition \$300,000 was transferred to the Pension Fund in 2016/2017.

The Village's auditors recommend that the Village Board review operating results of all Enterprise Funds on an annual basis. This review should determine the necessity of increasing fees and/or providing additional Village support.

It is recommended that the Village Board approve a fiscal policy that mandates a three to four month reserve to fund cash flow shortages. The ending fund balance presented for Fiscal Year 2017/2018 after adjustments is around 1.1 months reserve.

Following the one page Fund Summary are summaries for each of the Enterprise or Special Revenue funds. Each of these Fund Summaries show the Beginning Net Position or Fund Balance, Revenues and Expenditures for that fund and the Ending Net Position or Balance.

**Village of Richton Park
2017/2018 Budget**

GENERAL FUND SUMMARY

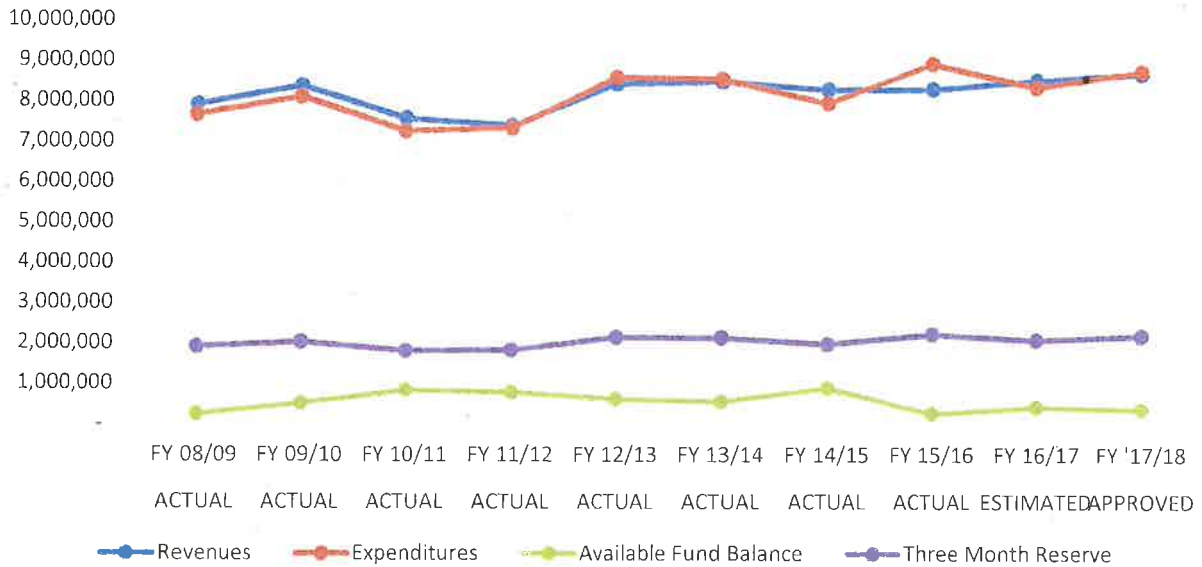
	FY 16/17 Estimated	FY 17/18 Approved
Beginning General Fund Balance (4/30/2016)	258,496	427,644
Operating Revenues	8,536,800	8,696,792
Operating Expenditures	(9,629,382)	(8,761,829)
Issuance of Long-term debt	1,261,730	-
Gain on sale of capital assets		
Fund Balance (Deficit), End of year (4/30/2017)	427,644	362,607

One month of expenditures equal \$730,152.42. The Board's desired goal is a three to four month reserve, which would equate to \$2,190,457.

The Village's reserves were \$894,945 for FY 15/16 which represented a 1.1 month reserve.

General Fund

Comparative Revenue, Expenditure, and Fund Balance



This graph shows the relationship of General Fund revenues, expenditures and fund balance. The Board is currently reviewing a draft fund balance policy mandating the maintenance of a three month reserve balance. The three month floor allows the Board to offset levy increases with reserve balances that exceed this floor. This is demonstrated by budgeted expenditures exceeding revenues, reflecting a conscious decision to utilize fund balance.

The responsible monitoring of General Fund balance along with the policy of accumulating savings and one-time windfalls rather than growing programs allows the Village to hold tax levy increases to their lowest level.

**Village of Richton Park
2017/2018 Budget**

TIF CROSSING FUND SUMMARY

	FY 16/17 Estimated	FY 17/18 Approved
Beginning Net Position (4/30/2016)	3,883,739	3,883,739
Operating Revenues		
Operating Expenditures		
Prior Period Adjustment		
Ending Net Position (4/30/2017)	3,883,739	3,883,739

This Crossing TIF is currently closed, but it has a due to and a due from still pending. It is the recommendation of the auditors that some type of payment plan is established for repayment.

**Village of Richton Park
2017/2018 Budget**

TIF LAKEWOOD FUND SUMMARY

	FY 16/17 Estimated	FY 17/18 Approved
Beginning Net Position (4/30/2016)	(1,259,664)	(2,453,014)
Operating Revenues	11,654	325,000
Operating Expenditures	(152,004)	
Loss on sale of Capital Asset	(1,053,000)	-
Ending Net Postion (4/30/2017)	(2,453,014)	(2,128,014)

This Lakewood TIF just added a Walmart Supercenter and is expected to generate approximately \$1,900,000 in real estate taxes for FY 2018. At the time of budget preparation, the estimated real estate tax revenue was undetermined, but since the first tax bill has been received, it appears to be around \$1,900,000 annually.

**Village of Richton Park
2017/2018 Budget**

TIF SAUK TRAIL/GOVERNOR'S HIGHWAY FUND SUMMARY

	FY 16/17 Estimated	FY 17/18 Approved
Beginning Net Position Balance (4/30/2016)	(526,324)	(2,060,303)
Operating Revenues	138,493	128,000
Operating Expenditures	(1,672,472)	(356,308)
Loss on sale of Capital Asset		-
Ending Net Position (04/30/2017)	(2,060,303)	(2,288,611)

This Sauk Trail/Governor's Highway had a capital outlay of \$1,372,737 in 2017.

**Village of Richton Park
2017/2018 Budget**

PROPRIETARY FUND SUMMARY

COMMUTER PARKING LOT

	FY 16/17 Estimated	FY 17/18 Approved
Beginning Net Position Balance (4/30/2016)	553,303	621,980
Operating Revenues	253,975	375,500
Operating Expenditures	(185,298)	(408,015)
Loss on sale of Capital Asset		
Ending Net Position (04/30/2017)	621,980	589,465

Net change decreased by 5% as a result of capital expenditures related to parking lot resurfacing.

REFUSE

	FY 16/17 Estimated	FY 17/18 Approved
Beginning Net Position Balance (4/30/2016)	(53,300)	(178,385)
Operating Revenues	980,345	1,069,743
Operating Expenditures	(1,105,430)	(999,538)
Ending Net Position (04/30/2017)	<u>(178,385)</u>	<u>(108,180)</u>

Net change increase of 39%, due to new meter system installations to increase efficiency of reporting and a slight increase in rates for 2018.

WATER AND SEWER

	FY 16/17 Estimated	FY 17/18 Approved
Beginning Net Position Balance (4/30/2016)	10,368,767	10,520,998
Operating Revenues	2,771,782	3,714,850
Operating Expenditures	(2,619,551)	(3,107,977)
Ending Net Position (04/30/2017)	<u>10,520,998</u>	<u>11,127,871</u>

Net change increase of 5%, due to new meter system installations to increase efficiency of reporting and a slight increase in rates for 2018.

**Village of Richton Park
2017/2018 Budget**

FUDUCIARY FUND SUMMARY

POLICE PENSION

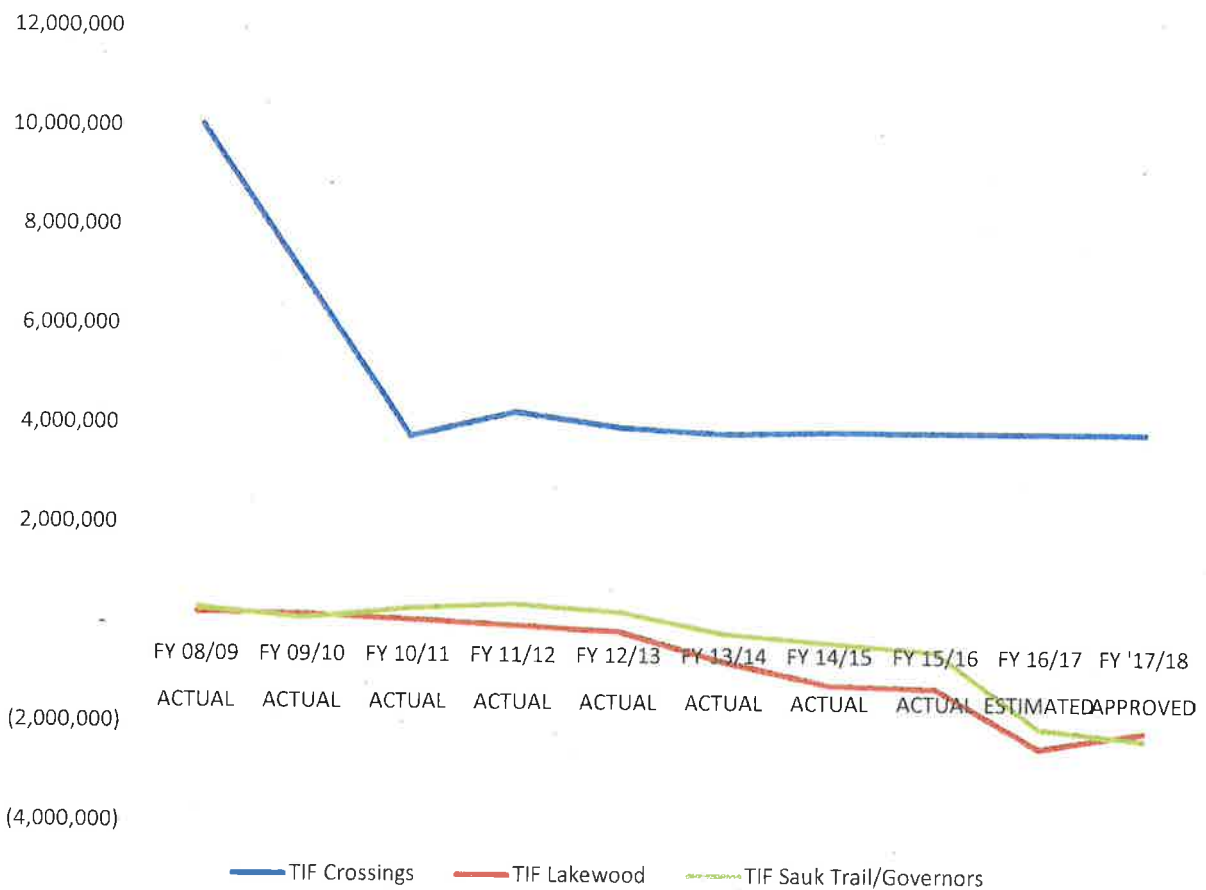
	<u>FY 16/17 Estimated</u>	<u>FY 17/18 Approved</u>
Beginning Net Position Balance (4/30/2016)	12,956,004	13,570,413
Additions	1,784,221	1,263,850
Deductions	(1,169,812)	(1,110,350)
Ending Net Position (04/30/2017)	13,570,413	13,723,913

Net change increase of 1%, due to potential investment income.

Village of Richton Park 2017/2018 Budget

TIF FUND SUMMARY

Net Position or Fund Balance Trends, as April 30, 2017

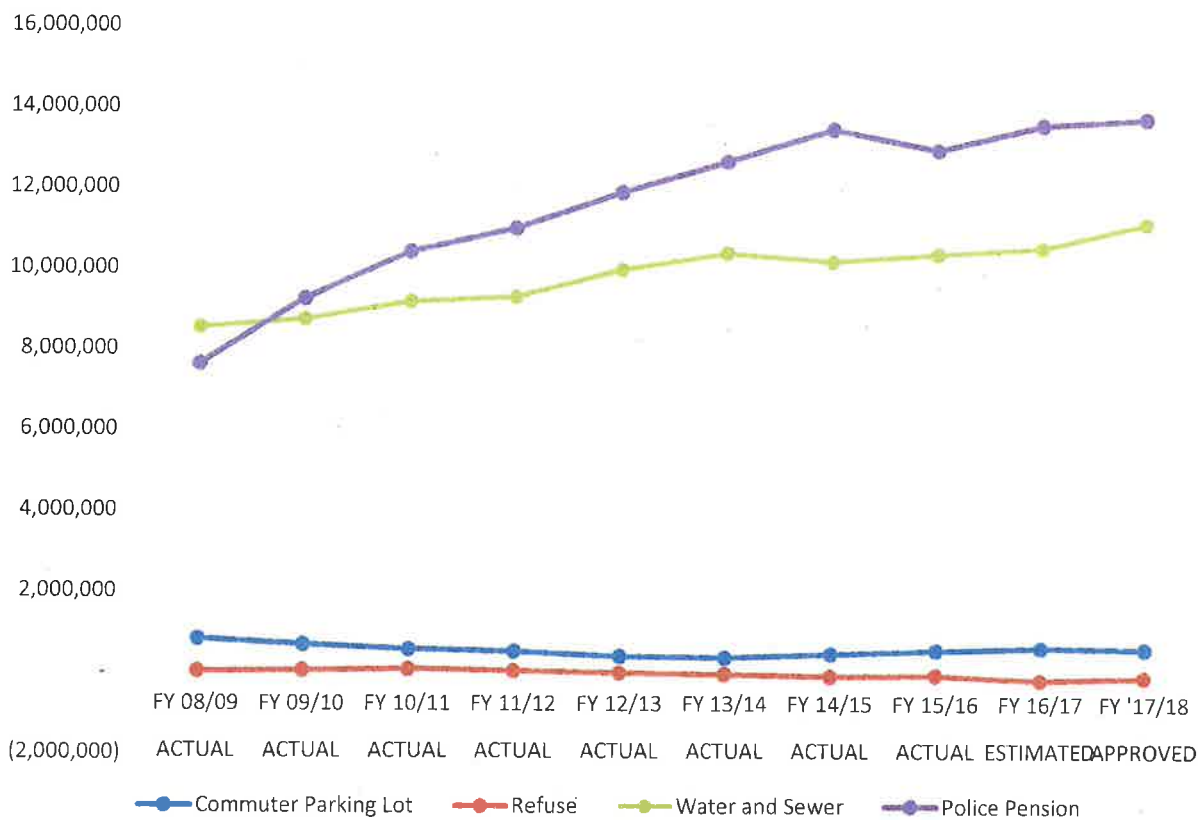


This graph clearly shows that our TIFs are under water and it has been recommended that we redo these TIFs. This was due to the market downturn in 2008 and these particular TIFs have not rebounded.

Village of Richton Park 2017/2018 Budget

PROPRIETARY AND FUDUCIARY FUND SUMMARY

Net Position or Fund Balance Trends, as April 30, 2017



This graph clearly shows that all Fund Balances are moving in a positive direction.

Village of Park Forest 2017/2018 Budget

OPERATING BUDGET IMPACT OF CAPITAL ITEMS

The Village develops a five-year capital plan which is reviewed by the Village Board prior to the development of budget guidelines. The capital expenditures presented directly flow from this capital plan. Not all capital items presented are reflected in the budget. Only the items that are consistent with Board goals and available funding are included.

For every capital purchase there is an operational impact. In the past thirty years, the Village of Richton Park has made several enormous capital purchases: a community center complex, new ambulances, several new vehicles for daily operations use and infrastructure replacement. These purchases involve far more than the initial mortgages or loan payments. They necessitate the costs of managing, marketing and maintaining the facility and vehicles on a long-term basis. For several of the Village's facilities, the personnel costs far outweigh the capital costs. Planning the capital and operational costs of a recreational facility became a routine part of the Village's overall budget. As Village facilities aged, maintenance issues become more problematic. Operating expenses stabilized as renovation projects culminated.

Public Works Projects/Water Main Replacement

In Fiscal 2017 almost four miles of water main were replaced. The cost for these approximate four miles of water main was budgeted at \$1,500,000. An additional small \$50,000 project is budgeted in Fiscal 2018. The water main replacement is in response to an aging infrastructure and water main breaks.

Repairs will be targeted in troubled areas. A reduction in water main breaks can reduce the cost of repairs and restoration. One break can cost \$2,000 - \$4,000 in staff and materials.

Conclusion

While there are operating cost considerations involved with many of these capital improvements, there is also the value of creating positive perceptions on the part of Village residents. A community that maintains its infrastructure, addresses its

commercial blight, and improves its housing stock is perceived as healthy and proactive.

Village of Richton Park

2017/2018 Budget

Capital Expenditure By Department

Description	Fund	Funds	Funds	Funds	Department
Maple Avenue	\$ 15,000	\$360,000		\$375,000	Public Works
RR Sound Wall	6,500	123,500		130,000	Public Works
Lighting Project*		118,000	130,000	248,000	Public Works
Greenfield**	110,000			110,000	Public Works
Contingencies	50,000			50,000	All
General Fund Total	\$181,500	\$601,500	\$130,000	\$913,000	
1-Ton Truck			\$33,539	\$ 33,539	Water/Sewer
Metra Paving	\$ 50,000			\$ 50,000	CPL
Clark Street	\$ 13,500	\$256,500		\$270,000	CDBG
Sidewalks		\$ 60,000		\$ 60,000	2017 Project
Safe Routes		\$122,534		\$122,534	Safe Routes
Metra Lights		\$ 25,000		\$ 25,000	CPL
Total MFT/CDBG	\$ 13,500	\$464,034		\$477,534	
Total Capital	\$245,000	\$1,065,534	\$163,539	\$1,474,073	

*Lighting Project received a rebate in Y 2018 of \$130,000.

** Greenfield prepaid these funds in FY 2016.

Note the Light project and 1-ton truck are re-occurring expenses that will be exhausted by 2020.

Village of Richton Park

2017/2018 Budget

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Village conform to generally accepted accounting principles as applicable to governments.

In addition, a presentation of cash flow and net current assets is provided for proprietary funds. The following is a summary of the more significant policies.

BASIS OF ACCOUNTING

The Governmental Funds and Expendable Trust Funds reflect the modified accrual basis of accounting; which means that revenue is recognized when it is measurable and available, and expenditures are recognized when the liability is incurred.

Proprietary Funds and Non-Expendable Trust and Pension Trust Funds reflect the accrual basis of accounting; which means revenue is recognized when earned and expenses are recognized when incurred.

BASIS OF BUDGETING

The budget is flexible within departments. Over-expenditures on one line must be compensated for within the departmental budget. However, departments may not overspend their total departmental budget without a budget amendment. Budget amendments will be made at the mid-point of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures or personnel.

FUND ACCOUNTING

The accounts of the Village are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. In June 1999, The Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments. The Village implemented GASB 34 in Fiscal Year 2002/2003.

One of the changes as a result of GASB 34 was a change in the Fund Statements presentation to focus on major funds. A fund is considered major if it is the primary operating fund of the Village or meets the following criteria:

1. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
2. Total assets, liabilities, revenues or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

All other Funds are considered Non-major funds. Funds are organized into three major categories: governmental, proprietary and fiduciary. The following fund types are used by the Village:

Governmental Fund Types:

General Fund (Major fund):

The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund. The nine departments of the General Fund are:

Administrative
Building
Community/Economic Development
Code Enforcement
Community Services
Finance
Fire
Police
Public Works

Special Revenue Funds:

Special Revenue Funds are used to account for the revenue derived from specific sources. These resources are utilized to finance expenditures allowable under either ordinance or State law. The Village has the following special revenue funds, which are:

Parks and Recreation
Drug Seizure Fund
Motor Fuel Tax Fund
Administrative Seizure Fund
Foreign Fire Fund
DUI Fines Returned
CPR Class Revenue

Tax Incremental Financing (TIF)

Tax Incremental Financing is used as an incentive to increase commercial and residential development throughout the Village.

Bohlman
Lakewood
Governors Sauk
Town Center
Sauk West

Proprietary Fund Types (Business-type Activities):

Proprietary Funds consist of two types of funds: Enterprise Funds and Internal Service Funds.

Enterprise Funds

Enterprise Funds are established to account for the financing of self-supporting activities of the Village, which render services of a commercial nature on a user-charge basis to the general public. The Village has seven individual enterprise funds.

Major Fund

Water, Sewer, and Storm Water

Non-major Funds

Commuter Parking Lot
Refuse

Fiduciary Fund Types:

Trust and Agency Funds:

Trust and Agency Funds are established for the purpose of accounting for money and property held by the trustee, custodian or agent. The Village's Trust Funds are:

- The Scholarship Fund
- The Police Pension Fund

BASIS OF CAPITALIZATION

Capital expenditures are displayed in this report as capital outlays. Some capital expenditures are capitalized and become capital assets if they meet the following criteria:

Capital assets, include land, construction in progress, buildings and improvements, vehicles, furniture and equipment and infrastructure assets with an initial, individual cost of more than \$10,000 and a useful life greater than one year.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Land, construction in progress, buildings and improvements, vehicles, furniture and equipment of the Village is depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	10-80
Land Improvements	20
Furniture and Equipment	5-30
Vehicles	3-15
Infrastructure	80-100

INVESTMENT POLICIES

The Village of Richton Park and the public safety pension fund have adopted formal investment policies that are reviewed and updated as needed. It is the policy of the Village and Pension Funds to invest public funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

PURCHASING POLICIES

The purchasing policies of all funds and departments of the Village are governed by Village Ordinance. This policy is reviewed and updated as needed and allows department heads or their designee authority to procure goods and services up to \$2,500 without a purchase order. Goods and services in excess of \$2,500 require a purchase order and signature of Senior Financial Associate up to \$5,000 with the Finance Director and Village Manager authorized up to \$10,000. The Board approves purchases in excess of \$10,000. The policy defines requirements for competitive bidding.

**Village of Richton Park
2017/2018 Budget**

**ADMINISTRATIVE
MANAGER'S OFFICE**

DEPARTMENT FUNCTION:

The Village of Richton Park operates under the Managerial form of government, pursuant to Chapter 65 of the Illinois Compiled Statutes, with a Village Manager established by Referendum and Ordinance. The Village Manager is at the head of all administrative functions of the Village. The Board of Trustees appoints the Manager for an indefinite term.

The Village Manager supervises all of the departments of the Village, which include General Administration, Building, Community/Economic Development, Code Enforcement, Community Services, Finance, Fire, Police, Public Works, Parks and Recreation, Commuter Parking, and Water and Sewer. The Manager is responsible for the efficient administration of the Village according to the scope of his position as set forth by the Illinois Compiled Statutes and Ordinances of the Village of Richton Park. The Manager is responsible for the staffing of the Village Board meetings as well as the various Board Committees, is a member of the Executive Board for the SouthCom combined dispatch agency, and is a member of the South Suburban Mayors and Managers Association.

Primary responsibility for the implementation of the Village Board's goals rests with the Administrative Department. As such, while many of the objectives may appear in various other departments and are budgeted in those departments, coordination of the activities takes place through the office of the Village Manager.

The Finance Director is responsible for the fiscal functions of the Village. This includes preparation and oversight of budget implementation, cash management and all accounting functions, administers the Village's responsibilities related to the Village's five Tax Increment Financing Districts and serves as Village Treasurer and as the Treasurer the Police Pension Fund Board.

Information Technology, also under the supervision of the Finance Director, coordinates a wide range of computer support services and functions for all Village

departments. Involved is the application and installation of computer hardware and software.

The Village of Richton Park administers all aspects of personnel functions through the Human Resources Generalist, including maintenance of centralized personnel files, recruitment, training, employee benefits, compliance with applicable laws, workers compensation and general liability claims, disciplinary proceedings, grievance resolution and contract negotiation. Human Resources Generalist has responsibility for negotiating health and dental benefits through the Horton Group (broker and third party administrator), serves as the Village's delegate to the Intergovernmental Risk Management Agency (IRMA - the Village's risk management pool), chairs the Village's Safety Committee/Accident Review Board, co-manages the Health and Wellness Taskforce and is part of the ERP (Employee Resource Program) implementation team.

The Web Site Coordinator function serves as the focus for activities designed to market or communicate Village services, programs and policies to current and potential residents and businesses. These activities include advertising, business communications, marketing and public relations efforts. The Web Site Coordinator coordinates the poster program, the Village Website, the Village's social media efforts including e-mail marketing, YouTube video clips and overseeing of social networking sites Twitter and Facebook all in a uniform marketing approach. The overall public relations program includes the planning and coverage of special events, publications, advertising, news releases, etc. The Web Site Coordinator also assists in facilitating communication from elected officials and Village departments to residents. The Web Site Coordinator is also responsible for updating the Village's Public Announcements on cable access channels 4 and 19 (Comcast).

ACCOMPLISHMENT OF 2016/2017 BUDGET OBJE OBJECTIVES:

Village Manager:

The first, and most essential function of the Manager is to ensure implementation of the Village Board's goals for the year which result from a comprehensive Strategic Planning process. The Board's goals are listed below followed by an update on implementation.

1. Generate Economic and Business sustainability for the Village

The Village has a moderate commercial and industrial tax base. The village attempts to maintain its existing businesses while expanding its overall commercial and industrial base. The Village has offered various economic incentives to industrial and retail users located within the Village. Services provided include assistance of existing and prospective businesses and land developers in the areas of community data, land availability, buildings for sale or lease, technical aid, development assistance and financing. In addition to numerous retail and commercial opportunities, the Village is home to several light industrial parks that provide quick access to Interstate 57. The Village's business community is strategically served by four high-traffic road corridors that include Interstate 57, Illinois 50/Cicero Avenue, Sauk Trail and Governors Highway.

Certain examples of recent commercial and industrial developments include the construction of an approximately 183,000 square foot Walmart Supercenter, located in the Village's Lakewood TIF District, which store open in 2016; submissions of plans for a new Burger King restaurant to be situated near Cicero Avenue and Sauk Trail and the support of the Village for the extension of the Class 6b property tax classification for the existing Illinois Tool Works ("ITW") manufacturing facility. This facility is also included in the Will-Cook Enterprize Zone for which ITW would be able to avail itself of related economic incentive benefits provided by the enterprize zone.

The Media Coordinator provides support to local businesses by highlighting the monthly winner of the Business Award. Outreach about the winner and their business is included in Village communication in the hope that others might become more familiar with that business, become more aware that quality businesses that call Richton Park home, and that

other current and prospective businesses identify Richton Park as a place that supports businesses. The Media Coordinator, with input from the Finance Department and Village Manager, created a new opportunity for businesses to advertise in water bill mailings. This opportunity will allow more Richton Park businesses to introduce themselves to residents and/or remind them of their presence.

The Police Department has implemented new efforts and concentration on officer foot patrols in business areas establishing new bonds to the business community. The officers have a chance to get out of their vehicles when time permits, interact and get to know the business owners. A dialog can occur between the officer and business owners providing open communication and information sharing. The purpose of this initiative is to proactively reduce crime, have an omnipresence, improve relations with community business members and provide a safe and secure business area, both during business hours and after-hours.

The Fire Prevention Bureau continues to assist the Economic Development and Community Development Departments with timely technical support, plan reviews for prospective businesses and engaging business owners by providing them with a clear understanding of code requirements. The Fire Department continues to provide technical support or plan reviews on several proposed business/construction projects.

2. Improved Code Compliance based on existing studies and innovative solutions.

Staff works interdepartmentally to enhance the viability of commercial development and residential quality of life through a number of different ordinances and programs. In 2016, 177 vacant properties with a compliance rate of about 70%. In addition in 2016, 368 court citations were issued on properties through the adjudication process to resolve outstanding property code violations matter of enforcement. Since 2007, 3,087 properties have been brought to the civil court process. A total of 5 properties were ultimately pursued to demolition with 5 more properties in the process.

The Media Coordinator supports the Building Department's code compliance efforts by alerting residents to various enforcement issues

ranging from grass height and vegetation growth in gutters in the summer to the need for residents to have readable addresses in the winter.

Staff continues to identify problem properties throughout the Village for demolition for neighborhood redevelopment, including renovations and “in-fill” developments. This work can be carried out by Village operations or, where appropriate, in tandem with outside agencies to leverage resources with the South Suburban Land Bank and Development Authority and/or the Cook County Land Bank.

Staff continues to create events to fill revitalized homes by engaging the realtor community. Information sharing sessions are periodically held so realtors can be made aware of amenities which come with home ownership in Richton Park. This includes awareness of governmental financial assistance programs. In the past year, realtor events took place in July, 2016, and January 2017.

The Fire Department reviewed the 2012 editions of the NFPA, Life Safety Code and the International Fire Code for the purpose of future adoption. The Fire Department met with concerned realtors who feel their business has been impacted by code changes over the years and continue to consider the issues they put forth. In 2016/2017, the Fire Department also hosted a half day program to educate realtors about the advantages of selling homes with sprinkler systems.

Village Staff and the Chicago Metropolitan Agency for Planning (CMAP) continue to work on the draft Unified Development Ordinance. Village Staff and the Plan Commission have completed their detailed review of the draft, which includes only the zoning portions of the ordinance. The subdivision elements of the new ordinance are being drafted by CMAP staff. When the draft ordinance is fully reviewed and revised, a series of public workshops will be held to ensure that the community has the opportunity to fully review and understand the proposed changes. The Plan Commission is required to conduct at least one public hearing prior to ordinance review and consideration by the Village Board.

3. Fiscal and Service sustainability on the triple bottom line concept.

The Media Coordinator supports the triple bottom line concept of fiscal and service sustainable practices of the Village by incorporating sustainable tips and reminders in as many forms of communication as possible.

The Media Coordinator continues to reduce paper usage by making more processes digital where possible. When possible, messaging forms/additional fliers are included on reverse side of print pieces or are included in water bills to reduce paper and print costs.

In 2016, Public Works partnered with the Metropolitan Water Reclamation District of Chicago to supply free rain barrels to Richton Park residents within Cook County. A total of 418 residents ordered 1,173 rain barrels through this program. This will allow 64,515 gallons of storm water per one inch rainfall event to be reused by residents and kept out of the Village storm sewers.

The Fire Department continues to look at expanding “Green Initiatives” into the physical plant, vehicles and operations. The Fire Department continues to move to a paperless pre-planning process eliminating large binders and replacing them with re-usable thumb data drives. Efforts at going paperless within Fire Prevention are being made by increasing e-mail reporting capabilities. Paperless EMS and Fire reporting have been implemented via SouthCom Dispatch and a new Fire Records Management System. The Department continues to make sustainability a focus wherever possible.

The STAR Community Rating System is the first national framework to measure sustainability at the city or county scale and provide a tracking system to help local government organizations measure progress towards achieving community sustainability goals.

Economic Development and Planning, and Parks and Recreation Staff are working with the Metropolitan Mayors Caucus and the South Suburban Land Bank to develop low-cost, low maintenance alternatives for vacant residential and commercial lots.

The Village's current practice of quarterly financial reviews along with detailed Budget reviews allows for timely assessments of financial trends. This practice coupled with the fiscal policy adopted to maintain adequate reserves protects the Village against disruption in providing services.

4. Sustain the Village's role as a catalyst for innovative change in the region.

Members of the Village Leadership Team continue training and holding leadership presences across the region (SSMMA, Metropolitan Mayors Caucus, CMAP, etc.), the state (Illinois Municipal League) and in various professions (Government Finance Officers Association, American Planning Association, Illinois Public Employers Labor Relations Association, ILCMA, American Public Works Association, etc.) to foster sharing of best practices.

The Finance Director is a newly elected Board Member of IGFOA South Metro. Finance staff members regularly attend IGFOA information sessions on new regulations and GASB pronouncements.

The Fire Department continues to research the potential for changing the basic delivery structure for fire and EMS services on a local and regional basis. Fire personnel are active participants in regional, state and national organizations (MABAS, CART, IFCA, IAFC, Metro Fire Chiefs, etc.) acting as a catalyst for change in the fire and EMS community. On a somewhat limited basis, the Fire Department continues working with the Illinois Fire Service Institute to bring free specialized training to the region on topics not otherwise presented locally. By working with these partners, department members and firefighters from the region receive day-long training at minimal cost.

The Fire Department continues to investigate the concept of community paramedicine and its potential impacts. The EMS committee of the Illinois Fire Chief's Association expected guidelines to be issued this year; but this measure has been returned to a different committee for further study. The over-riding issue is who will pay to make these changes and how it will be funded over the long haul. Illinois has yet to clearly define policies for community paramedicine, which has slowed any progress in this area.

Parks and Recreation continues to partner with such organizations as SSSRA and South Suburban Parks & Recreation Professional Organization in the areas of innovative recreation programming. The Village also offers cooperative programming with Matteson, Park Forest, and Olympia Fields. These co-op opportunities' range from youth sports to senior trips. With the closing of a neighboring swimming facility, Parks and Recreation worked with University Park Staff to accommodate their summer camp participant swimming needs.

The Carol White Grant has received funding for the 2016/2017 school year and staff will partner with School District 227 Southland Charter School on programming. This goal is to encourage youth physical activity and utilize facilities like the Tennis & Health Club, parks and tennis courts.

The Parks and Recreation Advisory Board has been active in promoting new and "best practice" initiatives in the parks as well as working closely with other boards and commissions to support parks and the village as a whole.

The Media Coordinator supports the Village's efforts to be a catalyst for innovative change in the region by spotlighting key initiatives like the numerous sustainable endeavors undertaken in recent years. The Media Coordinator has also worked to get articles printed in notable publications in the region to help raise awareness.

The Village continues to be an active member of the South Suburban Land Bank and Development Authority, the South Suburban Housing Collaborative and SSMMA. The Village has also taken on lead roles on the SSMMA Executive Committee (Mayor and Manager), the SSMMA Legislative Committee (Mayor), and the Management and Finance Committee.

The Mayor and Staff are working with SSMMA, the Chicago Southland Housing and Community Development Collaborative to finalize the Strategic Plan for the Collaborative and increase its exposure to other South Suburban communities and to

potential funding sources. The development of the Strategic Plan is being led by the Metropolitan Mayors Caucus and the Metropolitan Planning Council.

Staff continues to take an active role in Select Chicago Southland (SCS), a working group of Southland communities that first came together in 2013 to promote retail retention, expansion, attraction and development. Membership in SCS varies based on the specific activity being undertaken, but it has included as many as 18 SSMMA municipalities. The group has participated in 2014, 2015 and 2016 RECon Las Vegas, and 2014, 2015, and 2016 Chicago Deal Making.

The Economic Development Team continues its work with multiple communities, consultants, the CSEDC, and the Cook County Assessor's Office to update incentives and procedures to spur economic development in the southern suburbs.

CMAP is beginning work on a successor plan to GO TO 2040, to be known as ON TO 2050. The new plan is scheduled to be adopted by the CMAP Board in October 2018.

The SSMMA has received a Local Technical Assistance project from CMAP to work with the Villages of Park Forest, Hazel Crest, Richton Park and Lynwood on new *Homes for a Changing Region* plans. Richton Park's update will account for the recommended strategies from the 2012 plan that have already been implemented, as well as changes in the housing market since the original plan was developed. A final plan is expected to be presented for Board approval by late spring 2017.

The Community Development Director continues to participate in the activities of the Chicago Area Fair Housing Alliance, which meets on a monthly basis. This Alliance is a consortium of fair housing and advocacy organizations, government agencies, and municipalities committed to the value of fair housing, diversity, and integration.

Village Staff are active in the planning and promotion of the 20th anniversary of the South Suburban Diversity Dinners, and the Village is a major financial supporter.

The Community Development Director continues to build a strong alliance with local realtors, banks and investors to build the awareness of vacancies while increasing awareness for residents of potential homes to purchase and the available financial assistance to do so.

The Police Department has seen an increase with the homeless population in the south suburbs. A Homeless Liaison program has been created within the Police Department and a seasoned Police officer has been chosen to serve in this important role. This officer will use traditional law enforcement and social service strategies to address homeless issues within Richton Park. This special liaison program will be developed to play a key role in the Police Departments action plan by linking outreach and mental health services to homeless individuals encountered by the police, especially those that are mentally ill. This officer will receive special training to act as a conduit for the rest of the Police Department and interact with other community agencies and groups assisting and servicing the homeless community.

In addition to having major responsibility for implementation of the Board's goals, the Manager has established certain additional goals related to his job responsibilities. They include:

1. Develop agendas for Regular and Rules Village Board Meetings and provide Board with background materials and research information necessary to assist with decision making and policy-establishing functions.

Agenda packages were prepared weekly for Rules Meetings and Regular Board Meetings. These included the materials necessary to facilitate the Board's decision-making processes. Routine communications are made with Board members on the afternoons prior to Village Board Meeting so as to assess any questions or concerns prior to public discussion and/or action. Trustee committee agendas and information were also distributed. A measurement of the effectiveness of materials provided to decision-makers is the number of times an item must be tabled related to the need for additional information. During 2015/2016, no item was officially tabled for this reason.

2. Provide Staff assistance to Board's Strategic Planning efforts.

In 2012, the Manager assisted the Board with scheduling and arranging its annual Strategic Planning Process. The facilitator led Village Officials in the establishment of a five-year strategic planning vision, the process included three citizen focus groups with summary results compiled for the Village Board. Goals for a five-year strategic vision were established and will be worked toward in Fiscal Years 2013/2014 through 2016/2017. A new process is being developed for 2018.

3. Supervise Department Heads in the day-to-day administration of their departments.

The Village Manager conferred on a daily basis with Department Heads regarding the administration of their departments. Management Staff developed implementation plans for Board goals as pertained to their respective departments. Weekly Management Staff Meetings were held to facilitate cross-communication of Village operations. Informational Updates of Village operations were shared with Village Board members on a weekly basis.

4. Inspire Village Staff to achieve a high level of professionalism and service delivery.

The Manager has led by example and has encouraged Staff to attend regular training. Many senior Staff members are leaders in their professional associations. The Village Manager attended various training sessions sponsored by the Illinois Municipal League, the South Suburban Mayors and Managers Association, the Illinois City and County Manager's Association (ILCMA) and the Metropolitan Managers Association.

5. Provide Staff assistance to all municipal Boards and Commissions including preparation of minutes and agendas.

Residents on all Village Commissions were provided Staff assistance, minutes and agendas. As directed by the Mayor, Staff Liaisons also assisted their respective Boards and Commissions in establishing goals for the upcoming year. Additionally, packets of educational materials were distributed to all Boards and Commissions highlighting the roles and responsibilities for Chairs, Vice-Chairs, Trustee Liaisons and Staff Liaisons.

6. Respond to public inquiries and complaints.

The Village Manager responded to hundreds of calls, emails and dozens of written inquiries from residents throughout 2016/2017.

7. Monitor State and Federal legislative activities, as they affect local governments. Provide feedback to legislators on behalf of the Legislative Committee of the Board of Trustees regarding legislation that affects local governments.

Legislative activities were monitored utilizing the publications of the South Suburban Mayors and Managers Association and the Illinois Municipal League. Letters and phone calls of comments, support or opposition were sent to relevant legislators within the framework of the direction provided by SSMMA, the IML and the Village Board's discussion on legislative issues. The Village established a Legislative Agenda in October 2016 and Village Officials engaged legislators with a Legislative Breakfast in November. The Mayor and the Village Manager attended the SSMMA Legislative Breakfast in February 2017 and in late-2016/2017 the Village will have the Mayor, Village Manager, and perhaps other Village Officials, attend the SSMMA and IML legislative lobby day in Springfield.

8. Monitor grant opportunities for the Village.

The Village has established a Grants Seeking Task Force. This Task Force is comprised of members of all Village Departments and is aimed at enhancing the Village's skills and streamlining its processes in seeking out and submitting applications for grant opportunities.

Numerous grant successes were realized in 2016/2017 as detailed in the narrative for the Community Development Department.

9. Monitor fiscal condition of Village to ensure long-term viability.

The fiscal policies of the Village guide the oversight activities. Revenues are budgeted based on trend analysis and known changes. Expenditures are kept within revenues utilizing fund balance while still retaining a less than one month reserve. Rates and fees for services are evaluated regularly with the Enterprise Funds established as self-sufficient. Any support for those funds is done intentionally.

10. Participate in regional or State-wide initiatives of benefit to the Village of Richton Park, the south suburbs, the State of Illinois and the profession of local government management.

The Village Manager was regionally involved in a number of areas, serving on the South Suburban Mayors and Managers Association's Management & Finance Committee, the SSMMA Executive Committee, the Chicago Southland Fiber Network (President), and an SSMMA Employee Wellness Sub-Committee. The Village Manager also serves on the SouthCom joint dispatching agency and is also an active member in good standing of the Illinois City and County Manager's Association (ILCMA).

Human Resources Generalist 2016/2017 Accomplishments

1. Assisted all Village Departments with recruitment, interviewing and hiring of Staff.

In 2016/2017 several recruitments were conducted resulting in the following full-time or part-time hires: 1 Administrative Assistant, 1 Assistant Public Works Director, Accountant, 2 Public Works Maintenance Worker, 1 Community Service Officer; 2 Police Records Clerks; 1 Police Officer; 1 Parks & Recreation Supervisor, 2 Firefighter/Paramedics, and 1 Community Facilities Worker.

2. Continued to expand employee awareness of the Village's benefits package and provide employees with tools to make sound decisions in long-term financial planning.

The Health and Wellness Taskforce is actively engaged in reviewing and offering competitive and comprehensive medical and dental benefit packages. The extensive work of the taskforce yielded a medical insurance renewal of 25.6%. Two financial planning workshops through ICMA-RC were offered to the employees.

3. Implemented, evaluated and monitored the Village's personnel policies to assure compliance with changing personnel laws, employment laws and the general needs of the Village.

Several webinars were attended to keep abreast of changes related to the Family Medical Leave Act, Health Care Reform, and the Affordable Care Act reporting.

4. Coordinated Village Committees in organizing employee events and programs targeted to increase employee morale, appreciation, safety awareness, policy education and overall employee well-being. Continued to participate in committees that have an impact to the Village.

The Village experienced better than expected participation in the annual health screenings. This program is designed to be a pro-active approach in early detection of medical issues and affording early treatment when called for.

The employee Health and Wellness Taskforce continued to be an active committee that continued its' efforts of a wellness initiative and a review of the Village's utilization as it pertains to health and dental benefits. A focus this year was to implement plan design changes to lower health insurance premiums. Health Care Reform and relative changes continues to be on the top of this committee's agenda. The Village continues to see consistent participation in the 457 Deferred Compensation Program administered by Nationwide.

The Village's Employee Assistance Program (EAP) was used by various segments of the Village's workforce. The program, offered through a joint contract with SSMMA, assists with a variety of life problems facing the workforce including: alcohol and drug abuse,

stress, anxiety, depression, marital or family discord, child behavioral problems, domestic violence, elder care, and financial or legal concerns.

6. Served as the Village's claims coordinator for IRMA and manage workers' compensation and general liability claims to keep on top of the nature of the issues.

A continued focus on Safety and Compliance remains high. There were five trainings offered thru IRMA for the Department of Public Works and the Fire Department.

7. Continued revising the Personnel Policy Manual with a goal of 5/1/2018 release date.

Progress continues with the revisions to a Personnel Policy Manual. With the culmination of a new ERP system, it is anticipated that policies and procedures will align.

8. Implemented various training initiatives for all Village Staff.

Aside from training relative to the Village's ERP conversion, no group training was completed.

Media Coordinator 2016/2017 Accomplishments:

1. Implement a comprehensive, traditional communications and public relations plan to help promote awareness of Village services and accomplishments.

Over the last twelve months, Village stakeholders have received highly-diversified communications that promote awareness of Village services and accomplishments. The communications strategy, in short, has been to strike a balance between print and digital, while being cost-efficient, and find ways to deliver the same messages to those with varying preferences for information consumption. The comprehensive approach to communication has included messaging via www.richtonpark.org, the usage of social media platforms, email and text message alerts, phone calls via the CodeRed emergency notification system, numerous video

productions, traditional print pieces like flyers and brochures, outdoor signage, and continued media partnerships.

2. Increase the online footprint of the Village of Richton Park.

The Village continued its efforts to further increase the amount of Richton Park content available online in 2016/2017 through the continued usage of the Village's website, social media platforms, and partnerships with media outlets.

Visits to richtonpark.org have been tracked over the past three years and the visits have increased from 24,246 (2014) to 63,095 (2015) to 78,891(2016).

3. Educate residents on those in leadership roles in the area and highlight opportunities to participate in leadership opportunities as part of succession planning. Also to educate where resident taxes go with an emphasis on how the Village of Richton Park utilizes tax dollars.

Through a combination of strategies, the Media Coordinator has encouraged Richton Park residents to become more familiar with those in and around the community serving them and has also encouraged their service and leadership.

- The Media Coordinator began highlighting more human interest stories featuring those volunteering in the Village have also been a focus in recent newspapers. The feature stories are intended to highlight those who are rarely seen by many but whose work is important for the vitality of the community. In telling their stories, more become aware of community leaders and opportunities to serve.*
- Since 2016, pictures of department heads, along with their email addresses and phone numbers are included alongside departmental content on the website. This inclusion has allowed more to understand who leads the respective departments of the Village and how to reach them with questions or comments related to programs and services.*

2017/2018 ADMINISTRATIVE OBJECTIVES AND PERFORMANCE MEASURES:

Village Manager Objectives:

Ensure implementation of the Village Board's Goals as stated in its five-year strategic vision. The goals are:

1. Generate Economic and Business sustainability for the Village
2. Create an Infrastructure capital plan that is flexible in dealing with trouble spots.
3. Develop a renewed, contemporary youth program.
4. Improved Code Compliance based on existing studies and innovative solutions.
5. Fiscal and Service sustainability based on the triple bottom line concept.
6. Sustain the Village's role as a catalyst for innovative change in the region.
7. Develop agendas for Rules and Regular Meetings of the Village Board and provide the Board with background materials and research information necessary to assist with decision-making and policy-establishing functions.
8. Provide Staff assistance to the Board's Strategic Planning efforts.
9. Supervise Department Heads in the day-to-day administration of their departments.
10. Inspire Village Staff to a high level of professionalism, integrity and service delivery.
11. Provide Staff assistance to all municipal Boards and Commissions including preparation of minutes and agendas.
12. Respond to public inquiries and complaints.

13. Monitor state and federal legislative activities as they affect local governments.
14. Monitor grant opportunities for the Village
15. Monitor fiscal condition of Village to ensure long-term viability.
16. Participate in regional or state-wide initiatives of benefit to the Village of Richton Park, the south suburbs, the State of Illinois and the profession of local government management.

VILLAGE MANAGER PERFORMANCE MEASURES:

The carrying out of Board goals will be measured by the development of implementation strategies and goals attainment for each of the six goals stated in the five-year strategic vision. Work on the new strategic plan will be done in 2018 and will be carried out from Fiscal Year 2017/2018 through 2021/2022. The Manager's performance in the execution of the additional goals will be measured by a performance evaluation, conducted annually by the Board of Trustees.

Human Resources Generalist 2017/2018 Objectives:

1. Assist all Village Departments with recruitment, interviewing and hiring of Staff.
2. Continue to expand employee awareness of the Village's benefits package and provide employees with tools to make sound decisions in long-term financial planning.
3. Implement, evaluate and monitor the Village's personnel policies to assure compliance with changing personnel laws, employment laws and the general needs of the Village.
4. Coordinate Village Committees in organizing employee events and programs targeted to increase employee morale, appreciation, safety awareness, policy education and overall employee well-being. Continue to participate in committees that have an impact to the Village.

5. Negotiate collective bargaining contracts. Attend professional training related to collective bargaining processes.
6. Serve as the Village's claims coordinator for IRMA and manage workers' compensation and general liability claims to keep on top of the nature of the issues.
7. Complete, distribute and train staff of a revised Personnel Policy Manual.

Human Resources Generalist Performance Measures:

Objective 1 will be measured by the successful recruiting and hiring of Staff as needed

Objective 2 will be measured by the quantity and quality of relevant seminars held for the benefit and education of the employees.

Objective 3 will be measured by tracking legislative changes and ensuring that Village policy changes accordingly and a new handbook is disseminated.

Objective 4 will be measured by the level of employee attendance and participation at employee events, programs, and by seeking input from the employees.

Objective 5 will be measured by the completion of a new contract for the Police Department.

Objective 6 will be measured by continued communication between IRMA, assigned attorneys and applicable employees as well as ensuring timely notice to legal representation when needed.

Objective 7 will be measured by the release of a new Personnel Policy Manual.

Media Coordinator Objectives:

1. Implement a comprehensive public relations plan to help promote awareness of Village services and accomplishments.
2. Increase the online footprint of the Village of Richton Park.

3. Educate residents on where their taxes go with an emphasis on how the Village of Richton Park utilizes tax dollars.

4. Educate residents on those in leadership roles in the area and highlight opportunities to participate in leadership opportunities as part of succession planning.

Media Coordinator Performance Measures:

Objective 1 will be met by posting informative and engaging content each month to the Village website and social media pages, adding informative content each month to Channel 4, and developing other media as needed to enhance communications.

Objective 2 will be measured by tracking traffic and visitor behavior at richtonpark.org, and on the Village's social media sites, and responding accordingly to grow reach.

Objective 3 will be met by capitalizing on as many opportunities as possible to include statistics in Village publications, online, and in community forums on how tax dollars are spent.

Objective 4 will be met by sharing more stories with residents on area leaders, how they got started and what their roles are, along with highlighting opportunities for residents to get involved in Village leadership.

**Village of Richton Park
2017/2018 Budget**

**ADMINISTRATIVE
BOARD OF TRUSTEES/ELECTED OFFICIALS**

DEPARTMENT FUNCTION:

The Village of Richton Park has operated under the Council form of government, with a Village Manager since its inception in 1926. The Village Board appoints the Village Manager, Treasurer, and Attorney. The Mayor, Trustees, and Village Clerk are elected at large to represent all areas of the Village.

The Board of Trustees is the policy-making branch of Richton Park government. It is responsible for enacting all legislation for the health, safety and welfare of the residents of the Village. In furtherance of these responsibilities, the Board meets at 7:30 PM on the 2nd and 4th Mondays of each month. This meeting schedule is new from years past in that the Board revises its meeting approach annually.

The Mayor is the Chairman of the Board and of the Village organization. He presides at all meetings of the Village Board and with the assistance of the Village Manager, establishes the agenda for said meetings. In cooperation with the Village Board, he establishes the policy direction for the Village. The Mayor also serves as Liquor Commissioner of the Village.

The Treasurer is responsible for the investment program of the Village under the framework of the Village's investment philosophy, the goal of which is to maximize the Village's return on investments in a risk-free, collateralized environment.

The Village Clerk is the keeper of the original records and documents of the Village. With the assistance of the Deputy Village Clerk, she processes the minutes of the Village Board meetings and maintains ordinances and resolutions adopted by the Board, as well as information related to voter registration, early voting, absentee voting and all matters related to municipal elections.

Several legal firms and a prosecutor handle the Village's legal functions. Their roles and responsibilities are described in the Administrative Budget in the Legal subsection.

ACCOMPLISHMENT OF 2016/2017 BOARD OF TRUSTEES OBJECTIVES:

Mayor:

1. Foster and maximize participation in the policy-making and deliberative functions of the Village Board.

The Mayor conducted each meeting according to the Board's Rules of Procedures and in a manner designed to maximize participation.

2. Foster communication with, and seek the advice and consent of residents, through open meetings and through all avenues of communication, such as the Village newsletter.

During Fiscal Year 2016/2017, the agendas of all Rules Meetings as well as Regular Meetings provided the opportunity for residents to provide input into the deliberations of the Board. At Rules Meetings (i.e. discussion sessions), the citizen's input followed the formal agenda, thus providing residents the opportunity to react to the Board's discussion. At Regular Meetings (i.e. voting sessions), the citizen's input preceded the formal agenda, thus providing residents the opportunity to influence the Board's potential vote. The agendas, along with all background material for each agenda item, were posted both in the lobby of Village Hall and on the Village's website.

The Village continued to maintain, update and upgrade its website. It contains e-mail addresses for all Village Officials as well as meeting agendas of Village Board Meetings.

3. Facilitate communication between the legislative and administrative functions of Village government.

The Mayor met with the Village Manager on a frequent basis, both in person and by phone.

4. Serve as a liaison between the Village of Richton Park and the regional associations of municipal government.

The Mayor attended meetings of the South Suburban Mayors and Managers Association (SSMMA). The Mayor is regularly involved with the Metropolitan

Mayors Caucus, the MMC Environment Committee and is also on the Board of the Cook County Land Bank Development Authority.

5. Foster communication between the Village of Richton Park and the other taxing bodies of the Village.

The Mayor facilitated communication with a number of taxing bodies in 2016/2017.

6. Encourage economic development both in terms of new development as well as retention and expansion.

The Mayor has worked closely with Village Staff to maintain a continued emphasis on economic development, requiring and receiving frequent reports on the progress of several such projects. The Mayor presided over several breakfast meetings with the business community. The Mayor was an integral part of the Village's presence and efforts at the International Council of Shopping Centers Convention to engage the developer community and enhance the attractiveness of locating new business in Richton Park. The Mayor is also a regular attendee of the annual Congressional Cities Conference of the National League of Cities. As part of his involvement in the NLC, the Mayor serves on the Community and Economic Development (CED) Policy and Advocacy Committee and its CED Steering Committee.

Board of Trustees:

1. Set realistic short-range and long-range goals for the present and future needs of the residents of the Village of Richton Park.

Through a series of strategic planning initiatives (community surveys, focus groups and Board planning sessions, etc.), the Board established goals for the Village, which then were incorporated into the annual budget.

2. Work with Village Staff in the development of implementation strategies for Board goals.

The Board has reviewed and approved the various programs designed to implement the Board's goals. To aid in the Board of Trustee's understanding of Village services and how they might be enhanced, members of the Board attended training sessions on how similar services are administered in other communities

across the State of Illinois. In 2016/2017, several members of the Village Board attended sessions at the Illinois Municipal League's annual conference.

3. Work within the budget's constraints to provide the services necessary to create a good quality of life for the residents of Richton Park.

Despite a shrinking revenue base, no programs have been cut and no services have been significantly reduced.

4. Cooperate with Village Staff in coordinating plans for all aspects of the provision of Village services.

The Board worked with Village Staff through its committee structure and through Board and Staff Liaison relationships for the various volunteer Boards and Commissions supporting the Village's overall decision making processes.

5. Evaluate all municipal services on a yearly basis to assure the efficient delivery of said services.

Through a committee structure, the Board reviews various municipal departments and services as necessary.

6. Seek the advice and consent of the people through open meetings and through all avenues of communication.

Residents are invited to attend all Board meetings and have provided input at many of them. Citizen comment is listed on the agenda for Monday evening Rules Meetings and Regular Board Meetings.

7. Recruit as many residents as possible to serve on Committees and Commissions, providing input and advice to the legislative process.

The Board recruited interested volunteers through announcements at various meetings and postings on the Village Website and cable access channels. The recruitment efforts resulted in a list of residents available to fill any of the seats should a vacancy arise.

8. Develop closer communications with the other taxing bodies of the Village.

The Board and Staff met with representatives of other taxing bodies a number of times in 2016/2017 be it in formal settings or in less formal/informational settings.

9. Monitor the legislative activities of State and Federal officials to assist in the adoption of legislation beneficial to the Village.

On behalf of the Village Board, the Mayor and/or Manager supported those items of legislation recommended by the Illinois Municipal League, South Suburban Mayors and Managers Association and the Village Board's Legislative Committee.

Evaluate the Village Manager on the implementation of the Village Board's goals and policies.

The Board of Trustees discussed implementation of their goals and policies at various points throughout the year related to Strategic Planning efforts. A financial update took place in September 2016 and included an update on Village Board goals. A subsequent update took place in December 2016 with the Six Month Financial Update.

11. Evaluate the Village Clerk and Attorney.

Village legal counsel is provided principally by the law firm Rosenthal, Murphey, & Coblenz. Rosenthal, Murphy, & Coblenz and other specialty firms provided the Village Board and Staff with sound legal guidance and/or direction to other legal contacts, as dictated by the Village's legal needs.

The Village Clerk's duties were monitored in 2016/2017 as the Clerk attended the vast majority of Village Board Rules and Regular Meetings. The Clerk's attendance and taking of minutes at these meetings was deemed satisfactory to the Village Board.

Village Treasurer:

1. Maximize the Village's return on investments in a risk-free, collateralized environment.

Over the years the Village Treasurer has increased the Village's return on investments in a risk-free, collateralized environment. Direct wire transfer deposits were established for all property, sales, motor fuel and Tax Increment Finance taxes into the Illinois Treasurers Pool and US Bank. This past year the Illinois Treasurers Pool no longer accepted property tax transfers. New accounts were established at US Bank. This process allows the Village to earn two to three days of additional interest on substantial balances. Direct debit accounts have been established for water billing and direct deposit has been established for payroll.

2. Provide investment and financial assistance to the Police Pension.

The Treasurer attends all Village Board meetings. Developed and implemented an investment policy for the Police Pension Fund. Investment Summary reports were developed and issued at pension board meetings. In addition, the Treasurer files the annual TIF report and presents information at the Joint Review Board meeting.

Village Clerk:

1. Take minutes at all Rules, Regular, Executive Sessions and Special Meetings of the Board.

The Village Clerk or the Deputy Village Clerk took minutes at all Rules, Regular, Executive Sessions and Special Meetings of the Board. For calendar year 2016, a total of 38 sets of minutes have been produced. All minutes were presented at a subsequent meeting for approval and were placed on public display.

SETS OF MINUTES PRODUCED

<i>Calendar Year</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
<i>Number</i>	<i>33</i>	<i>45</i>	<i>36</i>	<i>45</i>	<i>36</i>	<i>38</i>

2. Protect the integrity of municipal records and documents and upgrade storage and retrieval of said documents.

Municipal records are stored in a vault. Storage and retrieval are facilitated by a system of categorizing such records. Disposal of municipal records is accomplished under the rules promulgated by, and supervision of, the State Archivist.

3. Provide public access to municipal records and documents, including meeting the requirements of the Americans with Disabilities Act and Freedom of Information Act.

At the Village Hall 65 requests for information were met under the purview of the Freedom of Information Act. The bulk of these requests are related to property transactions. Typically, citizens of Richton Park are not required to file requests for information in this manner. The Village has been very forthcoming in providing information, when requested, in a timely and open manner consistent with

statutory requirements which mandates filling of such requests within 5 business days. In compliance with new state laws, if requested information is available on the Village website, Village representatives are allowed to direct the requestors to www.richtonpark.org.

FREEDOM OF INFORMATION REQUESTS PROCESSED

Calendar Year	2011	2012	2013	2014	2015	2016
Number	33	59	49	38	62	48

4. Conduct voter registration, provide information and facilitate early voting. Supervise conduct of municipal election.

Village Hall was an early voting site for Cook County residents. Cook County Officials facilitate the early voting for Cook County residents and, as such, the Village does not tabulate such numbers.

2017/2018 BOARD OF TRUSTEE OBJECTIVES:

The Mayor's, Board of Trustees', Treasurer's and Clerk's objectives will continue to be as important in 2017/2018 as they were in the past.

PERFORMANCE MEASURES:

Achievement of the Mayor's objectives will be measured by way of day-to-day contact with residents.

Achievement of the Board's objectives will be measured by way of community surveys or focus groups. Results will be shared with members of the Staff and Village Board. Achievement of these objectives will also be measured through the six-month budget review process and Strategic Planning workshops. State and Federal legislative activities will continue to be monitored through activities of the South Suburban Mayors and Managers Association.

Evaluation of the Village Manager will take place by way of a written evaluation instrument and meeting with the Village Board.

Evaluation of the Village's Legal Counsel will include monitoring the legal advice provided in 2017/2018.

Achievement of the Treasurer's objectives will be measured by oversight of Village and Police Pension as well as funds transferred to SouthCom. This oversight will include monthly reconciliation of all bank accounts and daily tracking of cash flows.

Disposal of the Village records will be reviewed by the State Archivist. Measurement of the objective of providing public access will be by monitoring requests for public records to ensure compliance with the same.

**Village of Richton Park
2017/2018**

**ADMINISTRATIVE
COMMITTEE AND COMMISSIONS**

DEPARTMENT FUNCTION:

The Committee and Commissions of the Village provide feedback to the Village Board to help facilitate the decision and policy-making function of the Board. Richton Park residents volunteer to staff committee and commissions.

Board of Fire and Police Commissioners - tests, interviews, screens and creates new hire eligibility lists and promotion eligibility lists for vacancies in Fire and Police Departments. The Board conducts disciplinary proceedings as may be necessary. Updates to their Rules and Regulations and the Police Promotional Manual will be made as needed.

Parks and Recreation Advisory Board: The Advisory Board's stated vision is "to provide opportunities for residents to cultivate an appreciation for nature, encourage healthy lifestyles and build community through recreation and parks."

Planning Commission - develops the comprehensive plan and land use map for the Village, reviews all requests for land use changes, and makes recommendations to the Board of Trustees to ensure consistency with the plan and land use map.

Senior Citizens Advisory Commission - advises the Board of Trustees on matters pertaining to older adults in the Village.

ACCOMPLISHMENTS OF 2016/2017 OBJECTIVES:

Board of Fire and Police Commissioners: The Board of Fire and Police Commissioners completed Police and Fire recruitment processes for new eligibility lists. Additionally, they completed Fire Lt., Police Corporal and Commander Promotion Eligibility lists.

Parks and Recreation Advisory Board: The Parks and Recreation Advisory Board continues to monitor progress of Lifecycle Plans in the parks.

Planning Commission: Reviewed the draft Unified Development Ordinance and the Village's official comprehensive plan, began work on an update to the Homes for a Changing Region Housing Policy Plan.

Senior Citizens Advisory Commission: The Senior Citizens Advisory Commission continued to seek out potential resources or funding sources to support activities and programs for Richton Park seniors. The Commission continued its work to improve the health of Richton Park seniors by actively participating in volunteering at the annual Senior Fair.

2017/2018 BOARDS AND COMMISSIONS OBJECTIVES:

Board of Fire and Police Commissioners: The Board of Fire and Police Commissioners will complete the process of a Firefighter/Paramedic new hire eligibility list. Additionally, they will address any employee relation issues as presented.

Parks and Recreation Advisory Board: In support of the Village Board's five - year goals and to accomplish its mission "*To provide opportunities for residents of Richton Park to cultivate an appreciation for nature, encourage healthy lifestyles, and build community through Recreation and Parks*" the Parks and Recreation Advisory Board has adopted the following goals:

- To support "economic and business sustainability" the P&R Advisory Board will promote the Village's parks, facilities and programs in order to engage families and businesses by hosting at least one community event per quarter.
- To support a "flexible capital plan" the P&R Advisory Board will continue to collect data through monthly meetings, surveys, observation and evaluations in order to update the *Park Master Plan*.

- To support “a renewed, contemporary youth program” the P&R Advisory Board *will advise on programs*, support the Youth’s activities and help build connections and relationships between the youth and the community.
- To support the Village’s efforts to be an “innovative catalyst for change” the P&R Advisory Board will continue to liaise with other volunteer boards and commissions in order to identify overlaps and gaps and to develop innovative partnerships that cultivate and support an appreciation for nature, encourage healthy lifestyles and build community.

Planning Commission: The Planning Commission will review and act expeditiously to make recommendations on existing and new development proposals, review the draft Unified Development Ordinance and conduct public hearings related to its adoption, promote new development and participate in training opportunities.

Senior Citizens Advisory Commission: The Senior Citizens Advisory Commission will continue to seek out potential resources or funding sources to support activities and programs for Richton Park seniors. The Senior Advisory Commission will continue to strive to bring awareness of local programs and services available to south suburban seniors and advocate to address the concerns of local seniors by increasing networking with surrounding villages.

PERFORMANCE MEASURES FOR 2017/2018 OBJECTIVES:

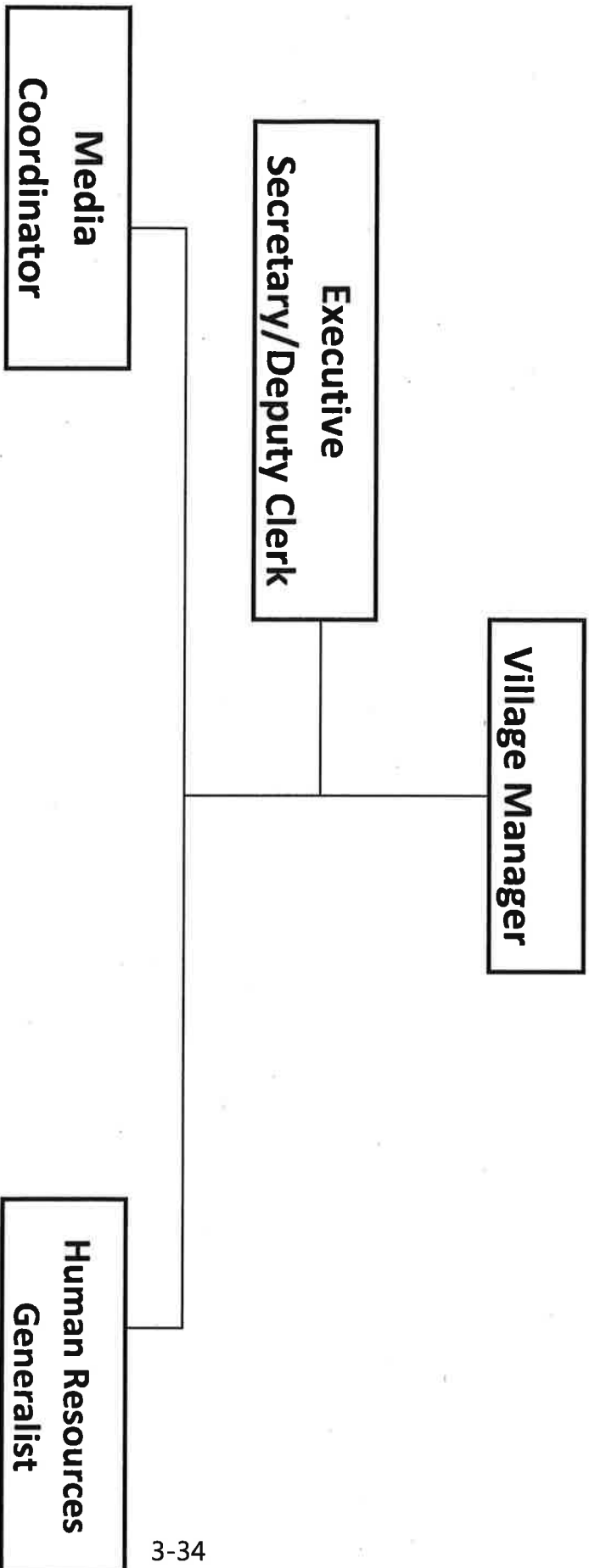
Based on Village Committee and Commissions being composed of volunteers, measurement of their stated objectives is not held to the same performance measures as the Village’s departmental objectives. Certain events will measure the achievements of volunteer Committee and Commissions. The Board of Fire and Police Commissioners will regularly update its Rules and Regulations as may be necessary in accordance with Illinois State law. The Board of Police and Fire Commissioners will also complete the processes to establish Fire and Police Department promotional eligibility lists for the ranks of Police Corporal, Commander and Fire Lieutenants as needed and new hire eligibility lists for Police and Fire. The Parks and Recreation Board will monitor the Village’s Parks and Recreation System and update the Parks & Recreation Plan. The Planning Commission will oversee the adoption of the Unified Development Ordinance and conduct a public hearing related to these revisions when appropriate, will prepare a draft, revised housing policy plan and recommend its adoption, and will participate in the Illinois American Planning Association’s annual conference. The Senior

Citizens Advisory Commission will research issues impacting seniors in the community and will look to respond accordingly. The Commission will explore the feasibility of developing joint programs with other surrounding village's senior groups.

STAFFING:

Manager's Office	2013/14	2014/15	2015/16	2016/17	2017/18
Village Manager	1	1	1	1	1
Executive Secretary	1	1	1	1	1
Media Coordinator	1	1	1	1	1
Asst. to the Village Manager	1	1	1	0	0
Human Resources Generalist	1	1	1	1	1
	4	4	4	4	4

**ADMINISTRATION
DEPARTMENT ORGANIZATIONAL CHART**



General Fund
Administrative Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
101	Supervision	135,427	67,565	58,039	188,728	179%
102	Village Officials Salaries	92,290	94,180	96,528	115,788	23%
103	Clerical	94,031	121,776	124,631	104,748	-14%
104	Board Minutes	451	-	-	-	0%
105	Emergency Overtime	42,712	31,000	30,682	50,000	61%
106	Icma Benefit	(6,836)	-	-	5,104	0%
120	Imrf	27,200	18,766	20,092	23,569	26%
121	Social Security	21,977	15,948	19,277	32,321	103%
125	Hospitalization And Dental	62,851	50,370	52,039	79,736	58%
126	Other Insurance	-	-	-	-	0%
	Personnel	470,102	399,605	401,288	599,994	50%
220	Office Supplies	13,393	10,000	11,611	7,000	-30%
235	Maintenance Supplies	1,559	1,500	51	1,000	-33%
239	Operating Supplies	201	1,500	1,462	1,000	-33%
290	Uniforms	227	700	407	700	0%
291	Publications	130	500	142	500	0%
292	Other Supplies	1,589	1,500	974	1,000	-33%
	Commodities	17,099	15,700	14,648	11,200	-29%

General Fund
Administrative Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
300	Legal Services	65,723	68,000	63,219	60,000	-12%
305	Unemployment Expense	-	500	2,317	500	0%
307	Professional Services	135,630	135,000	139,086	155,000	15%
308	Janitorial	14,697	16,000	41,794	12,000	-25%
309	Bank Fees	14,863	42,500	16,058	15,000	-65%
320	Telephone	107,973	104,000	107,520	83,000	-20%
321	Utilities	2,041	5,000	3,948	3,500	-30%
327	Mgmt Training & Travel	10,572	15,000	14,496	9,500	-37%
330	Advertising	435	750	137	3,700	393%
331	Printing	14,166	12,500	8,761	9,000	-28%
335	Postage & Meter Rental	18,515	15,000	18,209	13,000	-13%
345	Dues	9,915	12,000	11,304	12,000	0%
346	Subscriptions	10,746	4,000	1,785	4,000	0%
354	Vehicle Maint Outside	132	250	111	250	0%
360	Bldg Maint Outside	1,361	500	229	500	0%
363	Equip Maint Outside	5,919	6,000	6,741	4,000	-33%
391	Events	11,849	6,000	5,931	13,500	125%
392	Employee Committee Functions	-	5,000	4,827	6,000	100%
395	Cred Card Fees	(402)	2,000	1,483	-	0%
	Contractual	424,136	450,000	447,955	404,450	-10%

General Fund
Administrative Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
454	Vehicle Maintenance	328	1,500	1,563	1,300	-13%
459	Donations	2,245	1,000	-	1,000	0%
460	Building Improvements	963	1,500	165	750	-50%
484	Board-Event Attendance	6,965	7,500	8,682	8,300	11%
485	President'S Expenses	4,642	4,000	4,297	4,000	0%
486	Board Training & Travel	7,793	15,000	13,977	15,000	0%
487	Manager'S Expenses	2,114	4,500	4,064	2,500	-44%
489	Commissioners' Dinner	5,373	6,000	3,129	6,000	0%
490	Awards, Dinner, Holiday	8,853	11,000	8,993	13,000	18%
494	Miscellaneous	13,915	6,500	18,271	4,500	-31%
495	Public Transportation	81	1,200	-	1,200	0
496	Employee Assist Program	2,137	1,000	-	5,000	4
	Operating	55,410	60,700	63,140	62,550	3%
	Total Administration	966,747	926,005	927,031	1,078,194	16%
	Overhead Distribution					
0.35	Water & Sewer	338,361	344,102	370,233	377,368	10%
0.1	Refuse	96,675	104,239	41,137	107,819	3%
	Total Overhead Distribution	435,036	448,341	411,370	485,187	8%
	Net Administration	531,711	477,664	515,661	593,007	24%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education	Longevity Pay	Allowances & Incentives
Administration	Department	01												
Stockstell	Regan	Village Manager	NO	Administration	122,565	135,940	129,663				5,187		1,100	6,287
Davis	Dawn	Human Resources Generalist	NO	Administration	51,500	52,788	52,788							
Brown	Amanada	Administrative Secretary	NO	Administration	52,727	53,920	48,920				5,000			5,000
Ray	Adam	Web Site Coordinator	NO	Administration	49,100	50,828	50,328						500	500
Babka	Valerie	Trustee	NO	Administration	12,596	13,884	6,300				7,221			7,221
Butler	Cynthia	Trustee	NO	Administration	12,596	13,884	6,300							
Artis	Jennifer	Trustee	NO	Administration	12,596	13,884	6,300				7,584			7,584
Alexander	Julian	Trustee	NO	Administration	12,596	13,884	6,300							
Holden	Monica	Trustee	NO	Administration	12,596	13,884	6,300				7,584			7,584
Coleman	Brian	Trustee	NO	Administration	12,596	13,884	6,300				7,584			7,584
Canady	Joe	Village Clerk	NO	Administration	12,596	13,884	6,300				7,221			7,221
Reinbold	Richard	Village President	NO	Administration	18,600	18,600	18,000				600			600
Overtime														
01-100					432,664	459,263	393,798				47,981		1,600	49,581

FY 2018 80.00%

Last Name Administration Department	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	80.00%		7.15%	28.20%	1.45%	6.20%	Total	
							Insurance Benefits	IMRF						Police Pension ICMA
Stockstell	Regan	Village Manager	NO	Administration	122,565	135,940	23,841	9,123	5,104	14,227	1,850	7,911	9,761	183,779
Davis	Dawn	Human Resources Generalist	NO	Administration	51,500	52,788	15,689	3,774	3,774	3,774	765	3,273	4,038	76,289
Brown	Amanada	Administrative Secretary	NO	Administration	52,727	53,920	8,211	3,498	3,498	3,498	765	3,269	4,034	69,663
Ray	Adam	Web Site Coordinator	NO	Administration	49,100	50,828	8,215	3,598	3,598	3,598	712	3,044	3,756	66,397
Babka	Valerie	Trustee	NO	Administration	12,596	13,884	363	-	-	-	183	781	964	14,848
Butler	Cynthia	Trustee	NO	Administration	12,596	13,884	7,584	-	-	-	91	391	482	14,366
Arts	Jennifer	Trustee	NO	Administration	12,596	13,884	-	-	-	-	183	781	964	14,848
Alexander	Julian	Trustee	NO	Administration	12,596	13,884	7,584	-	-	-	91	391	482	14,366
Holden	Monica	Trustee	NO	Administration	12,596	13,884	-	-	-	-	183	781	964	14,848
Coleman	Brian	Trustee	NO	Administration	12,596	13,884	-	-	-	-	183	781	964	14,848
Cannady	Joe	Village Clerk	NO	Administration	12,596	13,884	363	-	-	-	183	781	964	14,848
Reinbold	Richard	Village President	NO	Administration	18,600	18,600	7,885	-	-	-	270	1,153	1,423	27,908
Overtime					50,000	50,000	-	3,575	5,104	3,575	425	3,100	3,525	57,100
01-100					432,664	459,263	79,736	23,569	5,104	28,673	5,884	26,437	32,321	599,993

**Village of Richton Park
2017/2018 Budget
COMMUNITY/ECONOMIC DEVELOPMENT/BUILDING**

DEPARTMENT FUNCTION

The Economic/Community Development Department has three key functions, including Economic Development, Community Development and Building. Each function is described in more detail below.

The Economic Development function is primarily responsible for providing support to existing businesses and attracting new businesses to the Village. Regular visits are made to existing businesses to ensure that their concerns are identified and their needs met, whenever possible. This may range from providing information about road construction projects, to assisting with approvals for new signage or business expansions. Communication with existing businesses is also accomplished through the highly successful quarterly Business Connection events, which include speakers and networking opportunities. Close communication is also maintained with property owners with vacant land and/or buildings that represent opportunities for new business development. The Economic Development staff works to promote all commercial and industrial areas of the Village Lakewood, Governors Sauk and Town Center TIFs. The Economic Development staff is often the first point of contact for businesses looking to move into Richton Park. This relationship continues through the acquisition and/or leasing of property, construction, permitting, and the eventual business opening. Staff participates in several economic development organizations that enable the Village to gain more direct access to businesses seeking new markets.

The Community Development function within the department provides guidance to property owners, developers, citizens and other units of government on planning and zoning issues. The Director reviews all applications for subdivision review, rezoning, and conditional uses, and acts as the project manager to obtain full staff review and Planning Commission and Board consideration of each application. The Director staffs the Plan Commission and assists with comprehensive planning and plan review for new developments. These plans were adopted by the Board of Trustees as part of the Village's Comprehensive Plan, and many of the goals and objectives in this budget reflect implementation measures for these plan elements. The Department is also responsible for ensuring that the Village's land development ordinances are consistent with the adopted comprehensive plan. To

that end, the Village is currently working on the development of a Unified Development Ordinance, to combine the zoning and subdivision regulations into one unified and updated ordinance.

The Building Department function includes a wide range of activities focused on broadening awareness about Richton Park as a community with a high quality of life, among current Richton Park residents and home seekers throughout the Chicago metropolitan area. This involves making sure that all Village building codes and ordinance are kept up to date and enforced when residents or businesses do not comply.

Via Code Enforcement, the department promotes life/health, fire prevention and building safety. It reviews municipal codes pertaining to these areas and recommends changes or upgrades to the codes using the ICC (International Code Council) codes and supplements. The department also provides assistance to the Health Department with inspections of food and health establishments. Two Full-time Code Enforcement Officers and one Part-Time Officer are ICC certified in the Property Maintenance Code. The Community Development Department has professional electrical and plumbing inspectors at its disposal on a contractual basis. The electrical inspector is a county certified electrician and the plumbing inspector is a State of Illinois licensed plumber. These inspectors are utilized to perform inspections on all new residential and commercial construction.

ACCOMPLISHMENT OF 2016/2017 BUDGET OBJECTIVES:

The Economic Development Department has had primary responsibility for implementing the following goals of the Board of Trustees.

Board Goals:

1. Generate Economic and Business sustainability for the Village.

Staff continues to take an active role in Select Chicago Southland (SCS), a working group of Southland communities that first came together in 2013 to promote retail retention, expansion, attraction, and development. The group has participated in RECon Las Vegas and Chicago Deal Making for the past three years, and will participate in the 2017 RECon Las Vegas.

The community participants in this Enterprise Zone include the Villages of Park Forest, Matteson, Richton Park, University Park and Monee, and the Counties of Cook and Will.

Staff is working with the Chicago Southland Economic Development Corporation (CSEDC), and other member municipalities, on a new regional marketing initiative to promote industrial property.

Staff initiated and is coordinating a regional effort to establish a new property tax incentive that will benefit industrial uses. State legislation to create this incentive was introduced to the State Legislature in January 2017.

Staff has worked closely with the CSEDC, other municipalities, and Cook County to comment on proposed revisions to Cook County's incentives to ensure that the specific needs of the South Suburbs are addressed.

Staff, School District 227, Prairie State College, and Governors State University are assisting Imageworks, a local manufacturing company, to create an internship/college program. The program will allow Imageworks to hire ten high school graduates and train them in a variety of professional specialties while they attend college to study their selected speciality.

Staff attends training seminars, workshops and online training related to topics that can assist the business community. Recent training introduced Staff to regional tech-led entrepreneurship, inclusive growth and measuring the return on incentives.

2. Improved code compliance based on existing studies and innovative solutions.

The Village continues to be an active member of the South Suburban Land Bank and Development Authority (SSLBDA). The SSLBDA now has 22 municipal members.

The Village Attorney has initiated the abandonment process on a few properties where vacant, blighted single family houses need to be demolished.

3. Fiscal and service sustainability based on the triple bottom line concept.

Staff makes every effort to obtain sponsorships to offset expenses related to meetings and events, to make use of Village vehicles and use mass transit whenever possible, to recycle supplies, and to buy from Richton Park retailers or retailers within the Richton Park school boundaries.

Staff is instrumental in diverse marketing activities. These activities are continually evaluated for effectiveness, and if found to be ineffective they are changed.

4. Sustain the Village's role as a catalyst for innovative change in the region.

Staff introduces residents and business owners with a vested interest in the Village to the roles and responsibilities of municipal government, the roles and responsibilities of citizens, and the importance of civic engagement.

Economic Development and Planning Objectives

1. Create new residential and business opportunities in the Village.

Staff broadcasts to more than 500 individual e-mails to promote a variety of Richton Park real estate purchase and lease opportunities.

Staff regularly reviews and responds to requests from brokers, Property Send, DealMakers, LoopNet, City Feet, the Illinois Department of Commerce and Economic Opportunity (ILDCEO), the Will Economic Network (WEN), and other referral sources to promote real estate development opportunities and sales/leasing transactions.

Staff actively participates in economic development organizations and networks, such as the Chicago Southland Economic Development Corporation (CSEDC) and a suburban network of Economic Development professionals.

Since the beginning of FY2016-2017, four new home-based businesses and two commercial businesses have opened. The commercial businesses include the following: Walmart Supercenter and Red Star.

2. Support existing businesses with educational and marketing opportunities.

Staff selects on a monthly bases, the business of the month Award.

Staff continues to publish and distribute the Richton Park Annual Business Booklet which includes all licensed businesses to all residents of Richton Park and surrounding communities.

3. Implement the Comprehensive Plan as adopted by the Board of Trustees.

In July and September 2015, the Board of Trustees approved a Resolution to acquire properties through Cook County's tax scavenger process. The Village and SSLBDA are working together to acquire these properties as part of an overall development vision.

Staff and the Planning Commission/Steering Committee continue to work with the Chicago Metropolitan Agency for Planning (CMAP) to draft the Unified Development Ordinance (UDO).

Village Staff and the Planning Commission are working with the South Suburban Mayors and Managers Association (SSMMA) to update the Village's housing policy plan, known as Homes for a Changing Region, adopted in 2012.

In January 2017, Staff conducted a workshop to promote the development of community gardens on Village-owned vacant lots.

Community Development Objectives

1. Promote a thriving and stable housing market that is open to people of all races, ages, ethnicities and abilities.

Staff continues to create events to assist with filling revitalized homes by engaging the realtor community. Information sharing sessions are periodically held so realtors can be made aware of all amenities which come with home ownership in Richton Park.

This includes awareness of financial assistance programs available through governmental programs.

All commercial property owners, contractors and residential builders are encouraged to utilize a diverse workforce, especially when they have applied for and received Village development incentives.

2. Generate a positive residential experience for increased resident retention and to promote the Village as an option to new residents.

Staff initiated a poster program to highlight cultural awareness each month. These have included posters for Hispanic Heritage Month, Human Trafficking Awareness Month, Black History Month, and Women's History Month.

Staff completed publication of the long-awaited new Resident Brochure. This publication was mailed to all Village residents and will be distributed to new residents when they initiate water service. It provides a wealth of information about living in Richton Park.

The 2017 Spring/Summer Community Calendar was printed and distributed in April 2016. The calendar is mailed to all addresses in Richton Park, and distributed in newspapers published by Russell Publications which reaches households in Crete, Steger, and Monee. The calendar is given to new residents and participants of all events throughout the year.

2017/2018 COMMUNITY/ECONOMIC DEVELOPMENT & BUILDING DEPARTMENT

OBJECTIVES AND PERFORMANCE MEASURES:

The Community/Economic Development and Building Department will have primary responsibility for the implementation of several of the Board of Trustees' Strategic Goals for Fiscal Year 2017/2018.

Board Goals:

1. Generate economic and business sustainability for the Village.

SHORT TERM IMPLEMENTATION STRATEGIES

Work with identified developers to sell vacant residential properties for new construction of single family homes.

Identify banks and other sources of financing willing to assist Richton Park businesses with start-up and expansion funds.

Plan for Land Use and Economic Development.

Assist all commercial and industrial property owners to lease their properties by promoting available space and offering incentives where and when necessary.

Maintain strong relationships with local real estate brokers and agents who will positively promote the Village to new residents.

Promote the various housing programs that enable prospective residents to purchase a home in Richton Park.

Improved code compliance based on existing studies and innovative solutions.

Continue to identify problem properties throughout the Village for demolition and rehabilitation to further neighborhood redevelopment goals. This work can be carried out by Village operations or, where appropriate, in tandem with outside agencies to leverage resources with the SSLBDA and/or the Cook County Land Bank.

Continue to work with non-profit and for-profit organizations to rehabilitate vacant, foreclosed residential structures. This work will include the pursuit of grant funding to aid in such endeavors.

Continue to build relationships with outside agencies for funding programs to offer down payment assistance programming and to continue outreach to find viable purchasers to live in rehabilitated housing.

Generate resident interest in community gardening and other community-based activities.

Initiate the lien foreclosure or No Cash Bid process on all vacant lots where vacant, blighted homes have been demolished.

Adopt the revised Unified Development Code (Zoning, Subdivision and Storm Water Management), incorporating measures to incentivize sustainable development.

LONG TERM IMPLEMENTATION STRATEGIES

Formalize the role of business liaison to assist Richton Park businesses and investors with start-up and expansion efforts.

Facilitate a planning workshop to review the concept plan for redevelopment of neighborhoods.

Research and identify development partners to assist the Village in implementing its vision.

2. Fiscal and service sustainability based on the triple bottom line concept.

Prepare a climate action plan.

Continue to facilitate economic development, planning and community development policies and activities consistent with the *Growing Green Sustainability Plan*.

Apply for and utilize technical assistance from regional advisory groups and grants that will allow Staff to implement the comprehensive plan.

3. Sustain the Village's role as a catalyst for innovative change in the region.

SHORT TERM IMPLEMENTATION STRATEGIES

Work with Cook County, OAI, Inc. and other partners to implement workforce development programs that benefit Richton Park residents and the employees of interested Richton Park businesses.

Continue to be an active member of the South Suburban Land Bank and Development Authority.

Continue to be an active member of the Select Chicago Southland retail marketing collaborative to promote retail reinvestment.

Continue to work with a diverse group of Cook County and South Suburban representatives to seek legislative solutions to the burden of high property taxes on all property owners.

Provide an array of programs to celebrate the rich diversity among Richton Park residents.

LONG TERM IMPLEMENTATION STRATEGIES

Work with the Chicago Southland Housing and Development Collaborative to develop a community development corporation that can facilitate implementation of long term housing and economic development goals in the South Suburbs.

Community/Economic Development and Building Objectives

The Economic Development and Building Department is responsible for attracting new businesses and supporting existing businesses, and for managing the long range planning for development of the community. During the coming fiscal year, the Community/Economic Development and Building staff proposes to:

1. Maintain an environment that encourages new residential and business opportunities within the Village.
2. Support existing businesses with educational and marketing opportunities.
3. Implement the Comprehensive Plan as adopted by the Board of Trustees.

Community/Economic Development and Building Performance Measures

1. The creation of an environment that encourages new residential and business opportunities will be measured by:

- a. Five new businesses open in Richton Park.
- b. At least one commercial property sold.
- c. Facilitation of the purchase and rehabilitation of five single family residential homes.
- d. Two new developers working with the Village to create new residential and/or commercial developments.

2. The support of existing businesses will be measured by:

- a. EDAG recognition of at least one Richton Park business that has excelled in community service initiatives.
- b. A minimum of four Business Connection events.
- c. The publication of at least three Business Connection newsletters.
- d. A minimum of 15 one-on-one meetings with Richton Park business owners/commercial property owners.
- e. At least two training opportunities for potential entrepreneurs and existing/ potential business owners.

3. Implementation of the Comprehensive Plan will be measured by:

- a. A vision for an “innovation district”.
- b. Adoption of a Unified Development Ordinance.
- c. Title to 10 additional residential properties in the Village.

Community Development Objectives

The Community Development Department is responsible for marketing the amenities of living in Richton Park to existing and potential residents, and implementing the Village’s racial diversity programs.

During the coming fiscal year the Community Development Department proposes to:

1. Promote a thriving and stable housing market that is open to people of all races, ages, ethnicities and abilities.

2. Generate a positive residential experience for increased resident retention and residential growth.
3. Initiate new marketing programs and outlets to increase awareness of the variety of housing opportunities.

Community Relations Performance Measures

1. The promotion of a thriving and stable housing market will be measured by:
 - a. At least five educational opportunities for housing providers, realtors, and home-seekers to learn about fair housing issues, home ownership assistance, and other housing-related issues.
 - b. At least five opportunities for cultural exchange among residents.
 - c. Interested Village staff, Board/Commission members, mediators, and multi-family housing representatives are equipped with the tools necessary to serve a diverse constituency.
 - d. Host event with local housing outlets to build relationships and determine how we can increase outlets for residents to buy and/or rent in the area.
2. A positive residential experience will be measured by:
 - a. At least five opportunities for residents and potential new residents to experience enriching workshops and social networking events.
 - b. Each month celebrate a different culture or highlight a significant social issue through a variety of means.
 - c. A block club initiative to increase awareness, community values and unity in the community.
 - d. Create a business clothing closet.
 - e. Create programs for residents to be highlighted for their talents, hobbies or interest.
 - f. Creating a new resident welcoming event and tour.
 - g. Publication and distribution of a semi-annual community calendar of events to highlight the arts, leisure activities, and natural scenery of Richton Park.
 - h. A webpage linked to and highlighted on the Village website specifically geared to courting prospective and new residents, capable of requesting a new resident packet instantly by email.

PERFORMANCE MEASURES:

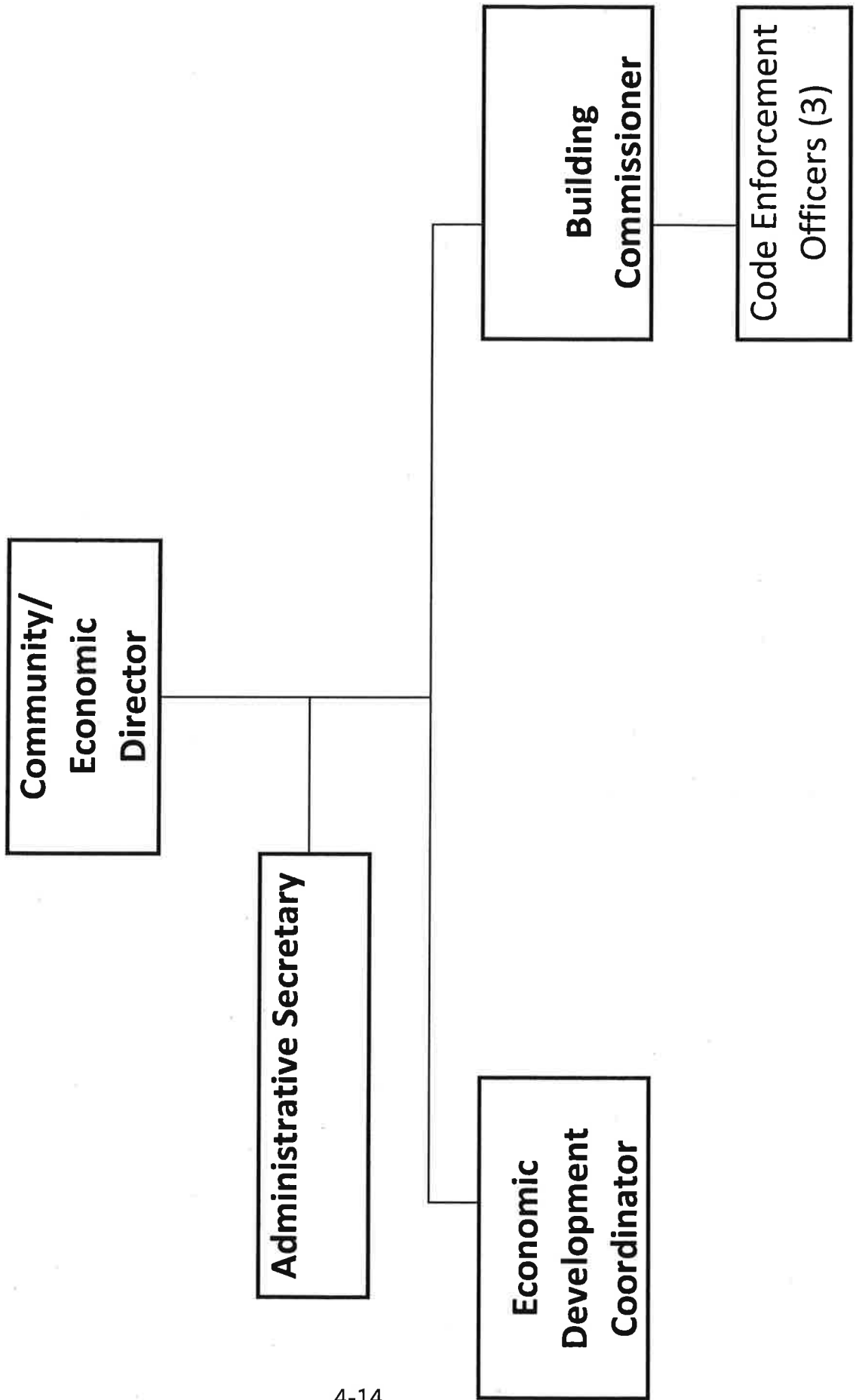
	2012	2013	2014	2015	2016	*2017
Quarterly Business Meeting Attendance	122	121	126	127	127	26
# of meetings	5	5	5	5	5	1
Business License Renewal Packages Sent						
Mailed	55	50	58	56	48	58
Emailed	15	21	26	26	29	22
Total	70	71	84	82	77	80
Business License Renewal Application Submission						
Interactive PDF	60	75	85	105	110	40
Handwritten	10	19	20	28	30	15
Total	70	94	105	133	140	55

** Data as of 4/30/2017; still gathering data for calendar year.*

STAFFING:

Position	2013/14	2014/15	2015/16	2016/17	2017/18
Community/Economic Director	2	1	1	1	1
Economic Development Coor.	1	1	1	1	1
Building Commissioner	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Code Enforcement	2	2	2	3	3
Total	7	6	6	7	7

**Community/Economic Development
DEPARTMENT ORGANIZATIONAL CHART**



General Fund
Community/Economic Development

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
101	Supervision	107,898	85,000	78,202	95,000	12%
103	Clerical	49,882	51,149	51,449	121,928	138%
120	Imrf	18,335	8,961	14,992	15,304	71%
121	Social Security	11,374	10,614	9,233	16,375	54%
125	Hospitalization And Dental	34,718	36,534	26,192	44,469	22%
126	Other Insurance		-	-	-	0%
	Personnel	222,208	192,258	180,068	293,076	52%
220	Office Supplies	3,772	3,000	3,171	2,000	-33%
232	Fuel	2,148	2,400	2,003	2,000	-17%
290	Uniforms	-	-	-	600	0%
291	Publications	237	750	-	5,200	0%
	Commodities	6,156	6,150	5,173	9,800	59%
300	Legal Services	13,376	66,500	62,723	30,000	-55%
302	Engineering Services	(21,174)	5,000	-	2,500	-50%
306	Beautification					
307	Professional Services	12,334	15,000	17,263	15,000	0%
309	Property Maintenance	-	1,000	-	-	-100%
327	Training & Travel	14,601	21,000	16,094	18,000	-14%
330	Advertising	4,607	20,600	20,119	40,000	94%
331	Printing	176	2,800	471	2,000	-29%
345	Dues	8,016	11,100	8,225	3,000	-73%
370	Special Events	2,912	1,750	1,639	2,700	54%
	Contractual	34,849	144,750	126,534	113,200	-22%

General Fund
Community/Economic Development

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
454	Vehicle Parts		500	-	250	-50%
480	CN RR Quiet Zone Study	948	-	-	-	0%
485	Business Expense	175	100	-	500	0%
495	Computer Software		-	-	-	0%
	Operating	1,123	600	-	750	25%
571	Vehicles		-	-	-	0%
	Commodities		-	-	-	0%
	Total Community/Economic Development	264,335	343,758	311,775	416,826	21%
0.5	Overhead Distribution Tif	132,168	164,886	127,215	208,413	26%
	Total Overhead Distribution	132,168	164,886	127,215	208,413	26%
	Net Community/Economic Development	132,168	178,872	184,560	208,413	17%

General Fund
Building

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
101	Supervision	68,978	72,111	72,111	73,901	2%
103	Clerical	39,633	43,250	42,832	-	-100%
104	Part-Time		9,645		-	-100%
105	Overtime		-	-	-	0%
120	Imrf	12,698	14,034	13,616	5,156	-63%
121	Social Security	7,731	8,060	8,372	5,516	-32%
125	Hospitalization And Dental	26,839	26,209	26,351	16,316	-38%
126	Other Insurance		-	-	-	0%
	Personnel	155,879	173,309	163,281	100,889	-42%
220	Office Supplies	783	700	350	500	-29%
232	Motor Fuels & Lubricants	1,074	1,243	1,001	1,000	-20%
235	Maintenance Supplies		-	14	500	100%
237	Elevator Inspections	3,592	5,500	5,426	3,800	-31%
238	Cook County Health Insp	6,498	11,500	11,200	6,500	-43%
239	Operating Supplies		250	38	250	0%
257	Electrical Inspection	8,160	8,500	5,840	6,000	-29%
258	Plumbing Inspection	6,475	7,500	6,160	4,000	0%
290	Uniforms & Clothing	480	500	416	250	-50%
291	Publications		1,000	-	2,500	100%
	Commodities	27,061	36,693	30,445	25,300	-31%

General Fund
Building

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
300	Legal Services	2,048	3,000	3,431	2,500	-17%
307	Professional Services (Demolition)	575	1,200	1,123	3,000	0%
310	Payment Verification	5,318	6,200	6,997	5,700	-8%
327	Training & Travel	942	2,000	654	1,200	-40%
330	Advertising	34	250	-	250	0%
331	Printing	5,176	2,000	2,172	1,200	-40%
345	Dues	210	250	330	400	60%
354	Vehicle Maintenance	(179)	500	125	250	-50%
391	Events	618	800	1,555	850	6%
	Contractual	14,741	16,200	16,386	15,350	-5%
454	Vehicle Parts	-	500	-	500	0%
	Operating	-	500	-	500	0%
	Total Building	197,681	226,702	210,112	142,039	-37%

General Fund
Codes Enforcement Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
102	Labor	80,290	83,637	83,544	87,128	4%
104	Part-Time	10,866	14,060	14,045	30,472	117%
105	Overtime		-	-	-	0%
120	Imrf	8,118	9,169	9,732	8,253	-10%
121	Social Security	7,090	7,673	7,451	8,830	15%
125	Hospitalization And Dental	3,369	2,127	2,077	2,379	12%
126	Other Insurance		-	-	-	0%
	Personnel	109,732	116,666	116,850	137,062	17%
220	Office Supplies	1,152	1,200	1,306	900	-25%
232	Motor Fuels & Lubricants	1,248	1,200	961	900	-25%
239	Operating Supplies	104	250	87	250	0%
290	Uniforms And Clothing	1,769	1,750	1,551	1,500	-14%
	Commodities	4,272	4,400	3,905	3,550	-19%
300	Legal Services		-	-	-	0%
306	Beatification	2,390	3,000	2,276	8,000	167%
307	Other Professional Services	5,032	6,000	3,652	6,000	0%
309	Property Maintenance	26,978	38,000	37,962	34,000	-11%
311	Property Assistance		3,000	258	1,500	-50%
327	Training And Travel	1,485	2,000	350	2,000	0%
331	Printing	1,990	1,400	1,443	1,400	0%
345	Dues		100	-	100	0%
346	Subscriptions		250	-	250	0%
354	Vehicle Maintenance	361	500	(93)	500	0%
	Contractual	38,236	54,250	45,849	53,750	-1%
454	Vehicle Maintenance-Inside	273	400	309	300	100%
	Operating	273	400	309	300	100%
	Total Codes Enforcement	152,513	175,716	166,913	194,662	11%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education	Longevity Pay	Allowances & Incentives
Community/Economic Dev 01-205														
Open		Community/Economic Developm	NO	Community Developm	120,042	95,000	95,000							
Norwood-Baker	Sharita	Confidential Secretary	NO	Community Developm	45,000	46,113	45,613						500	500
Drummond-Neal	Ouida	Economic Development Coor	NO	Economic Developmer	51,149	52,415	51,915						500	500
Vacant		Part-time Secretary	NO	Community Development		23,400	23,400							
01-205		Total Community/Economic Development			216,191	216,928	215,928						1,000	1,000

FY 2018

80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation
Community/Economic Dev 01-205																	
Open		Community/Economic Developm	NO	Community Developm	120,042	95,000	16,267	6,793	7,993	6,793	6,793	6,793	1,378	1,378	5,890	7,268	125,327
Norwood-Baker	Sharita	Confidential Secretary	NO	Community Developm	45,000	46,113	15,675	3,182	3,182	3,182	3,182	3,182	645	645	2,759	3,404	68,374
Drummond-Neal	Ouida	Economic Development Coor	NO	Economic Development	51,149	52,415	12,527	3,657	3,657	3,657	3,657	3,657	742	742	3,171	3,913	72,512
Vacant		Part-time Secretary	NO	Community Development		23,400		1,673	1,673	1,673	1,673	1,673	339	339	1,451	1,790	26,863
01-205		Total Community/Economic Development			216,191	216,928	44,469	15,305	15,305	15,305	15,305	15,305	3,104	3,104	13,271	16,375	293,076

Last Name	First Name	Title	Building Department	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education	Longevity Pay	Allowances & Incentives
			01-200												
Hogan	Leo	Building Commissioner		NO	Building	72,111	73,901	73,401						500	500
01-200		Total Building				72,111	73,901	73,401						500	500

FY 2018 80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation
Building Department		01-200															
Hogan	Leo	Building Commissioner	NO	Building	72,111	73,901	16,316	5,156	5,156	5,156	5,156	5,156	1,046	1,046	4,471	4,471	100,890
01-200		Total Building			72,111	73,901	16,316	5,156	5,156	-	-	5,156	1,046	1,046	4,471	4,471	100,890

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Code Enforcement														
01-210														
Walls	Earnest	Code Enforcement Officer II	YES	Code Enforcement	46,777	47,919	42,669				250	2,500	2,500	5,250
McMullian	Tammy	Code Enforcement Officer	YES	Code Enforcement	38,177	39,209	38,559				250	400		650
Vacant		Permanent Part-Time	NO	Code Enforcement - PF	12,860	30,472	30,472							
01-210		Total Code Enforcement			97,814	117,600	111,700				500	2,900	2,500	5,900

FY 2018 80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation
Code Enforcement 01-210																	
Walls	Earnest	Code Enforcement Officer II	YES	Code Enforcement	46,777	47,919	1,107	3,345	3,345	678	2,900	3,578	55,949				
McMullian	Tammy	Code Enforcement Officer	YES	Code Enforcement	38,177	39,209	1,272	2,730	2,730	554	2,367	2,921	46,131				
Vacant		Permanent Part-Time	NO	Code Enforcement - Pf	12,860	30,472	-	2,179	2,179	442	1,889	2,331	34,982				
01-210		Total Code Enforcement			97,814	117,600	2,379	8,253	8,253	1,674	7,156	8,830	137,062				

**Village of Richton Park
2017/2018 Budget
FINANCE DEPARTMENT**

DEPARTMENT FUNCTION:

The Finance Department administers and/or assists with all financial operations. The department performs two distinct functions: day-to-day operations and other financial reporting functions. Day-to-day operations of the department include processing payroll and accounts payable, issuing invoices, recording cash receipts, issuing and processing water, sewer and refuse billing, reconciling bank and investment broker accounts, collecting vehicle sticker revenue and managing switchboard operations. Financial reporting functions of the Finance Department include the scheduling and oversight of the annual Village audit, the compilation and coordination of the annual Village budget, preparation and publication of the annual Treasurer's Report, grant reporting and production of all calendar year tax documentation, including W-2's, 1099's and 1099-R's. The Finance Department provides oversight and administration of all economic development incentive agreements including the Tax Increment Financing Districts.

The Finance Director is appointed as Village Treasurer. As such, he invests and monitors the Village's funds. He is also the Treasurer of the Police Pension. He participates in helping to negotiate incentive agreements and analyzing the feasibility of Village assistance to development projects. He is the liaison to the Village's financial consultants.

Information Technology (IT), also under the supervision of the Finance Director, coordinates a wide range of computer support services and functions for all Village departments. Involved is the application, installation and management of computer hardware and software. Staff training is coordinated with the Manager's office.

ACCOMPLISHMENT OF 2016/2017 BUDGET OBJECTIVES:

Finance:

Short Term Finance Objectives:

1. Support Village department's implementation strategies related to the Board Priority of "Generate Economic and Business sustainability for the Village".

The Finance Director works with the economic development team.

2. Support Village department's implementation strategies related to the Board Priority of "Create an infrastructure capital plan that is flexible in dealing with trouble spots".

The Village continues to include a capital budget plan as part of the annual budget calendar. The Finance Director works closely with the Public Works department in identifying funding sources for crucial water and sewer distribution projects. For Fiscal 2017, roadway repair will be combined with a large watermain replacement project, repairing sections of roadway in conjunction with watermain work.

3. Support Village department's implementation strategies related to the Board Priority of "Develop a renewed, contemporary youth program".

Several new initiatives are underway regarding youth programming. Department staff have worked with Parks and Recreation department in working through the costs and funding of programs.

4. Support Village department's implementation strategies related to the Board Priority of "Improved Code Compliance based on existing studies and innovative solutions".

The front counter finance staff work closely with Community Development to identify residences that may have issues related to water service and damage to properties. Beginning in late 2017, a new meter reading system will be installed to help improve on the efficiency of the system.

The Senior Financial Associate and the Finance Director serve on the new ERP software management team which is charged with leading Village staff through a

process to identify an integrated software package to replace the MSI system in place for more than two decades. Included in this project, is new software to assist Community Development in monitoring and enforcing code compliance.

5. Support Village department's implementation strategies related to the Board Priority of "Fiscal and service sustainability based on the triple bottom line concept".

Staff have assisted departments in analyzing services provided to the residents. This is an ongoing objective.

6. Identify core versus non-core services through the Village and evaluate financial and non-financial benefits of non-core services.

The concept of core and non-core services is discussed in management meetings and will continue to be evaluated in the coming months. This subject was imperative in light of the State of Illinois' financial situation and consideration of reducing local government revenues.

7. Assess cost support for non-core services and identify cost-savings opportunities.

The Finance department has supported the efforts of departments to identify costs related to the services provided and assisted in evaluating charges for services where practical. Cost containment initiatives include continuing to promote electronic payment processing and receipts along with a focus on reducing the printing of reports to paper.

The ERP project, replacing antiquated software, is expected to reduce printing costs, redundancy of workflow and provide more timely information for managers to monitor.

8. Evaluate and implementation of new financial, human resources and code enforcement software.

In Fiscal 2017, an upgrade to ADP was completed.

The Village is currently working on a RFP for compatible software for all Village departments.

9. Support Village department's implementation strategies related to the Board Priority of "Sustain the Village's role as a catalyst for innovative change in the region".

The Village will be submitting for the Distinguished Budget Award for Fiscal Year 2017/2018.

10. Continue training of staff and assuming leadership presences across the region. *Finance staff continue to seek training opportunities through various organizations including GFOA, IGFOA, IPELRA, ILCPA, AICPA and the Village's leadership development training initiative. The Finance Director serves on the Board of various organizations in the Richton Park area including the IGFOA Executive Board.*

Information Technology:

Yearly Objectives

1. Continue focus on "going green" by implementing paperless systems which will require evaluation of new hardware and software as well as departmental procedures.

New paperless procedures are in place and currently looking for more ways to reduce paper dependency and make operations more efficient.

2. Continue development of the new website with its enhanced features and functionalities, specifically integrating with our new enterprise software where possible.

Our website continues to be developed with new content and links to various functions. A more comprehensive online utility bill pay and citizen request for actions have been implemented.

3. Continue to evaluate IT policies and procedures.

New policies and procedures for backing up of data and emails have been created.

4. Maintain a five-year hardware replacement schedule to replace aging equipment.

Continued replacement of aging desktops and laptops.

Long Term Initiatives

1. Finalize selection and implementation of a new enterprise software system which will encompass multiple departmental needs in day to day operations. Such a system will increase efficiency and interdepartmental collaboration while managing data in one common software.

Working on the RFP for a new system.

2017/2018 FINANCE DEPARTMENT OBJECTIVES AND PERFORMANCE MEASURES:

1. Support Village department’s implementation strategies related to the Board Priority of “Generate Economic and Business sustainability for the Village”.
2. Support Village department’s implementation strategies related to the Board Priority of “Create an infrastructure capital plan that is flexible in dealing with trouble spots”.
3. Support Village department’s implementation strategies related to the Board Priority of “Develop a renewed, contemporary youth program”.
4. Support Village department’s implementation strategies related to the Board Priority of “Improved Code Compliance based on existing studies and innovative solutions”.
5. Support Village department’s implementation strategies related to the Board Priority of “Fiscal and service sustainability based on the triple bottom line concept”.
6. Identify core versus non-core services through the Village and evaluate financial and non-financial benefits of non-core services.
7. Assess cost support for non-core services and identify cost-savings opportunities.
8. Support Village department’s implementation strategies related to the Board Priority of “Sustain the Village’s role as a catalyst for innovative change in the region”.
10. Continue training of staff and assuming leadership presences across the region.

Finance Performance Measures:

	2011/12	2012/13	2013/14	2014/15	2015/16
Payroll checks processed	4,162	3,810	3,835	3,925	4,070
W-2s issued (calendar)	211	211	222	223	215
1099-Rs issued (calendar)	30	31	30	33	34

All stated objectives are ongoing processes that will be measured by completion and departmental and Board feedback.

Information Technology Objectives:

Yearly Objectives

1. Implement a new storage server to increase our server capacity. Our current storage area network is 5 years old and nearing capacity so the new server will work in conjunction with our current system to increase processing and storage capacity.
2. Our current website is due for a major software platform update. We will work with our web hosting vendor to perform the upgrade and continue to enhance our web content.
3. Continue to evaluate IT policies and procedures.
4. Maintain a five-year hardware replacement schedule to replace aging equipment.

Information Technology Performance Measures:

The role of the IT Department in Richton Park is to provide Village staff with the tools they need to service the residents of Richton Park effectively and efficiently. While the progress or completion of stated objectives is detailed in the preceding pages, IT performance is directly measured by overall network and system stability. This does not include availability of the Internet, only internal client/server communication is considered.

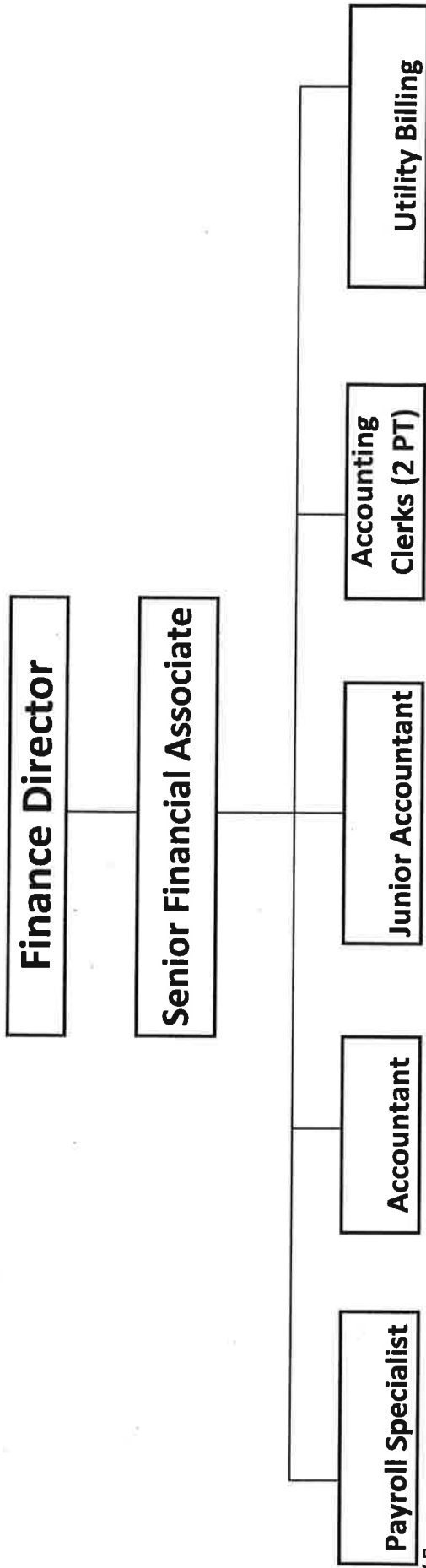
Network downtime can be caused by a number of events, including but not limited to server software lockups, server hardware failure, network router/switch failure, and general system maintenance. While the first three can cause prolonged periods of downtime, general maintenance usually takes no more than about 30 minutes to complete. Allowing for maintenance downtime once per quarter equates to about 120 minutes per year. Since the Village Public Safety Departments are 24 hour operations, system stability can be calculated on a 24 hour x 365 day per year basis.

The Village had no unplanned outages throughout the year. This equates to 99.9% operational efficiency this year.

STAFFING:

Finance	2013/14	2014/15	2015/16	2016/17	2017/18
Director of Finance	1	1	1	1	1
Assistant Finance Director	1	1	1		
Senior Financial Associate				1	1
Accountant	1	1	1	1	1
Accountant	1	1	1		
Payroll Specialist	1	1	1	1	1
Junior Accountant	1	1	1	1	1
Accounts Receivable Clerk	1	1	1		
Part-time Accounting (2)	1	1	1	1	1
Subtotal Administration/Finance	8	8	8	6	6
Billing Personnel (report to Sr. Financial Associate)					
Utility Billing Technician	1	1	1	1	1
Total Positions:	9	9	9	7	7

**FINANCE
DEPARTMENTAL ORGANIZATIONAL CHART**



General Fund
Finance

	Account Description	Actual FY 2016	Budget FY 2017	Actual April 2017	Approved FY 2018	% + OR -
101	Supervision	220,092	156,512	156,030	183,220	17%
103	Clerical	227,648	192,322	191,332	205,272	7%
104	Part-Time		-	14,913	46,800	100%
105	Overtime		-	-	-	0%
120	Imrf	65,431	46,970	42,609	30,019	-36%
121	Social Security	31,180	29,976	26,455	31,810	6%
125	Hospitalization & Dental	71,189	61,753	62,485	77,877	26%
126	Other Insurance		-	-	-	0%
	Personnel	615,539	487,533	493,826	574,998	18%
220	Office Supplies	7,031	7,500	4,396	4,500	-40%
239	Operating Supplies	4,258	4,500	4,361	1,500	-67%
290	Clothing & Uniforms	76	500	688	500	0%
	Commodities	11,365	12,500	9,445	6,500	-48%
300	Legal Services	554	100	3,007	100	0%
301	Accounting Services	49,301	67,000	64,000	55,000	-18%
307	Professional Services	126,384	165,000	159,221	50,000	-70%
310	Payment Verification	5,318	8,000	6,997	7,000	-13%
327	Training & Travel	2,329	6,000	5,585	4,000	-33%
330	Advertising	1,081	1,500	265	1,500	0%
331	Printing	434	500	328	500	0%
345	Dues	814	550	859	550	0%
363	Equipment Maintenance		-	-	-	0%
	Contractual	186,215	248,650	240,262	118,650	-52%

General Fund
Finance

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
485	Business Expense	491	500	606	500	0%
495	Computer Parts & Repairs	9,683	37,000	36,665	30,000	-19%
	Operating	10,174	37,500	37,271	30,500	-19%
575	Computers	-	6,000	4,522	5,000	0%
561	VOIP Interest		-	-	-	0%
	Debt Service	-	6,000	4,522	5,000	0%
	Total Finance	823,294	792,183	785,326	735,648	-7%
0.35	Overhead Distribution Water & Sewer	288,153	251,264	285,886	257,477	2%
0.1	Refuse	82,329	79,345	71,471	73,565	-7%
0	CPL		-	-	-	
	Total Overhead Distribution	370,482	330,609	357,357	331,042	0%
	Net Finance	452,812	461,574	427,969	404,606	-12%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education	Longevity Pay	Allowances & Incentives
Finance Department 01-300														
Sevier	David	Finance Director	NO	Finance	105,987	114,995	114,995							
Margulin	Brandi	Senior Financial Associate	NO	Finance	66,300	68,225	66,625					800	800	1,600
Harris	Alysia	Accountant	YES	Finance	55,256	56,627	51,227	1250	2500			400	400	5,400
Williams	Australia	Utility Billing	YES	Finance	46,444	47,573	42,173	1250	2500			400	400	5,400
Stewart	Patricia	Payroll Specialist	NO	Finance	45,275	53,500	43,500	1250	2500			400	400	5,400
Myhanna	Joy	Junior Accountant	YES	Finance	45,275	47,572	40,072	1250	2500			400	400	10,000
Vacant		Receptionist	YES	Finance	39,025							2,500	2,500	7,500
Brittany	Nelson	Accounting Assistant (PT)	YES	Finance		23,400	23,400							
Denise	Ashley	Accounting Assistant (PT)	YES	Finance		23,400	23,400							
01-300		Total Finance Department			403,562	435,292	405,392	5,000	10,000		5,000	1,600	8,300	29,900

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation	
Finance Department 01-300																		
Sevier	David	Finance Director	NO	Finance	105,987	114,995	23,800	8,222	8,222	8,222	1,667	8,222	1,667	7,130	8,797	155,814		
Margullin	Brandi	Senior Financial Associate	NO	Finance	66,300	68,225	8,277	4,776	4,776	4,776	969	4,776	969	4,142	5,110	86,388		
Harris	Alysia	Accountant	YES	Finance	55,256	56,627	13,059	3,951	3,951	3,951	743	3,951	743	3,176	3,919	77,556		
Williams	Australla	Utility Billing	YES	Finance	46,444	47,573	8,826	3,321	3,321	3,321	673	3,321	673	2,880	3,553	63,272		
Stewart	Patricia	Payroll Specialist	NO	Finance	45,275	53,500	15,677	3,237	3,237	3,237	656	3,237	656	2,807	3,464	75,878		
Nyhanna	Joy	Junior Accountant	YES	Finance	45,275	47,572	8,238	3,166	3,166	3,166	642	3,166	642	2,745	3,387	62,362		
Vacant		Receptionist	YES	Finance	39,025	-	-	-	-	-	-	-	-	-	-	-		
Brittany	Nelson	Accounting Assistant (PT)	YES	Finance	-	23,400	-	1,673	1,673	1,673	339	1,673	339	1,451	1,790	26,863		
Denise	Ashley	Accounting Assistant (PT)	YES	Finance	-	23,400	-	1,673	1,673	1,673	339	1,673	339	1,451	1,790	26,863		
01-300	Total Finance Department				403,562	435,292	77,877	30,019	30,019	30,019	6,029	30,019	6,029	25,781	31,810	574,997		

**Village of Richton Park
2017/2018 Budget
FIRE DEPARTMENT**

DEPARTMENT FUNCTION:

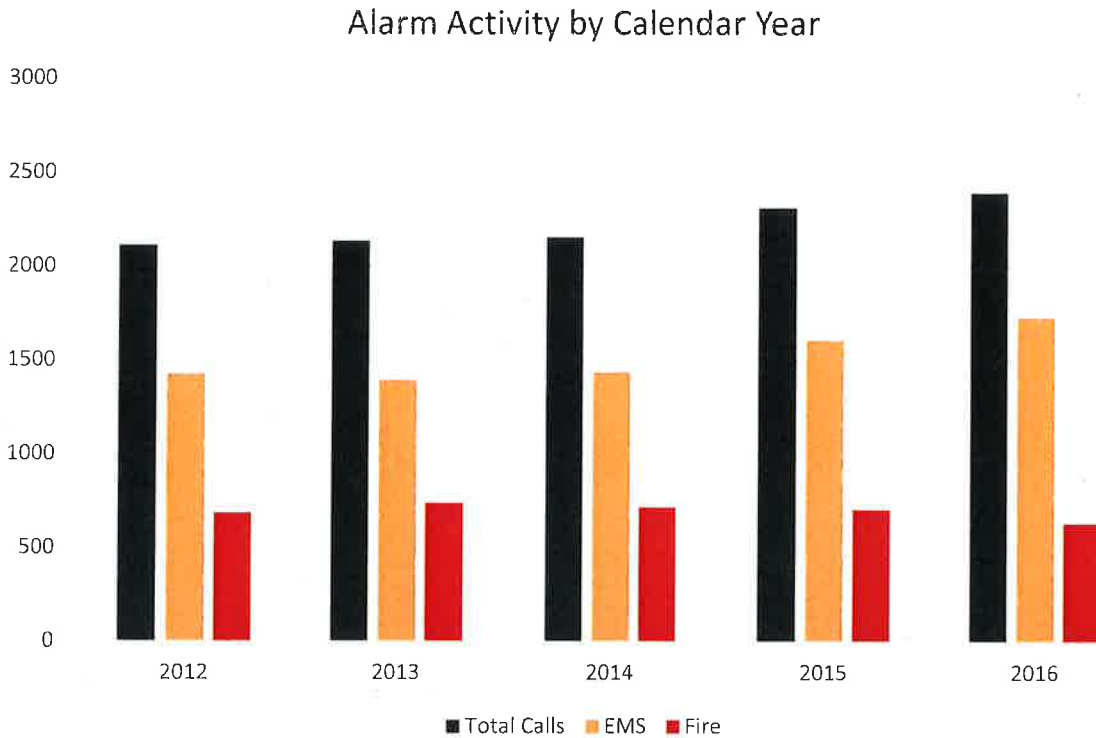
The prime focus of the Richton Park Fire Department is the protection of lives and property for those dwelling in, doing business within, or visiting the fire department's service protection area. This fire service protection area is marginally larger than the Village itself and includes the Village of Richton Park and a limited range of unincorporated properties adjacent to the Village. The department endeavors to supply prompt, efficient and effective emergency and non-emergency response with the greatest margin of safety for staff, citizens and visitors in a fiscally responsible manner.

The Richton Park Fire Department is a full-service, combination organization consisting of career, paid-on-call and volunteer personnel providing fire suppression, emergency medical, technical rescue, hazardous materials, surface water rescue, public education, fire prevention, arson/fire investigation and disaster management services. Emergency medical services are provided at the paramedic level by the department's two advanced life support (ALS) ambulances with a shared reserve back-up unit.

The essential structure of the organization is designed around the operating divisions which include administration, emergency operations, fire prevention and vehicle maintenance. The administrative division is responsible for the coordination and supervision of the remaining operating divisions, providing assistance to internal and external customers to undertake mission specific objectives as established by the Village Board, Village Administration and the department.

The emergency operations division includes both fire and emergency medical operations. This division is comprised of a standard three platoon system. Each of the department's three platoons works twenty-four hours on-duty followed by forty-eight hours off-duty covering 365 days each year. Each platoon consists of a Shift Lieutenant/Paramedic and three Firefighter/Paramedics all working under the general direction of the Deputy Fire Chief. Each weekday shift is supplemented by the single 50-hour per week Firefighter/Paramedic position from 0700 to 1700. Each shift is also reinforced by the Paid-On-Call and Volunteer divisions who respond as needed and provide stand-by support. The emergency operations

division responds to more than three thousand five hundred emergency and non-emergency incidents each year.



The primary focus of the Fire Prevention Bureau is the elimination of those conditions which may potentially result in a fire. These activities include annual fire inspections coupled with a positive public education campaign to reduce the human elements which annually contribute to numerous fires. Public education efforts are particularly important for the Village’s at-risk populations which includes children and senior citizens. Using aids such as the fire safety education trailer, fire safety house, fire extinguisher training props and similar aids, the department reaches out to individuals, families and groups both young and old alike.

With the cost of ambulances over \$275,000 and most fire engines exceeding \$700,000, the vehicle maintenance division plays a necessary role in maintaining the department’s fleet, small equipment and emergency generator systems. The work of this division saves the Village thousands of dollars each year by performing a preventative maintenance program designed in accordance with manufacturers’ information. This program also helps to reduce fleet down-time

which can be critical with limited reserve capacity to cover a lengthy absence of a primary response vehicle.

The Fire Department continues to operate out of one centrally located fire station at 4455 Sauk Trail. Although not a fire protection district, the Fire Department protects several unincorporated areas by agreement on a fee-for-service basis. The budget, as presented, is designed to continue to provide a minimum of five firefighter/paramedics on-duty around-the-clock each day of the year and one 10-hour a day/5-days per week member and paid-on-call/volunteers to assist daytime staffing numbers.

ACCOMPLISHMENTS OF 2016/2017 BUDGET OBJECTIVES:

The following objectives were established to work in concert with Board Goals in 2016/2017:

1. Generate Economic and Business sustainability for the Village.

- Continue to support Community Development with timely technical support and plan reviews for prospective businesses and development.

The Fire Department persists to meet the goal of timely technical plan review, turning around most plan reviews in less than 5 business days and most technical support issues in 1-2 business days.

- Develop preliminary plans for expanded response requirements at Walmart to our western boundary.

The Fire Department continues the planning process associated with potential Village expansion, reviewing response times and other data associated with activities in these and similar areas. This includes, but is not limited to, monitoring conceptual plans for development of these areas and projecting the need such a development might have on an EMS and fire basis. Progress will continue to be limited until these plans are more defined.

- Research advances in construction materials and techniques related to home and business construction and their potential impact on fire safety and building codes.

The Fire Department continues ongoing research into the impact of modern construction materials and techniques and has already incorporated some of this research into the 2016 training calendar/future training planning. Staff continues to monitor scientific research being conducted by Underwriter's Laboratory and the National Institute for Science and Technology (NIST) under federal grants and their impact on firefighting operations and safety.

2. Create an Infrastructure capital plan that is flexible in dealing with trouble spots.

- Work with the Department of Public Works on their development of infrastructure improvement plans from the perspective of public and life safety.

The Fire Department works closely with the Department of Public Works on their infra-structure improvement activities to assure firefighting capabilities and access for emergency vehicles. This includes the improvement of fire flow capabilities through infra-structure maintenance and improvement including increased water main diameters in multi-family and residential areas.

- Coordinate efforts with the Department of Public Works for roadway improvement projects to enhance or maintain emergency accessibility.

The Fire Department continues to work with the Department of Public Works on road improvements to insure accessibility for citizens and emergency vehicles. Accessibility during improvements is a key concern as it relates to emergency response. Interdepartmental coordination assures that the best solutions are applied to address situation and accessibility concerns.

- Consult with Parks and Recreation as they work through plans for parks and open spaces insuring accessibility and appropriate urban/wildland interfacing.

The department continues to monitor proposals to modify or eliminate park lands and the impact this may have on the urban-wildland interface and potential increased issues related to private/developed property. The department also looks at accessibility when parks improvements and modifications are suggested, trying to assure as much access as possible for emergency operations.

3. Develop a renewed, contemporary youth program.

- Explore the development of a youth based firefighting related program as community outreach and potential member development.

The department continues exploring programs of this type. Given the limited available resources and personnel progress will continue to be slow and deliberate.

- Review school public education and babysitter/latchkey programs for their

suitability and content related to changing youth interests and focus.

All of the department's public education programs are under review to some extent at least annually. The department continues to develop new instructors and further examine restructuring the curriculum to meet updated needs and capabilities. The department also looks for new programs to initiate based on the limited available funds.

- Participate wherever practical in support of youth related activities across the Village spectrum.

The Fire Department continues to participate in as many youth/family oriented activities as staffing and responses allow.

- Continue support of current youth outreach programs such as the Prairie State high school firefighting day, youth day and career day.

The Fire Department plays a pivotal role in educating new firefighters and exposing high school students to careers in firefighting through continued association with Prairie State College's firefighter training academy and high school firefighting day. Furthermore, the department sent representatives to career days at various schools within the community, emphasizing careers in the fire and EMS service

4. Improved Code Compliance based on existing studies and innovative solutions.

- Continue to work with the local school districts in facilitating their state required inspections and in support of life safety initiatives.

Fire Prevention Bureau inspectors worked with school districts #162, #163, #227 and #201U to facilitate annual and state required inspections and continue to make themselves available to consult on life safety improvement projects. Staff will continue to work with school districts on improvement plans, fire safety issues and accessibility problems/issues.

- Engage new and continuing businesses providing them with an understanding of code concerns and issues as they apply to their respective business.

Fire inspectors, plan reviewers and fire personnel work throughout the year to provide understanding of department related code and response issues. This is achieved via fire inspection visits, requested consultations and customary pre-planning visits by fire prevention and firefighting personnel. Each of these interactions provides an opportunity for the business operator to gain insight into codes, regulations and fire service needs while simultaneously sharing the business' needs and concerns with Fire Department members.

- Continue to work towards a 75% compliance on all fire code violations including annually conducting one inspection on all occupancies and a second inspection on high hazard occupancies.

Once again the Fire Prevention Bureau met its goals related to annual fire inspections and code compliance.

- Work with the Building Department and Economic Development to overcome home based sprinkler bias and issues.

The Fire Department continues to promote home based sprinklers through public education and code related activities. The recent update of the Village's building, fire prevention and life safety codes continues this emphasis by maintaining Village standards in concert with accepted national standards and practices.

5. Fiscal and Service sustainability based on the triple bottom line concept.

- Research the possibility of shared services and activities with other local fire departments to reduce duplication of services.

The Fire Department continues a program of shared services ranging from response based activities in HazMat and technical rescue, to fire investigation assistance with the MABAS 27 Investigation Team and the Will, Grundy, Cook County Fire Investigation Task Force. The department also maintains a reserve ambulance program with 5 other departments, preventing duplication while providing for continued service levels.

- Review fees for service from a cost/value and service sustainability perspective.

The Fire Department reviewed its entire fee structure again during 2016 and recommended no changes at this time. The Fire Department continues to monitor fee schedules in relation to response costs and the fee schedules of surrounding communities. The goal is to recover whatever costs possible without overburdening the individual citizen.

- Identify core vs. non-core services within the Fire Department.

The Fire Department continues an in-house discussion on core verses non-core services; trying to strike a balance between the public's expectation of services and services as provided by the department. While it is easy to classify fires and ambulance responses as a core activity; public expectations for service delivery by the department and the impact of prevention and education programs cutbacks does cloud this conversation. The Fire Department intends to continue this assessment as these discussions moves forward.

- Evaluate non-emergency services and activities on a cost value basis.

While many non-emergency services are not cost neutral, their perceived value to the community is difficult to quantify. The Fire Department is often the last place people can turn to get answers or assistance related to carbon monoxide, car seats, unexplained odors, safety issues and other topics. While the value of these services may outweigh the cost of providing such services; many citizens have no place else to turn or no one else to turn, thus to them this is an essential service.

6. Sustain the Village's role as a catalyst for innovative change in the region.

- Research the potential for changing the basic delivery structure for fire and EMS services on a local and regional basis.

Research continues to indicate there are a number of roadblocks to changing the delivery model for fire and EMS services. Fire Department staff continues to closely monitor the situation in DuPage County where legislation was enacted to facilitate consolidation in a more timely fashion and around some of these existing roadblocks. Unfortunately, despite the favorable legislation, little movement in this area has been seen in DuPage County to date. The most successful consolidation legislation to date in the State of Illinois is the 9-1-1 dispatch consolidation process. While movement in this area has been significant, resultant improvements or savings have yet

to be seen and may never be realized. The department will continue to monitor the state of affairs on a regional and statewide basis, as well as continue research on the subject at hand.

- Continue participation in regional, state and national organizations acting as a catalyst for change in the fire and EMS community. (MABAS, CART, IFCA, IAFC, Will County Fire Chiefs, Cook County Fire Chiefs). Maintain this presence and continue input at the local, regional, state and national level.

The Fire Department continues activity with these and other organizations in an effort to keep a close eye on activity and change as it relates to the organizations in question. Additionally, wherever possible, the department works to inspire change on behalf of the Village, local fire departments and the average citizen.

- Investigate the concept of community paramedicine and its potential impact on department and community.

The department continues to investigate the concept of community paramedicine and sees the potential for positive components as a result of this concept. Unfortunately, the State of Illinois has not yet issued firm rules or guidelines in this area which could facilitate movement within the concepts of Mobile Integrated Healthcare/Community Paramedicine. There are a few pilot programs in the works, but the key component here is who will pay for these services and how much. Without some concrete information in this area the department will continue to monitor.

- Continue to improve the department's green initiatives, i.e. paperless activities, energy conservation aspects and carbon footprint reduction.

The Fire Department continues to move forward within its sustainability efforts. The Fire Department recently went to an electronic patient care report, eliminating almost all paper EMS and fire reporting. The department has already converted the pre-planning process to a paperless activity. The Village's new information and financial management system will add another layer of progress. The department has implemented an anti-idling policy and has added solar panels to two significant vehicle purchases to reduce the department's carbon footprint.

2017/2018 THROUGH 2018/2019 FIRE DEPARTMENT SHORT AND LONG RANGE OBJECTIVES:

1. Generate Economic and Business sustainability for the Village.

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Continue to support Community Development with timely technical support and plan reviews for prospective businesses and development.
- Continue to develop preliminary plans for expanded response requirements.
- Research advances in construction materials and techniques related to home and business construction and their potential impact on fire safety and building codes.

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Work with Economic Development and the Building Department on strategies to assist development/redevelopment from a fire and life safety perspective.
- Continue development of long range plans for expanded response area Requirements.
- Research creative ways to adapt to new business proposals while maintaining a focus on positive public safety (new techniques, materials, processes, etc.).

2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Work with the Department of Public Works and Water on their development of infrastructure improvement plans from the perspective of public and life safety.

- Coordinate efforts with the Department of Public Works for roadway improvement projects to enhance or maintain emergency accessibility.
- Consult with Recreation and Parks as they work through plans for parks and open spaces insuring accessibility and appropriate urban/wildland interfacing.
-

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Provide the Department of Public Works and Water the necessary support in the development and implementation of infrastructure improvement plans as it pertains to fire flow and life safety requirements.
- Research new methodologies and products that might assist in providing necessary infrastructure improvements at reduced cost, while maintaining or improving fire flow and other life safety requirements.
- Monitor the redevelopment of parks related to urban/wildland interface and accessibility in emergencies.

3. Develop a renewed, contemporary youth program.

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Further explore the development of a youth based firefighting related program as community outreach and potential future member development.
- Review school public education and babysitter/latchkey programs for their suitability and content related to changing youth interests and focus.
- Participate wherever practical in support of youth related activities across the Village spectrum.
- Continue support of current youth outreach programs such as the Prairie State high school firefighting day, youth day and career day.

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Work with the local high school as they transition to a technical base on the potential development of a high school based career development program in fire/EMS.
- Consult with Parks and Recreation on fire and life safety requirements for proposed new or re-tasked facilities for use as a community center.
- Foster ongoing relationships with educational institutions to support firefighter and EMS based preparation programs and curriculum.
- Research the possibility and ramifications of explorer or intern type youth/young adult programs for fire and EMS.

4. Improved Code Compliance based on existing studies and innovative solutions.

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Continue to work with the local school districts in facilitating their state required inspections and in support of life safety initiatives.
- Engage new and continuing businesses providing them with an understanding of code concerns and issues as they apply to their respective business.
- Continue to work towards a 75% compliance on all fire code violations including annually conducting one inspection on all occupancies and a second inspection on high hazard occupancies.
- Work with the Building Department and Economic Development to overcome home based sprinkler bias and issues.

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Develop a long term strategy for the effective and efficient adoption of changes and updates to the Village's building and fire prevention codes.

- Work in conjunction with Economic Development and the Building Department on planning and development issues to maximize fire protection planning and implementation in developments of all sizes.
- Work with the varying Village departments on residential rehab programs to facilitate fire safe code compliant occupancies.

5. Fiscal and Service sustainability based on the triple bottom line concept.

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Research the possibility of shared services and activities with other local fire departments to reduce duplication of services.
- Review fees for service from a cost/value and service sustainability perspective.
- Identify core vs. non-core services within the Fire Department.
- Evaluate non-emergency services and activities on a cost value basis.

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Continue cooperative programs with surrounding fire departments to limit duplication of services and capabilities (shared ambulance; special response teams; reserve capacities).
- Research the possibilities and implications of combining/providing services with/for neighboring communities and fire districts.
- Seek out ways to assist in funding both core and non-core fire department services for the continuing benefit of the community and its citizens.
- Continue to examine current trends in service delivery and compensation as it relates to fire, EMS, fire prevention, public education and other non-core services.
- Explore new potential revenue paths such as HazMat transportation fees,

spiller pays fees and out of district response income.

6. Sustain the Village's role as a catalyst for innovative change in the region.

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Research the potential for changing the basic delivery structure for fire and EMS services on a local and regional basis.
- Continue participation in regional, state and national organizations acting as a catalyst for change in the fire and EMS community. (MABAS, CART, IFCA, IAFC, Will County Fire Chiefs, Cook County Fire Chiefs). Maintain this presence and continue input at the local, regional, state and national level.
- Investigate the concept of community paramedicine and its potential impact on the department and community.
- Continue to improve the department's green initiatives, i.e. paperless activities, energy conservation aspects and carbon footprint reduction.

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Seek out agencies and potential partners presenting innovative solutions to local fire, EMS and code problems.
- Create flexibility within CBA, policies, procedures and Village ordinances to maximize the ability to act in an innovative manner and as a catalyst for change.
- Continue to lobby on a local, state and national basis to allow the flexibility to implement change in a positive manner.
- Research technology to maintain, expand and improve the service abilities of the department.

PERFORMANCE MEASURES:

Benchmarks are used to measure performance using a specific indicator (per unit, productivity or cycle time per unit of measure) resulting in a metric of performance that is then compared to others. The Fire Department's performance measures or benchmarks are generally derived from nationally recognized statistics, standards in the industry or in comparison to documented past performance.

Turnout Time: Turnout times as they are related to EMS responses continue to be below the established compliance percentage. There is a notable variance as compared to past years at 79% 'within 60-seconds 95% of the time' compliance standard or a drop of 16%. The main reason for this appears to be adjustments made within the electronic patient care reporting system and the CAD system, which went on-line in August of 2016. Additionally there continues to be a high number of multiple responses received and the personnel jumping from the engine to the ambulance or the engine responding to the third ambulance call in a multiple call series. 2016 was the busiest year to date for EMS responses, persisting to impact the ability to improve upon this benchmark.

Turnout times for fire calls had an increase in this calendar year; meeting the standard of 80-seconds, 95% of the time with a calculation of 98% of the time; up from 95% of the time. This compliance benchmark is set by the NFPA in their recommended standard number 1710. This increase is despite the record number of EMS responses coupled with elevated fire responses as well. The department had 663 concurrent calls in 2016 (one or more call occurring at one time), which was a decrease of 6% from the previous year (706); but still met the standard.

Emergency Medical Service: The benchmarks for Basic Life Support and Advanced Life Support response times (time from notification to arrival on scene) are 4-minutes and 8-minutes respectively for 90% of the actual responses. In 2016, ALS responses once again exceeded this benchmark (99%), while BLS responses missed the benchmark. A portion of this issue is the presence of multiple/concurrent responses and the need for personnel to shift apparatus to accommodate the necessary response; this added time creates difficulty in meeting the very tight BLS 4-minute time frame. Additionally, the change to electronic record keeping; a change in CAD mobile data terminal interaction and some procedural changes also contributed to this marked decrease.

Fire Prevention: Fire prevention continues to reach the benchmarks established within their program areas. Inspectors met the basic requirement of at least one inspection per occupancy per year and two inspections for target hazard or high hazard occupancies (some of these numbers span more than one calendar year). The number of required inspections was reduced in 2016 to more accurately reflect the number of active business, assembly and other occupancies currently active in the community; that number will be up for review again annually from this point forward. Internal plan reviews (those not requiring special evaluation) are being completed in under 10-working days on a consistent basis within the Fire Prevention Bureau. The Department continues to train additional inspection personnel on the process of plan reviews, to help speed this task along and as part of the succession plan for the Fire Prevention Bureau. Both formal and informal training are being completed as part of this process to provide an ongoing presence in this area.

Public Education: Public education is continuing to meet their benchmarks; at least those within the control of the department and programs.

STAFFING:

The issue of appropriate or sufficient staffing continues to be a very taxing one for the Fire Department as well as fire departments nationwide. Balancing the need to provide personnel for emergencies against tough economic realities in the nation, state and Village today is a formidable task; with no quick fix solutions in the offing. There are no irrefutable requirements on appropriate staffing levels with the notable exception of the federally imposed 2-in 2-out mandate. Fire departments now refer to the National Fire Protection Association (NFPA 1710) Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire as an acceptable benchmark for staffing scenarios in today's modern fire service.

This standard has been used as an organizational model in the development and configuration of the automatic-aid agreements and response models for the fire department. It is essential to completely comprehend the department's internal capacity to rapidly intervene in emergency situations, as it plays the largest factor in the determination of the outcome and the safety of firefighters. In the end, the determination of "appropriate" staffing is based upon defining what the on-duty members are expected to place in operation and what critical tasks they are expected to perform when they arrive at the scene.

The department's current minimum staffing level is five Firefighter/Paramedics on-duty for any given 24-hour period. Given the nature of the community's risk, frequency of concurrent responses and other requests for assistance, this staffing level of five should certainly be considered the minimum for a community of Richton Park's size, type and experience.

The Village Board has been and continues to be sympathetic of department needs and appreciates the need to move forward with more favorable staffing on first responding units as more adequate funding becomes available.

The current staffing complement is depicted below:

Position	2013/14	2014/15	2015/16	2016/17	2017/18
Fire Chief	1	1	1	1	1
Deputy Fire Chief	1	1	1	1	1
Batallion Chief	4	4	4	4	4
Fire Captain	1	1	1	1	1
Fire Lieutenant	3	3	3	3	3
Firefighter/Paramedic	25	32	30	34	34
Administrative Assistant	1	1	1	1	1
Total	36	43	41	45	45

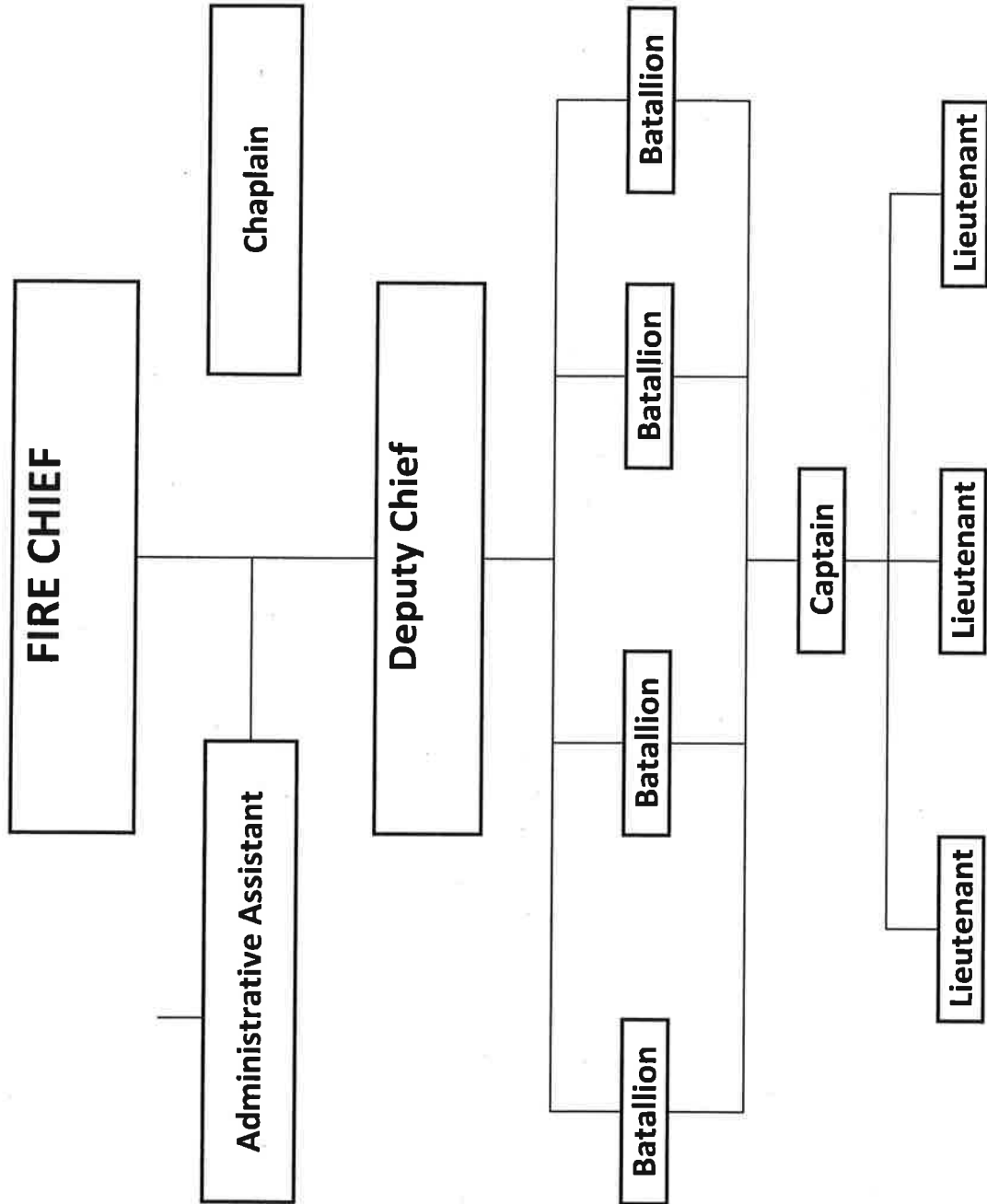
Initial Full-Alarm assignment capability deployed within 8 minutes (NFPA 1710):

Initial Full-Alarm Assignment

<i>Recommended</i>	<i>Current Allocation On-Duty</i>
1 incident commander	1 incident commander (IC)*
4 firefighters for fire attack lines	2
2 firefighters for back-up of the fire attack lines	0
1 pump operator	1
2 firefighters for search and rescue	2
2 firefighters for ventilation	0
2 firefighters for the rapid intervention team	1- firefighter + (IC)*
14 Total	6

* = Single member filling multiple roles during minimum staffing situations.

Fire Department Organizational Chart



General Fund
Fire Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
101	Supervision	168,738	184,469	184,470	189,570	3%
102	Station Duty	682,676	688,590	693,358	644,658	-6%
103	Clerical	30,151	79,828	75,710	42,169	-47%
104	Firefighting	-	-	-	-	0%
105	Overtime	17,730	32,000	30,551	25,000	-22%
106	Icma Benefit	424	180	230	-	-100%
120	IMRF	40,766	86,443	84,120	64,000	0%
121	Social Security	23,189	28,469	27,319	26,957	-5%
125	Hospitalization and Dental	18,904	40,004	39,041	43,722	0%
126	Other Insurance	-	-	-	-	0%
	Personnel	982,578	1,139,983	1,134,799	1,036,076	-9%
220	Office Supplies	5,887	4,000	1,813	4,000	0%
232	Motor Fuels & Lubricants	4,573	7,000	6,015	6,000	-14%
235	Maintenance Supplies	5,085	5,000	4,558	3,500	-30%
239	Operating Supplies	6,051	5,000	4,327	4,000	-20%
290	Uniforms & Clothing	33,871	20,000	19,664	33,000	65%
292	Medical Supplies	18,376	7,000	8,565	12,000	71%
	Commodities	73,842	48,000	44,941	62,500	30%
300	Legal Services	5,408	5,000	1,995	3,500	0%
307	Other Professional Services	549	12,000	10,506	2,000	-83%
308	Ambulance Billing Fees	12,830	24,000	24,721	20,000	-17%
327	Training & Travel	4,618	2,000	551	5,500	175%
331	Printing	776	2,000	1,858	1,200	-40%
345	Dues	4,125	4,000	1,448	2,500	-38%
346	Subscriptions	449	500	4,188	500	0%
354	Vehicle Maintenance-Outside	19,248	14,000	12,346	7,000	-50%
360	Building Maintenance-Outside	6,050	2,000	1,387	5,000	150%
363	Equipment Maintenance-Outside	30,641	36,000	34,442	30,000	-17%
365	Rental	-	-	-	-	0%
	Contractual	84,694	101,500	93,442	77,200	-24%

General Fund
Fire Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
454	Vehicle Maintenance-Inside	7,763	2,000	1,534	4,000	100%
455	Public Education	2,016	6,500	4,345	6,500	0%
460	Building Maintenance-Inside	1,651	2,000	291	1,500	-25%
462	Communication Equipment	4,146	3,000	1,382	2,500	-17%
463	Equipment Maintenance-Inside	6,998	1,500	1,149	4,000	167%
495	Equipment - Grant	-	141,700	-	-	-100%
	Operating	22,574	156,700	8,700	18,500	-88%
577	2009 Ambulance Principal	33,559	-	-	-	
578	2009 Ambulance Interest	-	-	-	-	
600	2016 Ambulance Principal	-	1,000	-	81,000	100%
601	2016 Amulance Interest	-	9,000	3,607	9,000	100%
	Debt Service	33,559	10,000	3,607	90,000	100%
	Total Fire	1,197,247	1,456,183	1,285,489	1,284,276	-12%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Fire Department														
		01-500												
Wilson	Rodney	Fire Chief	NO	Fire Department	99,580	102,570	102,070						500	500
Hodges	Paul	Deputy Fire Chief	NO	Fire Department	84,390	87,000	86,500						500	500
Zambrano	Angela	Administrative Assistant	NO	Fire Department	41,221	42,169	38,869				2,500		800	3,300
Station Duty		(4empl*24hours*365days)	NO	Fire Department	548,436	521,000	521,000							
Officer In Charge		(24hours*365days)	NO	Fire Department	10,207	10,462	10,462							
Training		(25empl*52weeks*4hours)	NO	Fire Department	83,423	75,509	75,509							
Call Out		(52weeks*50hours)	NO	Fire Department	41,712	32,755	32,755							
Junior Fire Academy		(6empl*6hours*10days)	NO	Fire Department	4,812	4,932	4,932							
Overtime					35,000	25,000	25,000							
01-500				Total Fire Department	948,781	901,397	897,097				2,500		1,800	4,300

FY 2018 80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	28.20%	Pension Benefits	1.45%	6.20%	Total Compensation
					Salary	Salary	Benefits		Police Pension ICMA	Medicare	Social Security	Taxes		
Fire Department 01-500														
Wilson	Rodney	Fire Chief	NO	Fire Department	99,580	102,570	317	7,156	7,156	7,156	7,156	1,451	6,205	117,699
Hodges	Paul	Deputy Fire Chief	NO	Fire Department	84,390	87,000	19,720	6,185	6,185	6,185	6,185	1,254	5,363	119,522
Zambrano	Angela	Administrative Assistant	NO	Fire Department	41,221	42,169	23,685	2,779	2,779	2,779	2,779	564	2,410	71,607
Station Duty		(4empl*24hours*365days)	NO	Fire Department	548,436	521,000	-	37,252	37,252	37,252	37,252	7,555	7,555	565,806
Officer In Charge		(24hours*365days)	NO	Fire Department	10,207	10,462	-	748	748	748	748	152	152	11,362
Training		(25empl*52weeks*4hours)	NO	Fire Department	83,423	75,509	-	5,399	5,399	5,399	5,399	1,095	1,095	82,003
Call Out		(52weeks*50hours)	NO	Fire Department	41,712	32,755	-	2,342	2,342	2,342	2,342	475	475	35,572
Junior Fire Academy		(6empl*6hours*10days)	NO	Fire Department	4,812	4,932	-	353	353	353	353	72	72	5,356
Overtime					35,000	25,000	-	1,788	1,788	1,788	1,788	363	363	27,150
01-500				Total Fire Department	948,781	901,397	43,722	64,000	64,000	64,000	64,000	12,979	13,978	1,036,077

**Village of Richton Park
2017/2018 Budget**

POLICE DEPARTMENT

DEPARTMENT FUNCTION:

The mission of the Richton Park Police Department, in direct partnership with the community, is to protect life and property and enhance the quality of life for all citizens while enforcing the laws of the State of Illinois and ordinances of the Village of Richton Park. The Richton Park Police Department believes that its mission's direction is ultimately set by the community. Professional policing mandates that as society changes and grows, police operations must change also. The men and women of the Richton Park Police Department, working under the motto "*Your Home*", take pride in providing professional police service to the community they have sworn to protect.

The Police Department has twenty-eight sworn officers and nine civilian full time employees. The Police Department is divided into three divisions:

Administration, Records, and Patrol.

The **Administration Division** consists of the Chief of Police and Administrative Assistant. The Deputy Chief of Operations and the Records Supervisor report directly to the Police Chief. The Administrative Division handles all administrative processes for the Fire and Police Commission and the Liquor Commission.

The Police Records Division consists of a supervisor, three full-time and six part-time records clerks. This division maintains and manages the computerized database of all law enforcement records for the police department.

The Patrol Division is under the supervision of the Deputy Chief of Police. The Patrol Division continues to perform related traffic accident investigation and traffic enforcement. The patrol function of the department is the backbone of the agency.

The **Community Service Officers (CSOs)** handle police and other Village department assignments. There is currently one full-time CSO and three part-time CSOs assigned to the Patrol Division. Their attention to non-criminal police

related matters allow sworn Police Officers to handle criminal complaints and tactical operations.

Community Policing efforts are carried out by all of the officers throughout the year. Officers are encouraged to identify community problems and address concerns of residents during the course of their daily activities. Officers make suggestions on traffic problems identified in the community and make suggestions of locations where additional signage is needed. Officers perform foot patrols and make frequent checks at businesses and commercial areas to encourage community interaction. Listed below are examples of many community policing programs provided in 2016.

Abandoned & Inoperable Vehicles

Alarm Calls

Business Checks

Community Engagement

Enhanced Neighborhood Watch

ACCOMPLISHMENT OF 2016/2017 BUDGET OBJECTIVES:

GOALS:

1. Generate Economic and Business sustainability for the Village.

The Police Department will continue to assist and partner with the Building Department in identifying landlords who are not keeping their property up to code and continue to use the Crime Free Housing ordinance to warn, and when necessary, evict rental tenants who commit crimes in Richton Park.

The Crime Free Housing Ordinance addressed problem tenants that adversely impact quality of life in the Village.

The Police Department will continue to use the Directed Focus to increase officer foot patrols in commercial and multi-family residential areas, increasing the safety and well-being of area business owners, patrons, and residents, and increasing the perception of Richton Park as a welcoming and safe place to do business.

Including business checks as part of recorded self-initiated activity of patrol personnel has shown a significant amount of effort spent in conducting in-person visits by police officers in Richton.

2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.

The Police Department will continue to respond to problem areas and specific issues impacting the community through Directed Focus initiatives via the Patrol Division, while the Investigations Division will focus a portion of resources on obtaining and executing search warrants of locations narcotics are determined to be sold. If staffing levels permit, the Special Assignment Team will be continued.

Each patrol period (a 28-day period), Command Staff set directed focus goals which targeted specific crimes/ordinance violations and specific locations for increased patrol, allowing the Police Department to focus division-wide efforts in addressing problems as they arose.

The Problem Oriented Policing concept will continue to stress communication between officers and the community, and to reinforce the concept of solving problems from a long-term perspective.

Problem Oriented Policing Officers attended the Village's Neighborhood Meetings, giving residents an opportunity to meet their POP officer in-person. Police frequently attended other neighborhood events, and problem oriented policing and community policing concepts remained a core tenet of the Police Department's policing model.

3. Develop a renewed, contemporary youth program.

The Police Department will continue the Proactive Enforcement on Juvenile Related Incidents.

The numbers below reflect the contacts officers had with juvenile subjects, both positive and negative, for the 2016 year.

Traffic Citation – 7

Local Ordinance 39 tickets issued

Breach of Peace -7

Retail Theft – 7

Curfew -11

Unlawful Occupancy – 4

Truancy – 5

Possession of Cannabis – 2

Minibike – 1

Walking in Street – 1

Petitions - 12 arrest with juvenile court petition

Station Adjustments – 4 contacts with no charges filed

Other Action – 46 contracts with juveniles for various non-criminal reasons

Parental Responsibility Forms – 51 issues to parents/guardians

Police personnel will build/maintain relationships with students at Rich South High School, and throughout the school district through liaison programs and continue involvement in their activities (Science Fairs, PEER Programs, Peace Summits, Outdoor Education, the B.I.C.Y.C.L.E. Program, etc.).

Richton Park Police Officers served as school resource officers within the schools.

The Police Department will continue to implement the Community Service program, with a focus on restorative justice and mentoring.

In addition to the traditional program which involves the youth having direct contact with Police Officers in a non-enforcement setting.

The Police Department will continue to identify and develop opportunities to have positive, meaningful, interactions with the youth of Richton Park, creating open communication and a lasting bond.

Police personnel were routinely encouraged to interact with area youth while on patrol and during area events, many of which such interactions were subsequently highlighted on social media.

4. Improved Code Compliance based on existing studies and innovative solutions. The Police Department will implement new software (MSI) in the management of the municipal citations, from issuance to collection of fees.

The Police Department continued its use of the MSI software in the management of municipal citations and parking tickets. The software also allows for electronic check-in and court processes in adjudicating those offenses, freeing up records staff for other duties.

The Police Department will further its activities of the Problem Oriented Policing (POP) program, with a focus on resolving issues with Code Compliance through communication, education, and compliance.

Officers attended the Village's Neighborhood Meetings and attended block parties and neighborhood events. Officers continued to engage citizens and have positive interactions while patrolling their assigned Problem Oriented Policing areas.

The Police Department will continue to partner with the Building Department to ensure properties are maintained to code.

The Police Department continued to partner with the Building Department by coordinating and communicating to address issues related to properties in Richton Park. For example, patrol officers notified the Building Department of properties

in poor condition or with safety issues which they came across during calls for service via a form created for that purpose. Staff at management levels also communicated to address issues and concerns, such as frequent communication regarding the deconstruction of dilapidated homes of which the Village gained control.

The Police Department will continue to review Village ordinances it is tasked to enforce, to ensure the ordinances are relevant, clear, and in line with Village goals. *In early 2016, the Village's Crime Free Housing ordinance was revamped in order to stay abreast of changes in state legislation and keep the ordinance on par with other municipalities. Language was updated to clearly address requirements and due dates, the ability to impose appropriate fines (including lower fines), and a restructuring of the licensing fees took place, providing a mechanism where landlords who have multiple properties are assessed licensing fees on a sliding scale.*

5. Fiscal and Service sustainability based on the triple bottom line concept.

The Police Department will continue renovating the better than 50-year old police station, keeping it as an example of sustainability and the re-use of current resources.

The Police Department will continue to seek federal and state grants to supplement equipment and training needs, as well as to conduct special enforcement. The Police Department will seek to improve the asset forfeiture program, and to creatively use funds from the state narcotics asset forfeiture fund to obtain resources.

The Police Department will continue to seek ways to engage in community outreach programs and provide additional service to residents in cost-effective ways, and will continue to seek to operate in ways that increase sustainability.

The Police Department continued to utilize a Homeless Liaison and Veteran Liaison to provide additional services to those often vulnerable communities and little additional cost to the Village due to partnerships obtained with outside organizations. Also, the Police Department's use of social media remained a cost-effective way to engage the community on a wide variety of issues and topics.

6. Sustain the Village's role as a catalyst for innovative change in the region.
The Police Department will continue and expand its presence on social media and

interacting with the community in an on-line format and its overall community policing efforts.

The Police Department's social media campaign continued to expand, reaching thousands of people with content about social outreach campaigns, crime prevention tips, department programs, highlighting personnel achievements, community interaction, and creating awareness of the activities of the Police Department.

The Police Department will continue its goal to bring innovative programming to both the youth and adults of the Village with new ideas and partnerships with Parks and Recreation, the library and other groups, while continuing to provide the current programs that are unique to the Village.

The Police Department will seek opportunities to interact with the community in partnership with Parks and Recreation and by having representation at civic and other organization's meetings and programs.

4-13

*The Richton Park Police Department increased its involvement in fundraising and awareness efforts for Special Olympics Illinois through programs such as **"Cop on a Rooftop"** in which Police Officers raise funds while on the roof of a Dunkin Donuts restaurant and Torch Run merchandise sale.*

POLICE DEPARTMENT 2017/2018 OBJECTIVES AND PERFORMANCE MEASURES:

1. Generate Economic and Business sustainability for the Village.

The Police Department will continue to use the directed focus and performance standards to maintain officer foot patrols in commercial and multi-family residential areas and increasing the safety and well-being of area business owners, patrons, and residents, and increasing the perception of Richton Park as a welcoming and safe place to do business.

The Police Department will continue to assist and partner with the Building Department in identifying landlords who are not keeping their property up to code and continue to use the Crime Free Housing ordinance to warn, and when necessary, evict rental tenants who commit crimes in Park Forest.

2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.

The Police Department will continue to respond to problem areas and specific issues impacting the community through directed focus initiatives via the Patrol Division, while the Investigations Division will focus a portion of resources on obtaining and executing search warrants of locations narcotics are determined to be sold. The Special Assignment Team will be re-implemented as staffing levels permit.

The Problem Oriented Policing concept will continue to stress communication between officers and the community, and to reinforce the concept of solving problems from a long-term perspective.

The Patrol Division will continue to be utilized to keep Richton Park roadways safe for travel for motorists, cyclists, and pedestrians, enforcing traffic laws and Village ordinances.

3. Develop a renewed, contemporary youth program.

Police personnel will build/maintain relationships with students at Rich South High School and other school within the district through liaison programs and continue involvement in their activities (Science Fairs, Career Days, PEER Programs, Outdoor Education, the B.I.C.Y.C.L.E. Program, etc.).

The Police Department will continue to implement the Community Service program, with a focus on restorative justice and mentoring.

The Police Department will partner with Parks and Recreation in joint programming by providing funding from the vehicle seizure program and mentoring youth involved in those programs, with Police Officer participation when applicable.

The Police Department will continue to identify and develop opportunities to have positive, meaningful, interactions with the youth of Richton Park in a variety of nontraditional settings.

4. Improved Code Compliance based on existing studies and innovative solutions.

The Police Department will continue to partner with the Building Department to ensure properties are maintained to code.

The Police Department will continue to review Village ordinances it is tasked to enforce, to ensure the ordinances are relevant, clear, and in line with Village goals.

5. Fiscal and Service sustainability based on the triple bottom line concept.

The Police Department will continue renovating the facility, keeping it as an example of sustainability and the re-use of current resources.

The Police Department will continue to seek Federal and State grants to supplement equipment and training needs, as well as to conduct special enforcement.

The Police Department will seek to improve the asset forfeiture program and to creatively use funds from the state narcotics asset forfeiture fund to obtain resources.

The Police Department will continue to seek ways to engage in community outreach programs and provide additional service to residents in cost-effective ways, and will continue to seek to operate in ways that increase sustainability.

6. Sustain the Village's role as a catalyst for innovative change in the region.

The Police Department will continue its innovative training program, utilizing inhouse, certified instructors, on-line training, membership in regional training

groups, outside training courses and conferences, and use of Command Staff Leadership Workshops to ensure all personnel remain highly trained and at the forefront of modern policing concepts.

The Police Department will continue to work towards the goal of having all sworn personnel certified in Crisis Intervention. Procedural Justice issues will also remain a high priority.

The Police Department will continue and expand its presence on social media and interacting with the community in an on-line format, and will continue to facilitate opportunities for police officers and the public to interact in positive settings in person.

The Police Department will continue its goal to bring innovative programming to both the youth and adults of the Village with new ideas and partnerships with

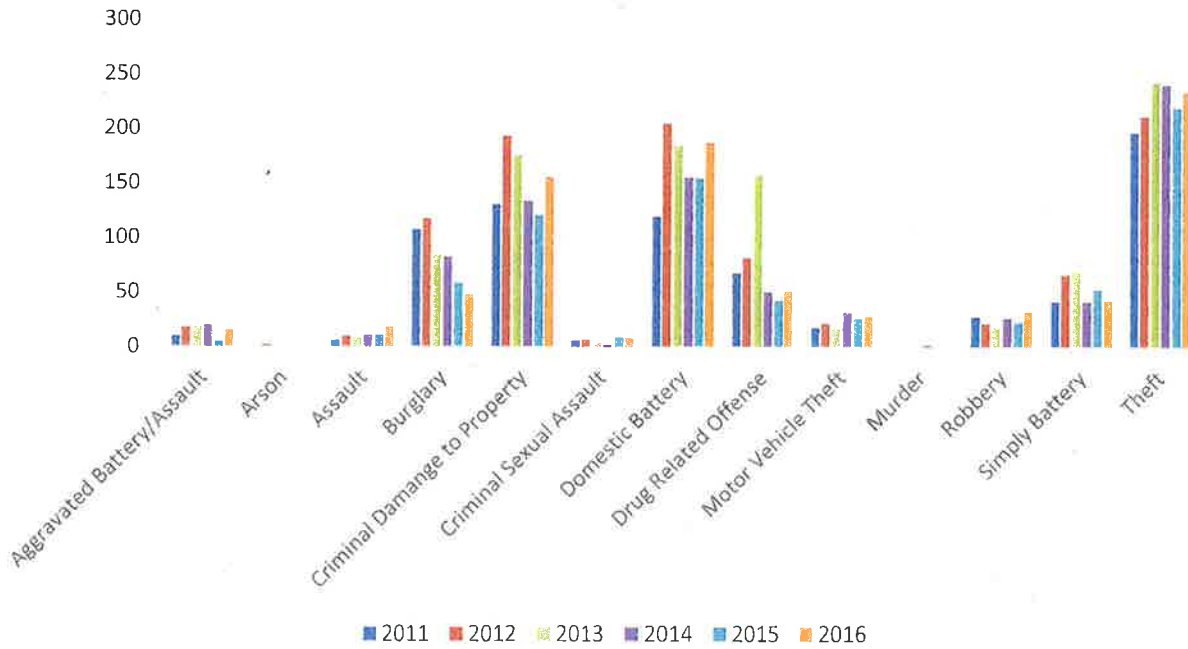
Parks and Recreation, the library and other groups, while continuing to provide the current programs that are unique to the Village.

The Police Department will seek opportunities to interact with the community in partnership with Parks and Recreation and by having representation at civic and other organization's meetings and programs.

PERFORMANCE MEASURES:

From 2010 to 2016 the Richton Park Department handled the following incidents.

STATISTICS
Richton Park Crime Statistics 2011-2016



2016 REPORTED UCR CRIME DATA

Crime Type	2011	2012	2013	2014	2015	2016
Aggravated Battery/Assault	10	18	19	20	6	16
Arson	1	2	0	0	0	0
Assault	7	10	9	12	12	19
Burglary	108	118	85	83	59	49
Criminal Damage to Property	131	194	176	134	121	156
Criminal Sexual Assault	6	7	4	3	9	8
Domestic Battery	120	205	185	156	155	188
Drug Related Offense	68	82	158	51	43	51
Motor Vehicle Theft	18	22	17	32	26	28
Murder	0	0	0	2	0	0
Robbery	28	22	19	27	23	33
Simply Battery	42	67	70	42	53	43
Theft	197	212	243	241	220	234
Total	736	959	985	803	727	825

TRAINING:

The Richton Park Police Department is committed to training as it is an essential element to maintaining certification, safety and integrity. We continue to seek the highest level of training that is available, focusing on updating officers' knowledge of their present job tasks as well as preparing them for the future. We encourage department personnel to look beyond their normal duties and seek leadership courses, community policing training and other specialty classes to enhance their abilities and prepare themselves for future assignments and promotions. Police employees received in excess of 2,000 hours of training in 2016.

STAFFING:

Positions	2013/14	2014/15	2015/16	2016/17	2017/18
Chief of Police	1	1	1	1	1
Deputy Chief	1	1	1	1	1
Police Commander					1
Police Corporal	4	4	4	4	4
Police Officer	19	20	20	20	22
Records Supervisor	1	1	1	1	1
Records Clerk (FT)	3	3	3	3	3
Records Clerk (PT) (FTE)	1	1	1	1	1
Admin. Assistant	1	1	1	1	1
Community Service Officer (FTE)*	2	2	2	2	2
Total Positions	33	34	34	34	36

*Paid out of the Commuter Park Lot Budget 1-full-time, 2 part-time

FT-Full-time PT-Part-time FTE-Full-time equivalent

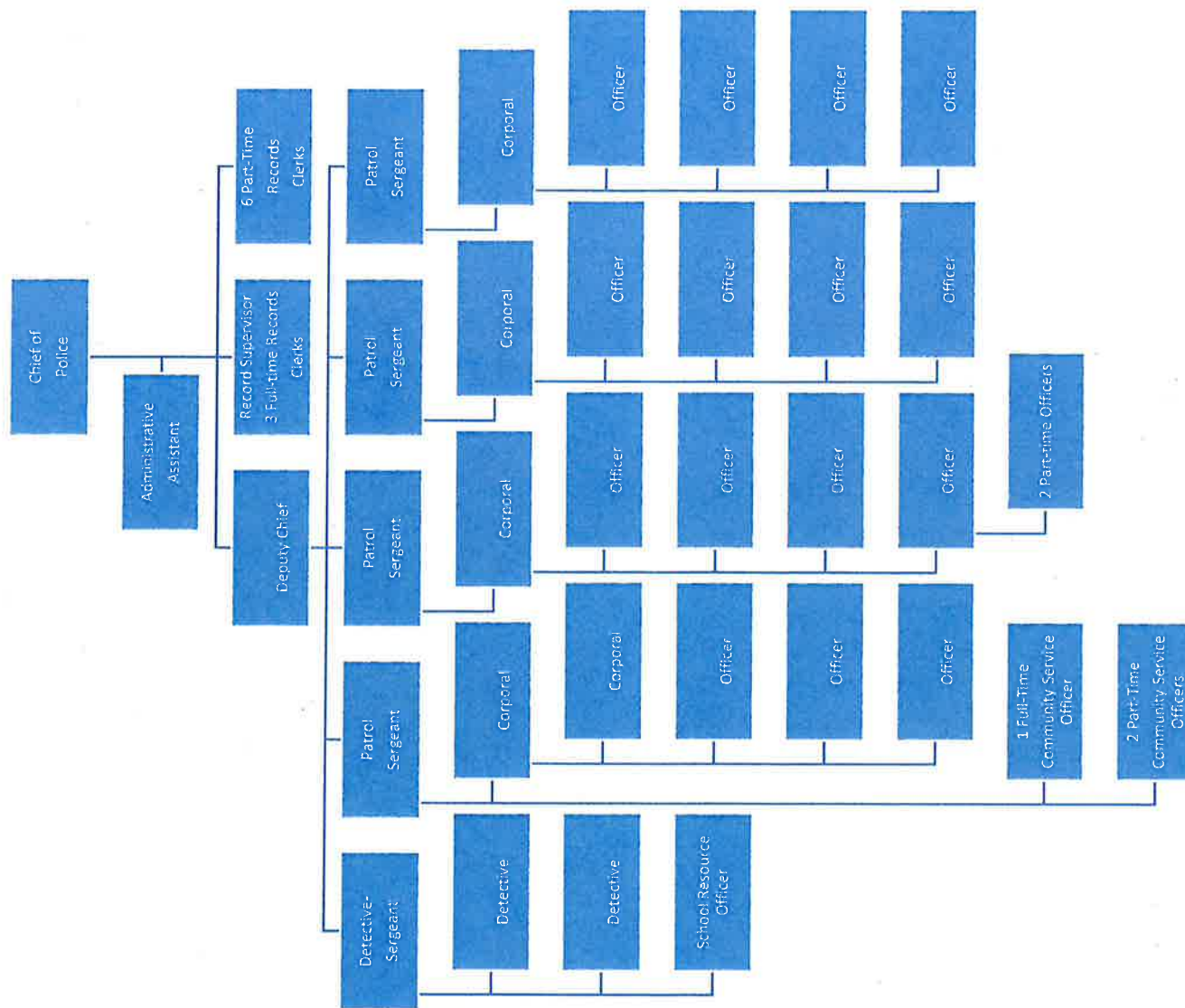


Figure 1

General Fund
Police Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
101	Supervision	598,953	726,191	722,950	716,180	-1%
102	Labor	1,602,315	1,517,866	1,495,868	1,772,556	17%
103	Clerical	226,042	231,629	231,186	234,099	1%
104	P/T Clerical	65,710	63,000	61,388	90,000	43%
105	Overtime	239,436	255,000	256,102	200,000	-22%
120	Imrf	33,902	35,075	34,505	23,173	-34%
121	Social Security	58,115	62,895	61,122	63,780	1%
125	Hospitalization & Dental	407,635	424,468	425,626	476,402	12%
126	Other Insurance					0%
	Personnel	3,232,107	3,316,124	3,288,747	3,576,190	8%
220	Office Supplies	6,696	6,500	6,173	5,500	-15%
232	Motor Fuels & Lubricants	52,608	50,000	48,069	45,000	-10%
235	Maintenance Supplies	530	750	674	750	0%
239	Operating Supplies	6,612	5,000	4,958	5,000	0%
240	Tobacco Grant Expense	150	1,100	175	1,100	0%
290	Uniforms & Clothing	56,463	28,000	28,514	50,000	79%
291	Publications	312	1,200	-	1,200	0%
292	Firearm Supplies	3,679	7,000	4,477	4,000	-43%
	Commodities	127,049	99,550	93,039	112,550	13%

General Fund
Police Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
300	Legal Services	20,513	35,000	33,826	36,000	3%
306	Fingerprinting Supplies	754	1,000	60	750	-25%
307	Other Professional Services	23,048	32,000	32,936	27,000	-16%
308	Southcom Fees	460,768	455,360	452,673	440,360	-3%
309	Janitorial	750	-	250	-	0%
310	Payment Verification	5,318	7,500	6,997	7,000	-7%
315	Investigation Expense	1,494	2,000	1,117	1,800	-10%
327	Training & Travel	17,763	18,000	20,463	18,000	0%
328	Training-New Officers	1,604	-	(161)	-	0%
330	Advertising	199	500	-	500	0%
331	Printing	13,317	15,000	12,381	13,000	-13%
335	Postage					0%
345	Dues	5,251	7,000	4,060	5,000	-29%
346	Subscriptions	303	1,000	126	450	-55%
354	Vehicle Maintenance	28,920	38,000	37,578	32,000	-16%
360	Building Maintenance	20,631	10,000	9,637	10,000	0%
363	Equipment Maintenance	5,791	8,000	7,494	8,000	0%
365	Rental	4,013	3,500	2,763	2,500	-29%
391	Events	5,845	4,000	3,968	6,000	50%
485	Animal Control	4,750	5,000	2,419	2,500	-50%
	Contractual	621,033	642,860	628,585	610,860	-5%

General Fund
Police Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate April 2017	Approved FY 2018	% + OR -
368	Cook County Grant 2011 JAG	20,850	12,605	12,602	-	0%
454	Vehicle Parts	17,041	14,000	17,177	13,000	-7%
455	Click It Or Ticket				-	0%
463	Equipment Repair Parts	31	-	-	-	0%
470	Business Expenses	233	1,000	990	1,000	0%
484	K-9 Unit		10,000	12,610	12,500	
490	National Night Out	5,519	7,350	7,537	7,350	0%
493	Fire & Police Commission	16,095	11,300	12,540	8,800	0%
	Operating	59,771	56,255	63,456	42,650	-24%
	Capital - Vehicle					
	Total Overhead Distribution		-	-	-	0%
	Total Police	4,039,960	4,114,789	4,073,827	4,342,250	6%
	Overhead Distribution					
2%	CPL		-	-	-	0%
	Total Overhead Distribution		-	-	-	0%
	Net Police	4,039,960	4,114,789	4,073,827	4,342,250	6%

General Fund
 Administrative Hearing Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate FY 2017	Approved FY 2018	% + OR -
220	Office Supplies		1,000	-	1,000	100%
	Commodities		1,000	-	1,000	100%
300	Legal Services (ADM Seizure)	6,589	12,000	11,756	8,000	-33%
307	Professional Services (ADM Hearing)	788	1,000	788	1,000	100%
331	Printing	704	1,000	1,575	1,000	0%
	Contractual	8,081	14,000	14,119	10,000	-29%
	Total Administrative Hearing	8,081	15,000	14,119	11,000	-27%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives	
Police Department 01-600															
Williams	Elvia	Police Chief	NO	Police Department	116,009	118,878	117,628					750	500	1,250	
Gerlach	Richard	Deputy Police Chief	NO	Police Department	104,782	107,359	105,659					300	1,400	1,700	
Nieukirk	Douglas	Sergeant	NO	Police Department	99,494	103,331	99,931				1,400	600	1,400	3,400	
Owens	Rodney	Sergeant	NO	Police Department	93,217	95,491	93,141				600	600	1,150	2,350	
Galvan	James	Sergeant	NO	Police Department	97,706	100,090	97,740				600	600	1,150	2,350	
Young	Matthew	Sergeant	NO	Police Department	93,217	95,491	93,141				600	600	1,150	2,350	
Rank	Jason	Sergeant	NO	Police Department	93,369	95,541	93,141				1,500	600	900	2,400	
01-600	Total Supervision				697,794	716,181	700,381				4,700	3,450	7,650	15,800	

FY 2018 80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation
Police Department 01-600																	
Williams	Elvia	Police Chief	NO	Police Department	116,009	118,878	8,240			33,524		33,524	1,724			1,724	162,365
Gerlach	Richard	Deputy Police Chief	NO	Police Department	104,782	107,359	8,351			30,275		30,275	1,557			1,557	147,542
Nieutirk	Douglas	Sergeant	NO	Police Department	99,494	103,331	23,785			29,139		29,139	1,498			1,498	157,754
Owens	Rodney	Sergeant	NO	Police Department	93,217	95,491	15,765			26,928		26,928	1,385			1,385	139,569
Gahvan	James	Sergeant	NO	Police Department	97,706	100,090	23,780			28,225		28,225	1,451			1,451	159,547
Young	Matthew	Sergeant	NO	Police Department	93,217	95,491	23,771			26,928		26,928	1,385			1,385	147,574
Rank	Jason	Sergeant	NO	Police Department	93,369	95,541	23,772			26,943		26,943	1,385			1,385	147,640
01-600	Total Supervision				697,794	716,181	127,464			201,963		201,963	10,385			10,385	1,055,992

Total Compensation Budget - FY2018
Village of Richton Park
Approved Budget
FY 2018

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Police Department														
Davis	Orlando	Police Corporal	YES	Police Department	86,120	86,120	84,020	600	600	600	600	600	900	2,100
Miramontes	Gilberto	Police Corporal	YES	Police Department	86,070	86,070	84,020	600	600	600	600	600	1,150	2,050
Immormino	Anthony	Police Corporal	YES	Police Department	84,620	84,620	84,020	600	600	600	600	600		600
Anderson	Brian	Police Corporal	YES	Police Department	84,020	84,020	84,020							
Bedford	Kishawn	Police Officer	YES	Police Department	64,271	64,271	64,271					300		300
Beglau	Kristen	Police Officer	YES	Police Department	82,296	82,296	81,296					300		300
Blood	Caleb	Police Officer	YES	Police Department	60,636	60,636	60,636							
Bloom	Kenneth	Police Officer	YES	Police Department	82,296	84,396	82,296							
Cremont	Joseph	Police Officer	YES	Police Department	83,796	85,296	83,796				600	600	900	2,100
Dahlberg	Ryan	Police Officer	YES	Police Department	67,371	67,371	64,271	1,500			1,500			1,500
Derwonko	Andrew	Police Officer	YES	Police Department	83,796	85,296	83,796	2,500			2,500	600		3,100
Gericke	Clint	Police Officer	YES	Police Department	82,896	82,896	82,296	1,500			1,500			1,500
Hedgepeth	Alonzo	Police Officer	YES	Police Department	53,373	54,873	53,373	600			600	900		600
Jones	Kristopher	Police Officer	YES	Police Department	82,296	82,296	82,296							1,500
LaPorte	Jalve	Police Officer	YES	Police Department	53,373	53,373	53,373							
Madison	Darius	Police Officer	YES	Police Department	53,373	53,373	53,373							
Ramirez	Hector	Police Officer	YES	Police Department	60,636	60,636	60,636							
Shaw	William	Police Officer	YES	Police Department	58,264	58,264	58,264							
Steele	Brian	Police Officer	YES	Police Department	82,296	83,796	82,296						900	1,500
Zimmermann	Robert	Police Officer	YES	Police Department	58,264	58,564	58,264	600			600	300		300
Vacant		Police Officer	YES	Police Department	53,373	53,373	53,373							
Vacant		Police Officer	YES	Police Department	53,373	53,373	53,373							
Vacant		Police Officer	YES	Police Department	53,373	53,373	53,373							
Vacant		Police Officer	YES	Police Department	53,373	53,373	53,373							
Retro Pay FY 2017		Police Officer	YES	Police Department	50,000	50,000	50,000							
Retro Pay FY 2018		Police Officer	YES	Police Department	50,000	50,000	50,000							
01-600	Total Labor				1,713,555	1,772,556	1,755,106	8,500	4,200	4,750	17,450			

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	80.00% Insurance Benefits	IMRF	7.15% Police Pension ICMA	28.20% Pension	1.45% Medicare	6.20% Social Security Taxes	Total Compensation
Police Department 01-600													
Davis	Oriando	Police Corporal	YES	Police Department	86,120	86,120	19,720		24,286	24,286	1,249	1,249	131,374
Miramontes	Gilberto	Police Corporal	YES	Police Department	86,070	86,070	23,759		24,272	24,272	1,248	1,248	135,349
Imnormino	Anthony	Police Corporal	YES	Police Department	84,620	84,620	8,314		23,863	23,863	1,227	1,227	118,024
Anderson	Brian	Police Corporal	YES	Police Department	84,020	84,020	-		23,694	23,694	1,218	1,218	108,932
Bedford	Kishawn	Police Officer	YES	Police Department	64,271	64,571	19,720		18,209	18,209	936	936	103,436
Bejau	Kristen	Police Officer	YES	Police Department	82,296	82,596	23,712		23,292	23,292	1,198	1,198	130,798
Blood	Caleb	Police Officer	YES	Police Department	60,636	60,636	8,267		17,099	17,099	879	879	86,882
Bloom	Kenneth	Police Officer	YES	Police Department	82,296	84,396	23,755		23,800	23,800	1,224	1,224	133,174
Cremont	Joseph	Police Officer	YES	Police Department	83,796	85,296	23,757		24,053	24,053	1,237	1,237	134,343
Dahlberg	Ryan	Police Officer	YES	Police Department	67,371	67,371	6,895		18,999	18,999	977	977	94,242
Derewonko	Andrew	Police Officer	YES	Police Department	83,796	85,296	8,312		24,053	24,053	1,237	1,237	118,898
Genicke	Clint	Police Officer	YES	Police Department	82,896	82,896	16,338		23,377	23,377	1,202	1,202	123,813
Hedgepeth	Alonzo	Police Officer	YES	Police Department	53,373	54,873	23,697		15,474	15,474	796	796	94,840
Jones	Kristopher	Police Officer	YES	Police Department	82,296	82,296	16,338		23,207	23,207	1,193	1,193	123,035
LaPorte	Jaiye	Police Officer	YES	Police Department	53,373	53,373	1,683		15,051	15,051	774	774	70,881
Madison	Darius	Police Officer	YES	Police Department	53,373	53,373	8,223		15,051	15,051	774	774	77,421
Ramirez	Hector	Police Officer	YES	Police Department	60,636	60,636	15,707		17,099	17,099	879	879	94,321
Shaw	William	Police Officer	YES	Police Department	58,264	58,264	23,808		16,430	16,430	845	845	99,348
Steele	Brian	Police Officer	YES	Police Department	82,296	83,796	23,755		23,630	23,630	1,215	1,215	132,997
Zimmermann	Robert	Police Officer	YES	Police Department	58,264	58,564	19,097		16,515	16,515	849	849	95,026
Vacant		Police Officer	YES	Police Department	53,373	53,373	-		15,051	15,051	774	774	69,198
Vacant		Police Officer	YES	Police Department	53,373	53,373	-		15,051	15,051	774	774	69,198
Vacant		Police Officer	YES	Police Department	53,373	53,373	-		15,051	15,051	774	774	69,198
Vacant		Police Officer	YES	Police Department	53,373	53,373	-		15,051	15,051	774	774	69,198
Retro Pay FY 2017		Police Officer	YES	Police Department	50,000	50,000	-		14,100	14,100	725	725	64,825
Retro Pay FY 2018		Police Officer	YES	Police Department	50,000	50,000	-		14,100	14,100	725	725	64,825
01-600		Total Labor	YES		1,713,555	1,772,556	314,857		499,861	499,861	25,702	25,702	2,612,976

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Police Department 01-600														
Baker	Malaysia	Police Records Clerk	YES	Police Department	36,456	37,424	36,174				1,250			1,250
Jordan	Cambria	Police Records Clerk	YES	Police Department	42,706	43,674	36,174	1,250	2,500		1,250		2,500	7,500
Matthey	Nancy	Police Records Clerk	NO	Police Department	59,868	61,330	59,930						1,400	1,400
Sturdivant	Crystal	Police Records Clerk	YES	Police Department	42,706	43,674	36,174	1,250	2,500		1,250		2,500	7,500
Zurek	Virginia	Police Secretary	YES	Police Department	47,028	47,997	36,199	1,250	2,500		3,048		5,000	11,798
01-600		Total Clerical			228,764	234,099	204,651	3,750	7,500		6,798		11,400	29,448
Vacant														
Vacant		Part-time Records Clerks	NO	Police Department	40,000	45,000	45,000							
Vacant		Part-time Police Officers	NO	Police Department	50,000	45,000	45,000							
01-600		Total Part-time Officers			90,000	90,000	90,000							
Vacant Overtime														
Vacant		Overtime			180,000	200,000	200,000							
01-600		Total Police Department			2,910,113	3,012,835	2,950,137	3,750	7,500		19,998	7,650	23,800	62,698

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	80.00%	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation	
Police Department 01-600																			
Baker	Malaysia	Police Records Clerk	YES	Police Department	36,456	37,424	198			2,676			2,676	543		2,320		2,863	43,160
Jordan	Cambrria	Police Records Clerk	YES	Police Department	42,706	43,674	1,112			3,123			3,123	633		2,708		3,341	51,249
Matthey	Nancy	Police Records Clerk	NO	Police Department	59,868	61,330	16,291			4,385			4,385	889		3,802		4,692	86,697
Sturdivant	Crystal	Police Records Clerk	YES	Police Department	42,706	43,674	8,244			3,123			3,123	633		2,708		3,341	58,382
Zurek	Virginia	Police Secretary	YES	Police Department	47,028	47,997	8,236			3,432			3,432	696		2,976		3,672	63,337
01-600		Total Clerical			228,764	234,099	34,080			16,738			16,738	3,394		14,514		17,909	302,825
Part-time Records Clerks																			
Vacant		Part-time Records Clerks	NO	Police Department	40,000	45,000				3,218			3,218	653		2,790		3,443	51,660
Vacant		Part-time Police Officers	NO	Police Department	50,000	45,000				3,218			3,218	653		2,790		3,443	51,660
01-600		Total Part-time Officers			90,000	90,000	-			6,435			6,435	1,305		5,580		6,885	103,320
Overtime																			
Vacant		Overtime			180,000	200,000							56,400	2,900				2,900	259,300
01-600		Total Police Department			2,910,113	3,012,835	476,402			23,173			781,397	43,686		20,094		63,780	3,576,190

**Village of Richton Park
2017/2018 Budget**

PUBLIC WORKS DEPARTMENT

DEPARTMENT FUNCTION:

The Public Works Department (DPW) is responsible for the design, installation, maintenance, repair and replacement of the Village's infrastructure. In particular, the roadway system, sanitary sewer system, storm sewer system and water supply, purification and distribution system. In addition, the department operates two Metra commuter parking lots, oversees its vehicle services, and the refuse collection program for single-family residences.

The Public Works General Fund revenues fully support the sidewalk maintenance, salaries and equipment costs for street maintenance operations and Global Information System (GIS) initiatives. General Fund revenues also provide partial support and street maintenance.

The water, sewer, refuse collection and commuter parking programs are operated through separate enterprise funds. The budget details are in the Enterprise Funds section of the budget document.

ACCOMPLISHMENT OF 2016/2017 BUDGET OBJECTIVES:

Based on the Village Board's strategic visions and priorities for fiscal years 2015-2019; DPW has set the following Goals and Objectives:

1. Provide supervisory and engineering support for day to day labor street maintenance operations and General Fund projects.

DPW staff provided supervisory and/or engineering support for: the bidding, and construction of the Village's annual concrete sidewalk replacement project.

2. Provide safety trainings and/or workshops to stress safety in the workplace.

The importance of safety was stressed through work group safety meetings, Village safety meetings and/or participation in safety training programs provided through South Suburban Mayors and Managers Association (SSMMA), the Illinois Department of Transportation (IDOT) and the Intergovernmental Risk Management Agency (IRMA). Staff attended lock out/tag out training, welding

training, and back ergonomics training. DPW budgeted a \$600 uniform and safety shoe allowance for employees to purchase steel toe boots.

3. Provide engineering support to other Village departments.

DPW supported the Community and Economic Development Department with engineering assistance with development of revised Subdivision and Zoning Codes to be used to create a Unified Development Ordinance (UDO). This project is ongoing.

DPW worked with the Community and Economic Development Department and Americorps volunteers to paint environmental messages on storm water inlets and pass out flyers pertaining to storm water pollution. Additionally, the Americorps volunteers cleared trees and brushes from the Villages sidewalk cut through areas.

4. Maintain and/or improve Village infrastructure while incorporating any applicable new technologies.

The Public Works section of the budget supports street maintenance salaries and engineering support for contractual street maintenance and street construction projects.

5. Find additional sources of funding to assist with improving Village infrastructure.

CDBG funds were obtained to improve the Village Cut Throughs and Americorps volunteers provided brush and vegetation removal services for the Department.

6. Provide continued education trainings and/or workshops for professional development.

Members of the DPW Management Staff attended IRMA Summit Leadership Training and Workman's Ccomp training.

8. Complete Capital Outlay projects.

DPW purchased a 1-ton truck with plow, 3 pickup trucks, 1 crew cab truck, and 1 lawn mower for assistance throughout the Village.

2017/2018 PUBLIC WORKS OBJECTIVES:

Based on the Village Board's strategic visions and priorities for fiscal years 2015-2019; DPW has set the following Goals and Objectives:

1. Provide supervisory and engineering support for day to day labor street maintenance operations and General Fund projects.
2. Provide safety trainings and/or workshops to stress safety in the workplace.
3. Provide engineering support to other Village departments.
4. Maintain and/or improve Village infrastructure while incorporating any applicable new technologies.
5. Find additional sources of funding to assist with improving Village infrastructure.
6. Provide continued education trainings and/or workshops for professional development.
7. Complete Capital Outlay projects.
8. Maintain sidewalks and improve sidewalk ramps for ADA accessibility.
9. Evaluate rates as needed.

PERFORMANCE MEASURES:

Performance measures for street maintenance and street construction are identified in the Motor Fuel Tax Fund. Performance measures for the Public Works Enterprise Funds are identified in the Enterprise Funds section of the Budget.

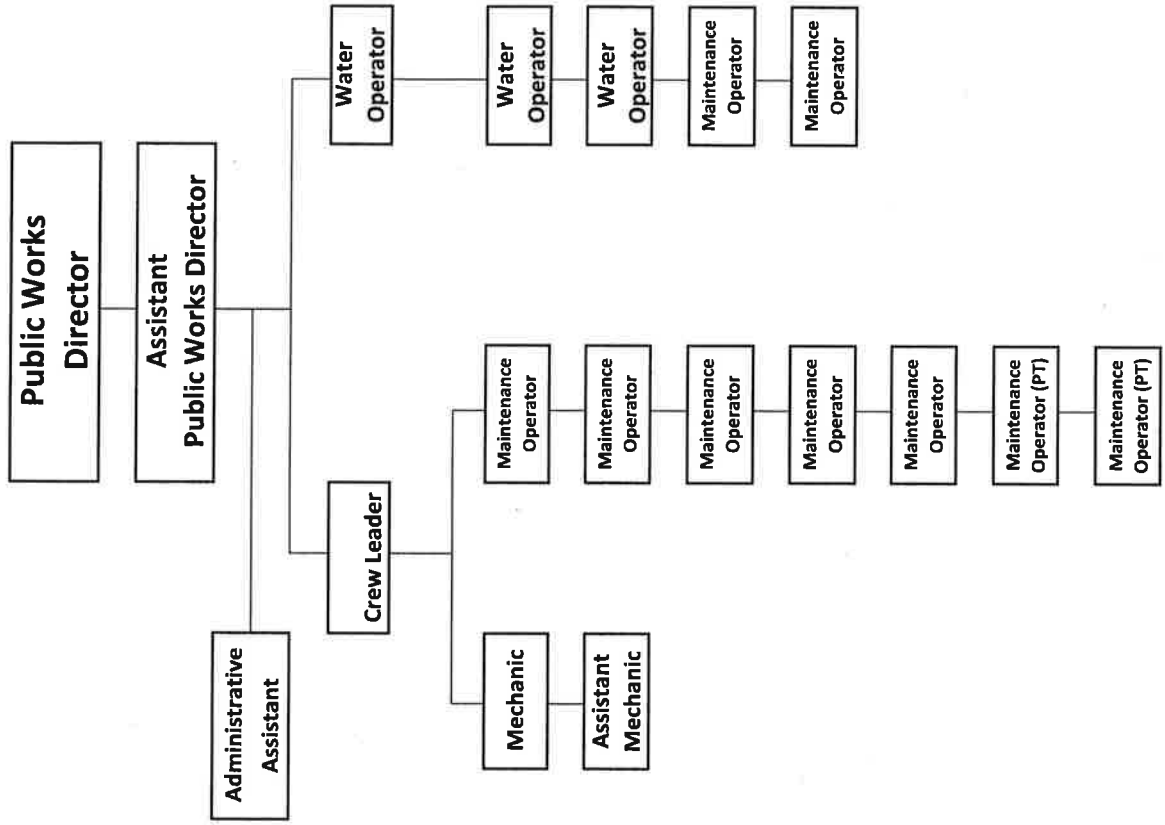
STAFFING:

Position	2013/14	2014/15	2015/16	2016/17	2017/18
Director of Public Works	1	1	1	1	1
Assistant Dir. of Public Works*				1	1
Administrative Assistant III	1	1	1	1	1
Public Works Crew Leader	1	1	1	1	1
Mechanic	1	1	1	1	1
Assistant Mechanic	1	1	1	1	1
Water Operators*	2	2	2	2	2
Stormwater Maintenance **	2	2	2	2	2
Maintenance Worker	5.5	5.5	5.5	5.5	6
Sub-Total Positions –DPW	10.5	10.5	10.5	10.5	11
Sub-Total Positions – Water	5	5	5	5	5
TOTAL DPW/Water	15.5	15.5	15.5	15.5	16

***Paid out of the Water & Sewer Budget**

**** Paid out of the Stormwater Budget**

PUBLIC WORKS DEPARTMENT ORGANIZATIONAL CHART



General Fund
Public Works Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate FY 2017	Approved FY 2018	% + OR -
101	Supervision	97,862	156,450	155,607	105,554	-33%
102	Labor	383,189	367,094	365,251	378,465	3%
103	Clerical	46,004	47,621	47,207	50,288	6%
104	Part Time	48,176	29,254	29,011	109,003	273%
105	Overtime	-	-	-	-	0%
120	Imrf	66,248	62,621	68,615	35,802	-43%
121	Social Security	42,326	44,310	43,877	43,996	-1%
125	Hospitalization & Dental	136,516	136,707	130,649	137,794	1%
126	Other Insurance	-	-	-	-	0%
	Personnel	820,321	844,057	840,217	860,902	2%
220	Office Supplies	1,589	1,800	2,147	1,800	0%
232	Motor Fuels & Lubricants	12,987	18,000	15,219	15,000	-17%
235	Maintenance Supplies	30,511	30,000	27,636	25,000	-17%
239	Operating Supplies	577	1,700	2,352	2,200	0%
290	Uniforms & Clothing	6,490	6,000	7,078	6,000	0%
	Commodities	52,154	57,500	54,433	50,000	-13%

General Fund
Public Works Department

	Account Description	Actual FY 2016	Budget FY 2017	Estimate FY 2017	Approved FY 2018	% + OR -
300	Legal Services	244	-	2,678	-	0%
301	Tower Maintenance	-	-	-	-	0%
302	Engineering Services	52,100	18,000	17,400	50,000	178%
307	Other Professional Services	12,066	25,000	24,338	18,000	-28%
309	Lawn Maintenance	17,489	6,000	5,200	17,000	183%
321	Utilities	21,535	12,000	14,720	8,000	-33%
327	Training & Travel	1,293	1,000	1,825	1,500	50%
331	Printing	2,744	5,400	1,901	1,200	-78%
345	Dues	2,296	2,600	1,810	2,500	-4%
346	Subscriptions	2,964	1,000	(605)	1,000	0%
354	Vehicle Maintenance-Outside	1,163	26,000	24,948	17,000	-35%
360	Building Maintenance-Outside	12,557	12,000	12,409	10,000	-17%
361	Park Maintenance	-	8,000	8,129	20,000	100%
363	Equipment Maintenance	12,820	3,000	2,140	10,000	233%
364	Maintenance X-Mas Decorations	-	-	-	24,000	100%
365	Rental	3,349	3,700	235	3,700	0%
385	Animal Control	10,180	7,500	6,880	8,000	7%
	Contractual	152,800	131,200	124,008	191,900	46%
454	Vehicle Maintenance-Inside	24,273	25,000	27,219	25,000	0%
460	Building Maintenance-Inside	197	8,000	7,792	1,200	-85%
463	Equipment Maintenance-Inside	3	1,000	250	500	-50%
495	Small Equipment	1,450	38,000	2,376	12,000	-68%
	Operating	25,924	72,000	37,637	38,700	-46%

General Fund
Public Works Department

Account Description		Actual FY 2016	Budget FY 2017	Actual FY 2017	Approved FY 2018	% + OR -
Total Public Works		1,051,198	1,104,757	1,056,294	1,141,502	3%
Overhead Distribution						
40%	Water & Sewer	420,479	424,528	525,860	456,601	8%
10%	Refuse	105,120	120,476	112,860	114,150	-5%
0%	CPL	-	-	-	-	-
0%	Street Aid	-	-	-	-	-
5%	Tif	52,560	75,813	75,570	57,075	-25%
Total Overhead Distribution		578,159	620,817	714,290	627,826	1%
Net Public Works		473,039	483,940	342,004	513,676	6%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
01-700 Public Works														
Gobel	Lawrence	Public Works Director	NO	Public Works	107,992	105,554	105,054						500	500
Vacant		Mechanic	YES	Public Works	52,519	51,394	51,394							
Anifer	Andrew	Maintenance Operator #3	YES	Public Works	47,529	48,560	38,560	2,500	2,500				5,000	10,000
Padilla	Anthony	Maintenance Operator #1	YES	Public Works	37,528	38,560	38,560							
Cross	James	Crew Leader	YES	Public Works	62,528	63,560	38,560	2,500	2,500	10,000				
Johnston	Thomas	Mechanics Assistant	YES	Public Works	42,121	43,211	40,711						10,000	25,000
Novosel	Paul	Maintenance Operator #3	YES	Public Works	47,529	48,560	38,560	2,500	2,500				2,500	2,500
Post	Roxanne	Maintenance Operator #3	YES	Public Works	45,028	46,060	38,560	2,500	2,500				5,000	10,000
Waide	Balcari	Maintenance Operator #1	YES	Public Works	37,528	38,560	38,560						2,500	7,500
					372,310	378,465	323,465	10,000	10,000	10,000			25,000	55,000
Clark-Wells	Sara	Receptionist III	YES	Public Works	46,782	50,288	37,588	1,250	2,500		1,250	200	7,500	12,700
Reinbold	Robert	Part-time	YES	Public Works	33,696	34,623	34,623							
Vacant		Part-time	NO	Public Works	33,460	34,380	34,380							
Summer/Seasonal		Part-time	NO	Public Works		40,000	40,000							
					67,156	109,003	109,003							
01-700	Total Public Works Department				589,240	643,310	575,110	11,250	12,500	10,000	1,250	200	33,000	68,200

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15% Police Pension ICMA	28.20% Pension Benefits	1.45% Medicare	6.20% Social Security Taxes	Total Compensation	
01-700 Public Works														
Gobel	Lawrence	Public Works Director	NO	Public Works	102,992	105,554	16,377	7,511	7,511	-	1,523	6,513	8,037	137,479
Vacant		Mechanic	YES	Public Works	52,519	51,394	16,377	3,675	3,675	-	745	3,186	3,932	75,377
Anifer	Andrew	Maintenance Operator #3	YES	Public Works	47,529	48,560	15,678	2,757	2,757	-	559	2,391	2,950	69,944
Padilla	Anthony	Maintenance Operator #1	YES	Public Works	37,528	38,560	150	2,757	2,757	-	559	2,391	2,950	44,417
Cross	James	Crew Leader	YES	Public Works	62,528	63,560	16,299	2,757	2,757	-	559	2,391	2,950	85,566
Johnston	Thomas	Mechanics Assistant	YES	Public Works	42,121	43,211	19,634	2,911	2,911	-	590	2,524	3,114	68,871
Novosel	Paul	Maintenance Operator #3	YES	Public Works	47,529	48,560	19,644	2,757	2,757	-	559	2,391	2,950	73,911
Post	Roxanne	Maintenance Operator #3	YES	Public Works	45,028	46,060	23,675	2,757	2,757	-	559	2,391	2,950	75,441
Waide	Balcani	Maintenance Operator #1	YES	Public Works	37,528	38,560	1,339	2,757	2,757	-	559	2,391	2,950	45,606
					372,310	378,465	112,795	23,128	23,128	-	4,690	20,055	24,745	539,133
Clark-Wells	Sara	Receptionist III	YES	Public Works	46,782	50,288	8,622	2,688	2,688	-	545	2,330	2,875	64,473
Reinbold	Robert	Part-time	YES	Public Works	33,696	34,623	-	2,476	2,476	-	502	2,147	2,649	39,747
Vacant		Part-time	NO	Public Works	33,460	34,380	-	-	-	-	499	2,132	2,630	37,010
Summer/Seasonal		Part-time	NO	Public Works	-	40,000	-	-	-	-	580	2,480	3,060	43,060
					67,156	109,003	-	2,476	2,476	-	1,581	6,758	8,339	119,817
01-700	Total Public Works Department				589,240	643,310	137,794	35,802	35,802	-	8,339	35,657	43,996	860,902

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
55-560		Water & Sewer												
Townsend	Jerry	Asst Public Works Director	NO	Water & Sewer	72,000	76,050	76,050							
Dankowski	Brad	Water Operator #2	YES	Water & Sewer	52,174	55,823	42,923	2,500			400	10,000		12,900
Derrick	Danny	Water Operator #2	YES	Water & Sewer	49,274	50,423	42,923	2,500						7,500
55-560		Total Water & Sewer			173,448	182,296	161,896	5,000			400	15,000		20,400

FY 2018 80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation
55-560		Water & Sewer															
Townsend	Jerry	Asst Public Works Director	NO	Water & Sewer	72,000	76,050	6,880	5,438	5,438			5,438	1,103	1,103	4,715	5,818	94,186
Dankowski	Brad	Water Operator #2	YES	Water & Sewer	52,174	55,823	1,681	3,069	3,069			3,069	622	622	2,661	3,284	63,857
Derrick	Danny	Water Operator #2	YES	Water & Sewer	49,274	50,423	1,675	3,069	3,069			3,069	622	622	2,661	3,284	58,451
55-560		Total Water & Sewer			173,448	182,296	10,237	11,576	11,576			11,576	2,347	2,347	10,038	12,385	216,494

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Storm Water Fund														
Apps	James	Maintenance Operator #1	YES	Storm Water	37,528	38,560	38,560							
Simmons	Matthew	Maintenance Operator #1	YES	Storm Water	37,528	38,560	38,560							
55-580	Total Storm Water Fund				75,056	77,120	77,120							

FY 2018 80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	Social Security Taxes	6.20%	Total Compensation
55-580		Storm Water Fund															
Apps	James	Maintenance Operator #1	YES	Storm Water	37,528	38,560	6,796	2,757	2,757	2,757	2,757	2,757	559	559	2,391	2,391	51,062
Simmons	Matthew	Maintenance Operator #1	YES	Storm Water	37,528	38,560	6,696	2,757	2,757	2,757	2,757	2,757	559	559	2,391	2,391	50,962
55-580		Total Storm Water Fund			75,056	77,120	13,491	5,514	5,514	5,514	5,514	5,514	1,118	1,118	4,781	4,781	102,025

**Village of Richton Park
2017/2018 Budget**

PARKS AND RECREATION

DEPARTMENT FUNCTION:

The Parks and Recreation Department operates under a comprehensive Parks and Recreation plan reviewed annually by the Parks and Recreation Advisory Committee and Village staff. Each season, in fulfillment of this plan, over 20 recreational activities and instructional programs are offered under the sponsorship and supervision of the Parks & Recreation Department.

In accord with the Board's goal of sustaining the Village's role as a catalyst for change, staff continues to plan and advertise programs cooperatively with the neighboring communities and park districts of Olympia Fields, Park Forest, Matteson and Homewood-Flossmoor. For example, the inter-community basketball league with Park Forest.

Richton Park Summer Camps have been operating in various formats within the village. Over the past seven years, attendance has increased annually, from the low 70's to a mean average of 125 participants each year. Campers, ages 5 – 14, learn valuable life skills such as teambuilding, socialization and conflict resolution. Personal growth skills include swimming and exploring their creativity through art classes; discovering abilities and traits they may never have known they possessed and exploring who they are as individuals. The counselors are integral to this program, serving as role models and mentors, providing reinforcement of positive behaviors while redirecting them from negative ones. The Richton Park summer camps are a long running fixture in the community with a significant percentage of returning campers each year. The ultimate realization of the summer camp program is the many campers who return as staff counselors, demonstrating the many ways the camps positively impact the lives of our youth.

Youth sports continues to be one of the departments' flagship programs, with Richton Park Bitty Ball and Youth Basketball Leagues being the most popular. Both of these leagues continue to service well over 250 children annually. Bitty Ball operates year round offering camps throughout the off-season. Staff is exploring ways that Richton Park volunteers and staff might cooperate with volunteers in underserved communities to promote athletics and programs.

Community Trips offered by Parks and Recreation, continues to be one of the more popular programs and the revenue generated continues to increase.

Recreation Room rentals: Staff has begun to view the space for its long-term potential and has implemented plans to keep up with the increased maintenance.

Maintenance of the parks and facilities is accomplished through the budget process and replacements and upgrades to equipment are scheduled through the Five-Year Capital Improvements Plan.

The population and recreational needs in Richton Park, and nationally, change from year to year and some facilities installed in the 1960's and 70's are now under-utilized. The Village has responded to these needs with the addition of basketball courts, trails and some unique environmental education opportunities. At the same time hard decisions have been made regarding certain neighborhood playgrounds, baseball fields, tennis courts and other facilities.

Sustainable funding for upkeep of the Village's recreational infrastructure is reflected by both facility improvements and some facility removals from the system. It is most important though, that residents recognize that the land set aside by the Board and the original developers of the Village is the most important resource and will always be there for future users.

**ACCOMPLISHMENT OF 2016/2017 PARKS & RECREATION
OBJECTIVES:**

To address the Boards strategic vision Parks & Recreation is adopted the following goals and objectives for the 2016/2017 fiscal year.

1. Continue with Lifecycle Plan projects, coordinating with the Parks & Recreation Advisory Committee

Staff continues to collaborate with the Parks & Recreation Advisory Committee on these projects. Residents of the Greenfield park neighborhoods were invited to a public meeting to discuss plans to replace that playground.

2. Continue to develop and offer programing to meet the expectations of young adults moving into Richton Park.

Staff continues to offer programs in arts and exercise.

3. Finalize evaluation of non-core services and institute a strategic pricing plan for programs and services.

Baseline data has been completed and templets developed to evaluate expenses and revenue to develop pricing guidelines.

2017/2018 Recreation & Parks OBJECTIVES:

To address the Boards strategic vision Parks & Recreation is adopting the following goals and objectives for the 2017/2018 fiscal year.

1. Continue with Lifecycle Plan projects, coordinating with the Parks & Recreation Advisory Committee.
2. In cooperation with the Parks & Recreation Advisory Committee, develop a means to obtain more immediate feedback from the public and program participants.
3. Continue to expand Teen Services and youth programming.
4. Continue to develop and offer programming to meet the expectations of young adults moving into Richton Park.
5. Initiate strategic pricing plan for programs and services based on guidelines and templates developed from the cost study evaluation

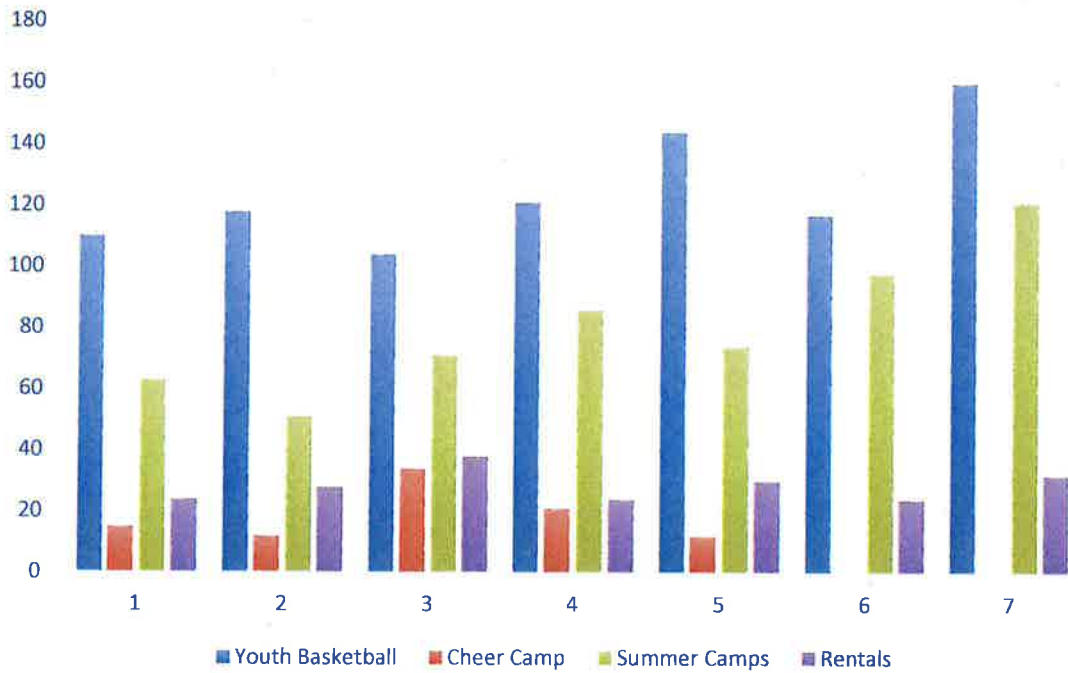
PERFORMANCE MEASURES:

The Parks & Recreation Department receives continuous, informal performance feedback from customers and the public. In many operations, the department has formal data to measure performance. Following are trends of some of the Parks & Recreation Department programs.

Program Enrollments By Calendar Year

Activity Category	2010	2011	2012	2013	2014	2015	2016
Youth Basketball	110	118	104	121	144	117	160
Cheer Camp	15	12	34	21	12	0	
Summer Camps	63	51	71	86	74	98	121
Pavilion Rentals/Equipment	24	28	38	24	30	24	32
	<u>212</u>	<u>209</u>	<u>247</u>	<u>252</u>	<u>260</u>	<u>239</u>	<u>313</u>

Program Enrollments By Calendar Year 2010 - 2016

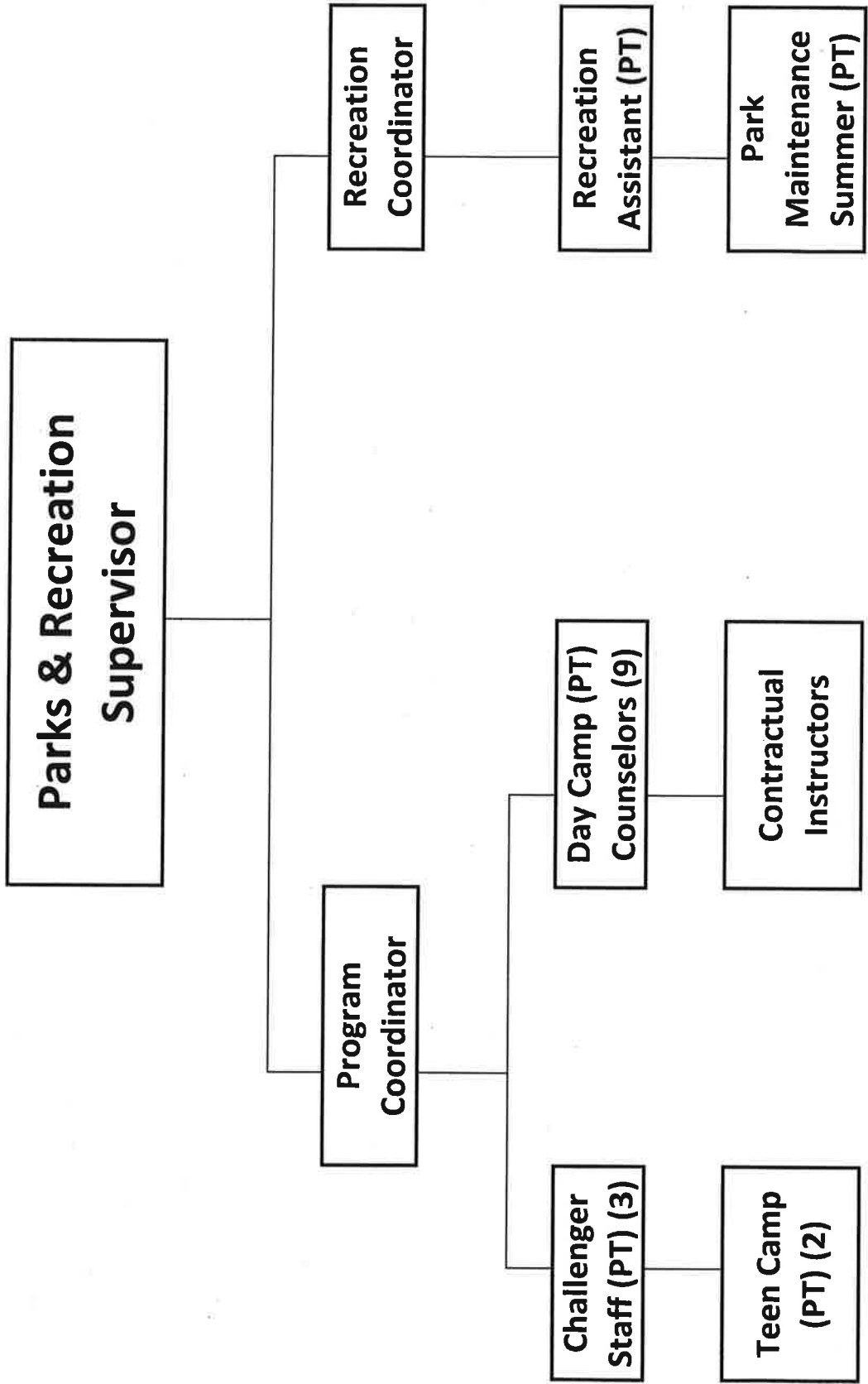


Enrollment over the years continue to increase for the programs we have tracked.

STAFFING:

Position	2013/14	2014/15	2015/16	2016/17	2017/18
Park & Recreation Supervisor			1	1	1
Park & Recreation Coord.	1	1	1	1	1
Program Coordinator	1	1	1	1	1
Challenger Staff - PT	1.5	1.5	1.5	1.5	1.5
Recreation Assistant -PT	1	1	1	1	1
Counselors	9	9	9	9	9
Teen Camp	2	2	2	2	2
Instructors	2.2	2.2	2.2	2.2	2.2
Summer Park Maintenance	.5	.5	.5	.5	.5
TOTAL PARK AND REC.	18.2	18.2	18.2	18.2	18.2

Parks & Recreation Department Organizational Chart



Parks and Recreation Contents

2	Summary
3	Revenues
5	Administration
7	Capital
8	Programs

Village of Richton Park
 Approved Budget
 FY 2018

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Parks Fund
 Budget Summary

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
	Administration	244,925	130,519	348,571	0	320,000	-8%
	Adult Program	1,583	2,988	11,000	3,051	11,000	0%
	Youth Program	21,099	35,696	32,000	36,546	44,000	38%
	Special Events Program	(1,906)	5,046	12,000	5,190	20,300	69%
	Education Program	74,641	145,905	77,000	148,579	192,000	149%
	Other Programs	5,257	4,436	9,500	6,347	10,000	5%
	Total Revenues	345,599	324,591	490,071	199,713	597,300	22%
	Administration	428,008	402,539	405,340	372,630	453,534	12%
	Capital Outlay	0	0	153,700	37,605	0	-100%
	Adult Program	825	2,811	4,500	3,674	4,000	-11%
	Youth Program	11,921	29,521	18,000	29,238	21,000	17%
	Special Events Program	5,286	7,516	9,500	3,263	9,000	-5%
	Education Program	11,901	35,612	25,000	26,485	30,000	20%
	Other Programs	0	0	0	3,280	5,500	100%
	IVPA Grant	29,933	75,460	0	0	0	0%
	Total Expenses	487,874	553,460	616,040	476,175	523,034	-15%
	Surplus (Deficit)	(142,275)	(228,869)	(125,969)	(276,462)	74,266	
	Cash Net of Interfunds				0	0	

Village of Richton Park
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Parks Fund
Revenues

FY 2018

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
05 400 31 101	Property Tax Levy	74,054	103,834	122,000	0	125,000	2%
05 400 32 106	Park Donation	993	0	0	0	0	0%
05 400 36 674	Park Grants	30,390	26,200	0	0	0	0%
05 400 36 697	Transfer in Water Fund	122,798	0	223,571	0	185,000	-17%
05 400 36 699	Miscellaneous Income	16,690	485	3,000	0	10,000	0%
	Administrative Revenues	244,925	130,519	348,571	0	320,000	-8%
05 405 71 101	Adult Programs	1,583	2,988	11,000	3,051	11,000	0%
05 405 71 102	Steppers			0	0	0	0%
	Adult Program Revenues	1,583	2,988	11,000	3,051	11,000	0%

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FY 2018

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Parks Fund
Revenues

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
05 405 72 200	Youth Programs	5,078	7,006	7,000	15,224	10,000	43%
05 405 72 201	Marital Arts	1,241	203	0	5,876	6,000	0%
05 405 72 203	Basketball /Cheerleading	14,780	28,488	25,000	15,446	28,000	12%
	Youth Program Revenues	21,099	35,696	32,000	36,546	44,000	38%
05 405 75 500	Daddy Daughter Dance	(902)	1,133	1,000	1,435	1,300	30%
05 405 75 501	Mother Son Bowling	127	489	1,000	880	1,000	0%
05 405 75 502	Fall Event	(226)		0	0	1,500	100%
05 405 75 503	Holiday Event	(2,643)		0	0	1,500	100%
05 405 75 511	Misc. Special Events (Children's)	1,738	3,425	10,000	2,875	15,000	50%
	Special Events Program Revenues	(1,906)	5,046	12,000	5,190	20,300	69%
05 405 76 600	Before Care	15,689	12,082	15,000	2,252	3,000	-80%
05 405 76 601	After Care	41,141	69,920	35,000	46,112	45,000	29%
05 405 76 602	Teen Camp	(62)	19,685	0	17,478	19,000	100%
05 405 76 604	Camp Bananas	17,873	43,918	25,000	78,506	80,000	220%
05 405 76 605	Extended Camp		300	2,000	4,230	45,000	2150%
	Education Program Revenues	74,641	145,905	77,000	148,579	192,000	149%
05 405 73 301	Drop In Basketball		4,436	4,000	3,908	5,000	25%
05 405 74 401	Parks	5,257		5,500	2,439	5,000	-9%
	Other Program Revenues	5,257	4,436	9,500	6,347	10,000	5%
	Total Revenues	308,572	272,674	429,071	199,713	534,800	25%

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Parks And Recreation
Administration Expenses

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
05 400 41 101	Supervision	31,239	31,407	46,505	47,362	57,918	25%
05 400 41 102	Labor	47,134	32,478	35,481	62,402	66,369	87%
05 400 41 104	Part-Time	149,716	139,331	133,968	130,604	105,407	-21%
05 400 41 105	Overtime	1,352	0	0	0	0	0%
05 400 41 120	Imrf	17,643	11,881	9,560	11,259	10,336	8%
05 400 41 121	Social Security	17,491	15,435	13,389	19,079	17,572	31%
05 400 41 125	Hospitalization & Dental	10,529	7,314	9,687	14,784	16,332	69%
05 400 41 126	Other Insurance	0	0	0	0	0	0%
	Personnel	275,104	237,847	248,590	285,491	273,934	10%
05 400 42 220	Office Supplies	4,805	10,062	2,000	2,711	2,400	20%
05 400 42 232	Motor Fuels & Lubricants	1,392	1,140	2,500	910	1,200	-52%
05 400 42 239	Operating Supplies	9,131	21,573	25,000	11,735	15,000	-40%
05 400 42 250	Concessions	5,965	2,125	2,000	1,840	2,000	0%
05 400 42 290	Uniforms & Clothing	425	1,064	2,000	558	2,000	0%
	Commodities	21,718	35,964	33,500	17,754	22,600	-33%

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Parks And Recreation
Administration Expenses

FY 2018

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
05 400 43 307	Other Professional Services	5,526	11,087	8,500	8,491	8,500	0%
05 400 43 308	Janitorial	16,190	8,900	2,000	4,142	5,000	150%
05 400 43 310	Payment Verification	6,458	6,136	6,000	6,926	5,000	-17%
05 400 43 321	Utilities	21,840	23,653	10,000	787	10,000	0%
05 400 43 327	Training & Travel	1,426	948	3,500	804	2,000	-43%
05 400 43 330	Advertising	130	858	500	253	500	0%
05 400 43 331	Printing	1,682	6,305	5,000	3,753	5,000	0%
05 400 43 335	Postage	18		2,000	424	2,000	0%
05 400 43 345	SRA/ADA	39,337	38,578	72,000	34,619	72,000	0%
05 400 43 354	Vehicle Maintenance-Outside	4,829		0	160	250	0%
05 400 43 363	Equipment Mtce-Outside	23,001	19,542	5,000	1,427	30,000	500%
05 400 43 365	Rental	701		2,000	920+	8,800	340%
	Contractual	121,138	116,007	116,500	61,786	149,050	28%
05 400 44 450	Community Garden	7,074	6,775	5,000	3,870	4,500	-10%
05 400 44 454	Vehicle Maintenance-Inside	484	780	1,000	1,285	1,500	50%
05 400 44 460	Building Maintenance-Inside		180	500	2,101	1,700	240%
05 400 44 485	Business Expenses			250	344	250	0%
05 400 44 494	Miscellaneous	2,490	4,986	0	0	0	0%
	Operating	10,048	12,721	6,750	7,600	7,950	18%
	Administrative Expenses	428,008	402,539	405,340	372,630	453,534	12%

Village of Richton Park
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Parks And Recreation Program Expenses		FY 2018							
G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -		
05 405 81 100	Adult Programs	825	2,811	4,500	3,539	4,000	-11%		
05 405 81 102	Adult Fitness			0	135	0	0%		
	Adult Program Expenses	825	2,811	4,500	3,674	4,000	-11%		
05 405 82 200	Youth Programs	1,020	6,709	4,000	10,372	8,500	113%		
05 405 82 201	Martial Arts	0		0	3,624	2,500	0%		
05 405 82 202	Gymnastics	94		0	0	0	0%		
05 405 82 203	Basketball /Cheerleading	10,807	22,812	14,000	15,242	10,000	-29%		
	Youth Program Expenses	11,921	29,521	18,000	29,238	21,000	17%		
05 405 85 500	Daddy Daughter Dance	(13)	1,251	1,000	427	1,000	0%		
05 405 85 501	Mother Son Bowling		1,420	1,000	327	1,000	0%		
05 405 85 502	Fall Event - Transfer to Community Services			0	0	0	100%		
05 405 85 503	Holiday Express (Santa Breakfast)	437	1,688	2,000	1,517	1,000	-50%		
05 405 85 504	Winter Fest (Tree Lighting)		240	500	633	1,000	100%		
05 405 85 508	Senior Picnic			0	0	0	0%		
05 405 85 509	Homeowners Picnic			0	0	0	0%		
05 405 85 510	Father/Son Bowling			0	0	0	0%		
05 405 85 511	Children's Special Events	4,862	2,917	5,000	359	5,000	0%		
	Special Events Program Expenses	5,286	7,516	9,500	3,263	9,000	-5%		

Village of Richton Park
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Parks And Recreation
Program Expenses

FY 2018

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
05 405 86 600	Before Care	300	600	1,000	50	1,000	0%
05 405 86 601	After Care	507	1,936	2,000	807	2,000	0%
05 405 86 602	Teen Camp	2,930	14,006	7,000	7,437	8,000	14%
05 405 86 603	K-Camp	24	0	0	0	0	0%
05 405 86 604	Camp Bananas	6,364	19,070	15,000	18,191	19,000	27%
05 405 86 605	Extended Camp	1,776	0	0	0	0	0%
	Education Program Expenses	11,901	35,612	25,000	26,485	30,000	20%
05 405 83 300	Trips			0	3,276	4,000	100%
05 405 84 400	Parks			0	4	1,500	100%
	Other Program Expenses	0	0	0	3,280	5,500	100%

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Parks and Recreation

	Total Programs	29,933	75,460	57,000	65,940	69,500	22%

Parks and Recreation

	Total Budget	457,941	477,999	462,340	438,570	523,034	13%
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Special Events Program Expenses
Capital Outlay

FY 2018

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
05 405 45 550	Community Center Flooring			125,000	11,405	0	60%
05 405 45 552	TOT Lot Reconstruction			0	26,200	0	
05 405 45 560	Tennis Court Improvements	0	26,200	28,700	0	0	100%
05 405 45 571	Vehicle			0	0	0	-100%
05 405 45 576	ADA		11,405	0	0	0	100%
	Total Capital Outlay	0		153,700	37,605	0	100%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
McFarland	Jim	Park & Recreation Supervisor	NO	Park and Recreation	56,505	57,918	57,918							
Wilkerson	Davia	Program Coordinator	NO	Park and Recreation	35,482	36,369	36,369							
Vacant		Park & Recreation Coordinator	NO	Park and Recreation	13,905	30,000	30,000							
		Total Labor			49,387	66,369	66,369							
Barrett	Linda	Challenges Staff - Before/After	NO	Park and Recreation	16,315	16,723	16,723							
Johnson	Kiara	Challenges Staff - Before/After	NO	Park and Recreation	12,051	12,352	12,352							
Vacant		Challenges Staff - Before/After	NO	Park and Recreation	12,051	12,352	12,352							
Bush	Robert	Recreation Assistant	NO	Park and Recreation	12,051	12,352	12,352							
Brandon	Kelley	Recreation Assistant	NO	Park and Recreation	12,051	12,352	12,352							
Summer Camp		Counselors	NO	Park and Recreation	23,240	23,821	23,821							
Youth Programs		Teen Camp	NO	Park and Recreation	4,307	4,415	4,415							
Fee Based		Instructors	NO	Park and Recreation	5,385	5,520	5,520							
Outdoor Parks		Summer Parks	NO	Park and Recreation	5,385	5,520	5,520							
		Total Part-time			102,836	105,407	105,407							
05-400		Total Parks and Recreation			208,728	229,694	229,694							

Village of Richton Park
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Last Name 05-400	First Name Park and Recreation	Title Park & Recreation	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation
McFarland	Jim	Park & Recreation Supervisor	NO	Park and Recreation	56,505	57,918	-	-	2,606	-	-	2,606	840	3,591	4,431	64,955	
Wilkerson	Davia	Program Coordinator	NO	Park and Recreation	35,482	36,369	8,166	8,166	1,637	-	-	1,637	527	2,255	2,782	48,954	
Vacant		Park & Recreation Coordinator	NO	Park and Recreation	13,905	30,000	8,166	8,166	1,350	-	-	1,350	435	1,860	2,295	41,811	
		Total Labor			49,387	66,369	16,332	16,332	2,987	-	-	2,987	962	4,115	5,077	90,765	
Barrett	Linda	Challenges Staff - Before/After	NO	Park and Recreation	16,315	16,723	-	-	753	-	-	753	242	1,037	1,279	18,755	
Johnson	Kiara	Challenges Staff - Before/After	NO	Park and Recreation	12,051	12,352	-	-	556	-	-	556	179	766	945	13,853	
Vacant		Challenges Staff - Before/After	NO	Park and Recreation	12,051	12,352	-	-	556	-	-	556	179	766	945	13,853	
Bush	Robert	Recreation Assistant	NO	Park and Recreation	12,051	12,352	-	-	556	-	-	556	179	766	945	13,853	
Brandon	Kelley	Recreation Assistant	NO	Park and Recreation	12,051	12,352	-	-	556	-	-	556	179	766	945	13,853	
Summer Camp		Counselors	NO	Park and Recreation	23,240	23,821	-	-	1,072	-	-	1,072	345	1,477	1,822	26,715	
Youth Programs		Teen Camp	NO	Park and Recreation	4,307	4,415	-	-	199	-	-	199	64	274	338	4,951	
Fee Based		Instructors	NO	Park and Recreation	5,385	5,520	-	-	248	-	-	248	80	342	422	6,190	
Outdoor Parks		Summer Parks	NO	Park and Recreation	5,385	5,520	-	-	248	-	-	248	80	342	422	6,190	
		Total Part-time			102,836	105,407	-	-	4,743	-	-	4,743	1,528	6,535	8,064	118,214	
05-400		Total Parks and Recreation			208,728	229,694	16,332	16,332	10,336	-	-	10,336	3,331	14,241	17,572	273,934	

**Village of Richton Park
2017/2018 Budget**

OTHER FUNDS

DEPARTMENT FUNCTION:

The Village operates special funds, such as Drug Seizure, Motor Fuel Tax, Administrative Seizure, Foreign Fire Insurance, DUI Fines, CPR classes, TIFs, and Debt.

These funds are revenue generating funds for specific purposes and general small amounts of revenue over time, except the MFT Fund.

Accomplishments:

If these funds generate any annual revenue it is a benefit to the Village and therefore, the Village does not rely heavily on any funds generated by these funds.

In 2016, all funds generated enough revenue to pay any related expenses to the fund.

Objectives:

To generate enough revenue annually to be self-sufficient and thereby not become a burden to the general fund.

MOTOR FUEL TAX FUND

DEPARTMENT FUNCTION:

Motor Fuel Tax (MFT) Funds are disbursed monthly to the Village from the State of Illinois on a per capita basis (based on Village population). The amount of each allotment disbursed is also dependent on the amount of gasoline purchased throughout the State. The MFT budget is adopted by resolution for maintenance and improvement projects. This budget, after Board approval, must be submitted to the Illinois Department of Transportation for authorization to spend the Village's allocated Motor Fuel Tax funds for the items presented in this budget.

Use of Motor Fuel Tax funds is restricted to direct expenses associated with street construction, improvements, maintenance, and operations. This work includes, but is not limited to, street resurfacing, concrete curb/curb and gutter replacement, sidewalk replacement, pavement marking, street patching, street sign replacement, street light repair/replacement, traffic signal maintenance, snow removal operations, curb line vegetation control, street sweeping, preliminary engineering, design engineering and construction engineering, as well as, material testing services. The department maintains approximately 35 miles of roadway.

Street resurfacing, sidewalk replacement, curb/curb and gutter replacement, pavement marking, traffic sign replacement, street light replacement, traffic signal maintenance, street sweeping, pavement patching, vegetation control, and professional engineering services are contractual items which utilize professional contractors and/or consultants. Jobsite locations are identified by surveys conducted by Public Works staff and by inspecting problem locations reported by residents. In some cases, locations designated for improvement are limited to a geographical area as required by grants and/or the additional funding sources used in conjunction with Motor Fuel Tax funds to complete the work.

Pothole patching, traffic sign and street name sign replacement, snow and ice removal, and street light maintenance are work operations that are mostly performed by day labor (Village Staff) and with village-owned equipment. Maintenance locations are also identified by surveys conducted by Public Works staff and by inspecting problem locations reported by residents.

ACCOMPLISHMENTS OF 2016/2017 MOTOR FUEL TAX BUDGET OBJECTIVES:

Based on the Village Board's strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Provide existing services at a high level of quality. These services include:

- Maintain, patch, and repair Village streets.

DPW staff provided supervisory and/or engineering support for: the bidding, letting, and construction of the pavement patching program.

- Maintain, remove and replace substandard curb, curb and gutter, and sidewalks.

DPW staff provided supervisory and/or engineering support for: the bidding, letting, and construction of the Village's annual concrete sidewalk replacement. These projects all consisted of significant curb and sidewalk repair.

- Maintain and repair traffic signals and street lights.

DPW contracted with Meade Electric to maintain the Village's traffic signals. DPW participates in a cost participation with IDOT and Cook County for traffic signal maintenance on signals located on an intersection where one or more of the intersection legs belong to the Village and the others belong to the State or Cook County. Village staff maintained village street lights throughout the year.

- Remove snow and ice from Village streets.

DPW participated in the Joint Purchase Requisition for salt purchase.

2017/2018 MOTOR FUEL TAX BUDGET OBJECTIVES:

Based on the Village Board's strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Provide existing services at a high level of quality. These services include:
 - Maintain, patch, and repair Village streets.
 - Maintain, remove and replace substandard curb, curb and gutter, and sidewalks.
 - Maintain and repair traffic signals and street lights.
 - Remove snow and ice from Village streets.
 - Sweep streets and remove debris from Village roadways.
 - Maintain curbside vegetation.
 - Replace traffic and street name signs.
2. Purchase a sufficient amount of salt for effective snow and ice removal
3. Maintain Village streets to Illinois Department of Transportation (IDOT) standards.
4. Provide safety trainings and/or workshops to stress safety in the workplace.
5. Find additional sources of funding to assist with improving street infrastructure.

PERFORMANCE MEASURES:

The following quantities of work were accomplished in previous fiscal years:

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Sidewalks removed and replaced (sq ft)	17,309	38,474	22,279	10,338	10,870
Curbs and gutters removed and replaced (feet)	2,534	5,062	0	1,036	1,997
Street Light Pole Replacement (each)	5	3	1	2	2
Street Light Repairs (service requests)	127	122	107	112	79
Salt Purchased (tons)	1,389	1,048	1,048	1,102	816
Streets patched (square yards)	996	1,568	1,225	505	3,425
Streets resurfaced (square yards)	0	16,277	8,133	6,816	9,709

*Quantities for sidewalks, curb and gutter, and streets patched partially consists of contract quantities and/or restoration work needed due to utility restoration work.

** These items are not all funded exclusively through MFT funds. They are listed here for organization and consistency.

Page	Special Revenue Table of Contents
2	Drug Seizure Fund
3	MFT Fund
7	Administrative Seizure Fund
8	Foreign Fire Insurance
9	DUI Fines Returned
10	CPR Class Revenue

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Drug Asset Seizure
Summary

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
10 100	Revenues	(80,651)	271	2,000	730	1,000	269%
10 600	Expenses	0	224	0	730	500	123%
	Surplus (Deficit)	(80,651)	47	2,000	0	500	
	Cash Net of Interfunds	24,460	24,508		24,508		

Drug Asset Seizure
Revenues

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
10 100 35 510	Seizures	(80,651)	271	2,000	730	1,000	269%
10 100 36 601	Interest Income	0	0	0	0	0	0%
	Total Revenues	(80,651)	271	2,000	730	1,000	269%

Drug Asset Seizure
Expenses

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
10 600 41 105	Police Overtime	0	0	0	730	0	
10 600 44 485	Operating Expense	0	224	0	0	500	123%
	Total Expenses	0	224	0	730	500	123%

Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
Revenues						
Operating Revenues	464,130	329,614	1,028,000	329,257	432,534	-58%
Total Revenues	464,130	329,614	1,028,000	329,257	432,534	-58%
Expenses						
MFT Operations	325,138	182,380	325,000	100,901	261,000	-20%
Capital Outlay	389,177	27,456	285,000	241,268	85,000	-70%
Total Expenses	714,315	209,836	610,000	342,169	346,000	-43%
Surplus (Deficit)	(250,185)	119,778	418,000	(12,912)	86,534	-79%
Cash Net of Interfunds	(47,187)	270,000		257,088		

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MFT Fund
Revenues

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
14 540 33 308	Ill State Allotment Mft	404,933	300,834	415,000	222,747	270,000	-35%
14 540 33 323	Poplar Left Turn Lane	0	0	0	0	0	0%
14 540 33 326	Safe Routing Grant	0	0	136,000	24,303	122,534	-10%
14 540 33 327	Security Light Grant	0	0	0	0	0	-100%
14 540 33 328	RTA Access To Transit	0	0	352,000	0	0	100%
14 540 33 329	Surface Transportation Program	0	0	125,000	0	0	100%
14 540 36 601	Interest Income	59,197	28,780	0	82,207	40,000	0%
	Total Revenues	464,130	329,614	1,028,000	329,257	432,534	-58%

MFT Fund
MFT Operations

FY 2018

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
14 540 42 292	Supplies-Nacl Salt	163,111	29,664	125,000	61,739	100,000	-20%
14 540 42 293	Supplies-Patch Mix/Stone	5,651	9,428	10,000	4,629	8,000	-20%
14 540 42 295	Supplies-Replacement Sign	6,465	3,468	10,000	2,651	8,000	-20%
	Commodities	175,227	42,560	145,000	69,019	116,000	-20%
14 540 43 302	Engineering Services	11,735	10,780	5,000	0	5,000	0%
14 540 43 321	Utilities	89,780	58,525	100,000	0	90,000	100%
14 540 43 363	Streetlight Maintenance	30,345	39,382	40,000	15,713	20,000	-50%
14 540 43 364	Traffic Signal Maintenance	13,798	21,483	30,000	16,034	20,000	-33%
	Contractual	145,658	130,170	175,000	31,747	135,000	-23%
14 540 44 487	Tree & Stump Removal	4,253	9,650	5,000	135	5,000	0%
14 540 44 487	Tree Replacement Program	0	0	0	0	5,000	0%
	Operating	4,253	9,650	5,000	135	10,000	100%
	Total MFT Operations	325,138	182,380	325,000	100,901	261,000	-20%

Village of Richton Park
Approved Budget
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MFT Fund

Capital Outlay

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
14 540 45 502	Richton Road Extension	7,228	(3,885)	0	0	0	0%
14 540 45 566	Resurfacing & Patch Work	152,968	(1,390)	200,000	218,201	0	-100%
14 540 45 567	Sauk Trail Streetscape	186,424		0	0	0	0%
14 540 45 568	Sidewalks/Curbs	42,546	10,723	60,000	19,383	60,000	0%
14 540 45 569	Library Improvements	23,552		0	0	0	0%
14 540 45 572	Safe Routing		16,362	0	0	0	0%
14 540 45 573	Security Light Grant		2,520	0	0	0	0%
14 540 45 577	Poplar Lane	30,919	3,126	0	0	0	0%
14 540 45 579	Lighting Project			25,000	3,684	25,000	100%
14 540 45 581	Kostner Reconstruction	(54,460)		0	0	0	0%
	Capital	389,177	27,456	285,000	241,268	85,000	-70%
	Total Capital Outlay	389,177	27,456	285,000	241,268	85,000	-70%

Administrative Seizure

Summary

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
15 100 30	Revenues	69,813	60,750	85,000	56,750	65,000	-24%
15 100 40	Expenses	82,429	5,000	75,000	38,690	58,539	-22%
	Surplus (Deficit)	(12,616)	55,750	10,000	18,060	6,461	
	Cash Net of Interfunds	8,441	64,191		82,251		

Administrative Seizure

Revenues

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
15 100 36 699	Administrative Seizure	69,813	60,750	85,000	56,750	65,000	-24%
	Total Revenues	69,813	60,750	85,000	56,750	65,000	-24%

Administrative Seizure

Expenses

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
15 600 41 105	Overtime	75,000	0	0	0	0	0%
15 600 42 290	Clothing & Uniforms	0	0	0	0	0	0%
15 600 44 307	Other Professional Services	3,429	0	0	0	0	0%
15 600 44 489	Miscellaneous Expense	4,000	5,000	10,000	11,000	10,000	0%
15 600 44 570	Canine Unit	0	0	15,000	0	15,000	-33%
15 600 44 571	Vehicles	0	0	50,000	27,690	33,539	-22%
	Total Expenses	82,429	5,000	75,000	38,690	58,539	-22%

Approved Budget

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Foreign Fire Insurance
Summary

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
16 100 30	Revenues	10,080	11,589	11,000	11,970	12,000	9%
16 500 40	Expenses	6,164	2,949	7,000	13,157	10,000	43%
	Surplus (Deficit)	3,916	8,640	4,000	(1,187)	2,000	
	Cash Net of Interfunds	(7,380)	1,260	5,260	4,073	6,073	

Foreign Fire Insurance
Revenues

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
16 100 36 699	Foreign Fire Insurance	10,080	11,589	11,000	11,970	12,000	9%
16 100 36 601	Interest Income	0	0	0	0	0	0%
	Total Revenues	10,080	11,589	11,000	11,970	12,000	9%

Foreign Fire Insurance
Expenses

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
16 500 44 489	Miscellaneous Expense	6,164	2,949	7,000	13,157	10,000	43%
	Total Expenses	6,164	2,949	7,000	13,157	10,000	43%

DUI Fines
 Summary

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
17 100 30	Revenues	6,000	1,884	6,000	2,048	3,000	-50%
17 500 40	Expenses	0	0	0	0	0	0%
	Surplus (Deficit)	6,000	1,884	6,000	2,048	3,000	
	Cash Net of Interfunds	16,226	18,110	24,110	20,158	23,158	

DUI Fines Returned
 Revenues

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
17 100 36 699	DUI Fines Returned	6,000	1,884	6,000	2,048	3,000	-50%
	Total Revenues	6,000	1,884	6,000	2,048	3,000	-50%

DUI Fines
 Expenses

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
17 600 41 105	Police Overtime	0	0	0	0	0	0%
17 600 44 489	Miscellaneous Expense	0	0	0	0	0	0%
	Total Expenses	0	0	0	0	0	0%

Approved Budget

FY 2018

CPR Class Revenue

Summary

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2018	Approved FY 2018	% + OR -
18 100 30	Revenues	1,125	1,415	1,500	890	1,500	0%
18 500 40	Expenses	760	960	700	619	700	0%
	Surplus (Deficit)	365	455	800	271	800	
	Cash Net of Interfunds	338	793		1,065	1,865	

CPR Class Revenue

Revenues

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2018	Approved FY 2018	% + OR -
18 100 36 699	CPR Class Revenue	1,125	1,415	1,500	890	1,500	0%
	Total Revenues	1,125	1,415	1,500	890	1,500	0%

CPR Class Revenue

Expenses

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2018	Approved FY 2018	% + OR -
18 500 44 489	Miscellaneous Expense	760	960	700	619	700	0%
	Total Expenses	760	960	700	619	700	0%

**Village of Richton Park
2017/2018 Budget**

TAX INCREMENT FINANCING (TIF) FUNDS

The Village currently has five active TIFs, Governors Highway, Bohlman, Lakewood, Governors Sauk, Town Center and Sauk West.

To create a Tax Increment Financing District, the property tax assessment base is “frozen” at a certain point in time. Taxes received by the various taxing bodies continue to be received at the frozen rate. The municipal government can issue debt (bonds) based on increased revenues that are projected to be received from the property following planned improvements. The revenues from the bonds are used to fund certain legally allowable public infrastructure improvements. Following the public and private improvements, the property is reassessed. The difference between the frozen level and the new level is the “increment.” The incremental property tax is captured and used to repay the debt incurred by the municipality. If the TIF District is healthy, it will repay its own debt through incremental taxes over the life of the TIF. If it is not healthy, the taxpayers of the Village will be obligated for the debt repayment.

As of 2013, the Village began to see substantial decreases in TIF increments, due to the recession and abandoned TIF properties. Even as of 2017, the values have not returned back to the 2008 levels and therefore, the majority of our TIFs are operating at a loss.

It is the goal of the Village to try and de-TIF and re-TIF in order to pick up additional values that may help the TIF be successful in the future.

Final summaries of all TIFs are included in this report, which shows the decline.

The main highlight of our TIFs is the new acquisition of the Walmart Super Center in 2016, which has allowed the Lakewood TIF to rebound.

TIF Bohlman

Budget Summary - Cash Basis

FY 2018

Approved Budget

Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
Revenues	134,591	98,552	85,000	43,812	87,000	2%
TIF Bohlman Operating	0	38	2,500	2,670	2,800	12%
TIF Bohlman Debt Service	353,916	69,761	80,000	68,175	66,580	-17%
Total Expenses	353,916	69,799	82,500	70,845	69,380	-16%
Surplus (Deficit) Cash Basis	(219,325)	28,753	2,500	(27,033)	17,620	

TIF Bohlman

Revenues

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
74 100 31 101	Property Tax	134,591	98,552	85,000	43,812	87,000	2%
74 100 36 697	Transfer from TIF Lakewood	0	0	0	0	0	0%
74 100 36 698	Transfer From General Fund	0	0	0	0	0	0%
74 100 36 601	Interest Income	0	0	0	0	0	0%
	Total Revenues	134,591	98,552	85,000	43,812	87,000	2%

TIF Bohlman
 Operations

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
74 100 43 307	Other Professional Services	0	38	2,500	2,670	2,800	12%
74 100 43 330	Advertising	0	0	0	0	0	0%
74 100 43 363	Equipment Maintenance	0	0	0	0	0	0%
	Operating	0	38	2,500	2,670	2,800	12%
	Total Operations	0	38	2,500	2,670	2,800	12%

TIF Bohlman
 Debt Service

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
74 100 46 585	1996 Principal	330,286	60,286	60,286	60,286	60,286	0%
74 100 46 586	1996 Interest	23,630	9,475	7,867	7,889	6,294	-20%
	Debt Service	353,916	69,761	68,153	68,175	66,580	-2%
	Total Debt Service	353,916	69,761	68,153	68,175	66,580	-2%

TIF Lakewood

Budget Summary - Cash Basis

Approved Budget

FY 2018

Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
Revenues	164,256	248,022	288,000	11,654	325,000	13%
TIF Lakewood Operating	250,901	195,776	185,000	128,004	0	-100%
TIF Lakewood Capital	168,607	52,239	55,000	52,239	0	-100%
TIF Lakewood Debt Service	172,924	0	0	0	0	0%
TIF Lakewood Transfers	0	0	0	0	0	0%
OH-IRMA	16,353	12,967	16,250	17,620	0	-100%
OH-Econ Dev	141,084	132,168	164,886	208,413	0	-100%
OH-Public Works	43,917	52,560	75,813	57,075	0	-100%
Total Expenses	793,786	445,710	496,949	463,351	0	-100%
Surplus (Deficit) Cash Basis	(629,530)	(197,688)	(208,949)	(451,697)	325,000	

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TIF Lakewood

Revenues

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
76 100 31 101	Property Tax	82,347	198,837	200,000	4	325,000	63%
76 100 36 602	Lakewood Plaza Rent	81,909	49,185	88,000	11,650	0	-100%
76 100 36 670	Transfer from TIF Crossings	0	0	0	0	0	0%
	Total Revenues	164,256	248,022	288,000	11,654	325,000	13%

TIF Lakewood
 Operations

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
76 100 42 239	Operating Supplies	0	0	0	0	0	0%
	Commodities	0	0	0	0	0	0%
76 100 43 300	Legal	12,785	6,510	10,000	589	0	-100%
76 100 43 302	Engineering	0	0	0	250	0	0%
76 100 43 307	Other Professional Services	60,645	47,695	15,000	16,404	0	-100%
76 100 43 321	Utilities	7,765	7,036	10,000	0	0	-100%
76 100 43 327	Training and Travel	0	0	0	0	0	0%
76 100 43 330	Advertising	0	0	0	0	0	0%
76 100 43 331	Printing	0	0	0	0	0	0%
76 100 43 340	Prop Rental - Building Repairs	59,476	51,944	65,000	1,333	0	-100%
	Contractual	140,671	113,185	100,000	18,575	0	-100%
76 100 44 450	Prop Rental - Property Taxes	56,475	71,057	73,000	68,121	0	-100%
76 100 44 460	TIF Reimbursement Expense	0	0	0	41,308	0	0%
76 100 44 470	Prop Rental - Bldg Mant	53,255	11,534	12,000	0	0	-100%
76 100 44 490	Prop Rental - Lawn Maint	500	0	0	0	0	0%
	Operating	110,230	82,590	85,000	109,429	0	-100%
	Total Operations	250,901	195,776	185,000	128,004	0	-100%

Village of Richton Park
 Approved Budget
 FY 2018
 TIF Lakewood
 Capital Outlay

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G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
76 100 45 561	Capital Improvements	168,607	52,239	55,000	52,239	0	-100%
	Capital	168,607	52,239	55,000	52,239	0	-100%
	Total Capital	168,607	52,239	55,000	52,239	0	-100%

TIF Lakewood
 Debt Service

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
76 100 46 580	Old Plank Trail Principal	170,872	0	0	0	0	0%
76 100 46 581	Old Plank Trail Interest	2,052	0	0	0	0	0%
	Debt Service	172,924	0	0	0	0	0%
	Total Debt Service	172,924	0	0	0	0	0%

TIF Gov Sauk

Budget Summary - Cash Basis

Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
Revenues	155,826	136,559	245,000	73,168	128,000	-48%
TIF Gov Sauk Operating	183,173	76,754	73,200	45,775	73,200	0%
Transfer to TIF Gov Hwy	0	0	0	0	57,075	0%
OH-IRMA	0	0	0	0	17,620	0%
OH-Comm/Econ Dev	0	0	0	0	208,413	0%
OH-Public Works	0	0	0	0	0	0%
Total Expenses	183,173	411,493	73,200	45,775	356,308	
Surplus (Deficit) Cash Basis	(27,347)	(274,934)	171,800	27,393	(228,308)	

TIF Gov Sauk

Revenues

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
77 100 31 101	Property Tax	120,225	99,857	195,000	45,248	92,000	-53%
77 100 36 602	Prarie Thistle Rent (Governors Hwy Rent)	35,601	36,703	50,000	27,921	36,000	-28%
77 100 36 697	Metra Parking Garage	0	0	0	0	0	0%
	Total Revenues	155,826	136,559	245,000	73,168	128,000	-48%

Village of Richton Park
Approved Budget
FY 2018

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TIF Gov Sauk
Operations

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
77 100 42 220	Office Supplies	0	0	0	0	0	0%
77 100 43 363	Equipment Maintenance	0	0	0	0	0	0%
	Contractual	0	0	0	0	0	0%
77 100 43 300	Legal	1,405	2,835	3,000	0	3,000	0%
77 100 43 301	Audit Fees	0	0	0	0	0	0%
77 100 43 302	Engineering Services	0	0	0	0	0	0%
77 100 43 307	Other Professional Services	148,243	7,816	9,000	11,039	9,000	0%
77 100 43 321	Utilities	20,939	6,465	11,000	0	11,000	0%
77 100 43 327	Training & Travel	0	0	0	0	0	0%
77 100 43 330	Advertising	0	0	0	0	0	0%
77 100 43 331	Printing	2	2	0	0	0	0%
77 100 43 335	Postage	0	0	0	0	0	0%
77 100 43 340	Property Rental Other	5,455	11,282	1,200	0	1,200	0%
77 100 43 363	Equipment Maintenance	0	0	0	0	0	0%
	Contractual	176,044	28,400	24,200	11,039	24,200	0%
77 100 44 450	Prop Rental - Prop Taxes	(3,685)	36,638	37,500	29,359	37,500	0%
77 100 44 470	Prop Rental - Bldg Maint	10,814	11,716	11,500	5,377	11,500	0%
77 100 44 480	Prop Rental - Snow Removal	0	0	0	0	0	0%
77 100 44 487	Prop Rental - Lawn Maint	0	0	0	0	0	0%
77 100 44 490	Prop Rental - Lawn Maint	0	0	0	0	0	0%
	Operating	7,129	48,354	49,000	34,736	49,000	0%
	Total Operations	183,173	76,754	73,200	45,775	73,200	0%

TIF Town Center
 Budget Summary - Cash Basis

Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
Revenues	4,800	13,908	15,000	25,794	19,000	27%
TIF Town Centre Operations	0	19,083	7,000	9,670	11,000	57%
Total Expenses	0	19,083	7,000	9,670	11,000	57%
Surplus (Deficit) Cash Basis	4,800	(5,175)	8,000	16,124	8,000	

TIF Town Center
 Revenues

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
78 100 31 101	Property Tax	4,800	13,908	15,000	25,794	19,000	27%
	Total Revenues	4,800	13,908	15,000	25,794	19,000	27%

TIF Town Center
 Operations

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
78 100 43 307	Other Prof Services	0	13,521	7,000	9,670	11,000	57%
78 100 43 340	Prop Rental-Other Prof Service	0	5,563	7,000	9,670	11,000	57%
	Operating	0	19,083	7,000	9,670	11,000	57%
	Total Operations	0	19,083	7,000	9,670	11,000	57%

TIF Sauk West
 Budget Summary - Cash Basis

Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
Revenues	0	0	15,000	0	0	-100%
TIF Govs Hwy Operations	0	21,618	8,000	20,179	23,500	194%
Total Expenses	0	21,618	8,000	20,179	23,500	194%
Surplus (Deficit) Cash Basis	0	(21,618)	7,000	(20,179)	(23,500)	

TIF Sauk West
 Revenues

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
79 100 31 101	Property Tax	0	0	15,000	0	0	-100%
0	Total Revenues	0	0	15,000	0	0	-100%

TIF Sauk West
 Operations

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual February 2017	Approved FY 2018	% + OR -
79 100 43 300	Legal Services	0	6,836	0	7,128	8,000	0%
79 100 43 307	Other Prof Services	0	13,669	8,000	12,230	14,000	75%
79 100 43 340	Prop Rental-Other Prof Services	0	1,113	0	821	1,500	0%
	Operating	0	21,618	8,000	20,179	23,500	194%
	Total Operations	0	21,618	8,000	20,179	23,500	194%

**Village of Richton Park
2017/2018 Budget**

Debt Statement

Debt Statement

As a non-hone rule municipality, the Village's statutory debt limit for general obligation full faith and credit debt is 8.625% of the total EAV of all taxable property located within the boundaries of the Village. Based upon the 2016 EAV of the Village of \$139,024,314 (including TIF 2015 EAV), the latest date for which such information is available from the County, the Village's statutory debt limit is \$11,990,847.

Debt instruments and other items included in the computation for determining outstanding general obligation indebtedness include the principal of outstanding general full faith and credit bonds and any other long-term indebtedness which represent direct claim against the Village's tax receipts. The following table sets forth the existing direct debt of the Village as of 4/30/2016:

Bonds					
April	G.O. 2006	TIF 2013	Payable	Interest	Total
2017	\$185,000	\$ 60,286	\$120,168	\$121,973	\$487,427
2018	\$195,000	\$ 60,286	\$ 51,724	\$109,500	\$416,510
2019	\$210,000	\$ 60,286		\$ 87,495	\$357,781
2020	\$215,000	\$ 60,286		\$ 79,200	\$354,486
2021	\$225,000	\$ 60,284		\$ 70,600	\$355,884
2022-2027	\$1,540,000			\$221,600	\$1,761,600
Total	\$2,570,000	\$301,428	\$171,892	\$690,368	\$3,733,688

**Village of Richton Park
2017/2018 Budget**

COMMUTER PARKING LOT FUND

DEPARTMENT FUNCTION:

The Village owns and maintains five commuter parking lots. Lot #1, #2, #3, #4 are located on the northeast corner of Governors Highway and Sauk Trail Street and Lot #5 is located at Richton Road and Sauk Trail Metra Station.

Our two Daily Parking Lots have 582 parking spaces. Our two Monthly Parking Lots have 273 spaces and our Quarterly Parking Lot has 194 spaces.

Commuters pay daily in the form of bills or coins into coin boxes that are associated with specific parking stall numbers, in addition, payment could be made with a credit card with the correct parking stall numbers.

In 2016, the daily lots were resurfaced and restriped.

New LED street lighting were installed.

ACCOMPLISHMENT OF 2016/2017 BUDGET OBJECTIVES:

Based on the Village Board's strategic visions and priorities for fiscal years 2015-2019, DPW has set the following Goals and Objectives:

1. Provide the following services at commuter parking Lots.

- Maintain and repair pavement, sidewalk, fare boxes, gates, grounds, pavement markings, parking lot lights and any miscellaneous items.

DPW repaired lights, gates, and potholes as needed, provided website links to Metra on Village Website, and provided funds for grounds and equipment maintenance.

- Snow and ice removal operations.

DPW removed snow and ice as conditions required. Funds were provided to purchase calcium chloride pellets.

- Grounds upkeep and debris removal.

Village contractor provided mowing services during the budget year. Village owned parking lot sweepings are included in the Village Street Sweeping Contract.

2. Evaluate rates as needed.

Rates are currently \$1.50/day. Rates remained the same for Fiscal 2017.

3. Research and/or incorporate any applicable new technologies for infrastructure improvements.

No new technological improvements were made during the budget year.

2017/2018 MUNICIPAL PARKING FUND OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019, DPW has set the following Goals and Objectives:

1. Install video camera around the Metra Station Parking Lots for public safety.
2. Maintain and repair pavement, sidewalk, fare boxes, gates, grounds, pavement markings, parking lot lights and any miscellaneous items.
3. Snow and ice removal operations.
4. Grounds upkeep and debris removal.
5. Evaluate rates as needed.
6. Research and/or incorporate any applicable new technologies for infrastructure improvements.

PERFORMANCE MEASURES:

The following table reflects the number of commuters served at all lots for the last five calendar years:

	2012	2013	2014	2015	2016
Commuters served	215,360	205,042	213,142	191,610	210,812

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CPL Fund
 Summary - Cash Basis

Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
Revenues						
Operating Revenues	264,568	250,430	255,000	191,126	235,000	-8%
Other Revenues	296	2,689	1,536	316	140,500	9047%
Total Revenues	264,864	253,120	256,536	191,441	375,500	46%
Expenses						
CPL Operations	170,792	176,955	188,254	103,078	218,015	16%
Capital Outlay	29,644	58,957	50,000	48,544	190,000	280%
OH-IRMA	0	9,812	0	2,493	0	0%
OH-Finance	0	0	0	0	0	0%
OH-Police	0	0	0	0	0	0%
OH-Public Works	0	0	0	0	0	0%
Total Expenses	200,436	245,723	238,254	154,115	408,015	71%
Surplus (Deficit) Cash Basis	64,428	7,396	18,282	37,326	(32,515)	
Cash Net of Interfunds	(12,565)	(12,565)	5,717	43,043	10,528	

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CPL Fund

Summary - Accrual Basis

Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
Accrual Basis Calculation						
Surplus (Deficit) Cash Basis	64,428		18,282	37,326	(32,515)	
Depreciation Expense	(40,817)		(41,000)	(43,000)	(45,000)	
Capital Outlay	29,644		50,000	48,544	190,000	
Surplus (Deficit) Accrual Basis	53,255		27,282	42,870	112,485	

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CPL Fund
 Revenues

		Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
	Account Description						
53 811 34 445	Daily Parking Fees	112,380	104,679	125,000	77,223	100,000	-20%
53 811 34 446	Monthly Parking Permits	99,834	93,743	122,664	75,101	85,000	-31%
53 811 34 447	Quarterly Parking Permits	52,354	52,008	67,000	38,802	50,000	-25%
	Operating Revenue	264,568	250,430	314,664	191,126	235,000	-25%
53 811 36 650	ATM Fees	296	2,689	2,000	316	500	-75%
53 811 36 607	Grant - Village Wide Light	0	0	0	0	140,000	100%
53 811 36 607	Rent	0	0	0	0	0	0%
	Other Revenue	296	2,689	2,000	316	140,500	6925%
	Total Revenues	264,864	253,120	316,664	191,441	375,500	19%

CPL Fund
 CPL Operations Department

Account Description		Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
53 811 41 102	Labor	40,305	42,355	45,431	38,840	46,532	2%
53 811 41 104	Part-Time	24,129	19,685	25,000	24,703	25,000	0%
53 811 41 105	Overtime	835	1,874	0	2,013	0	0%
53 811 41 120	Imrf	4,982	5,108	5,297	4,644	3,227	-39%
53 811 41 121	Social Security	4,721	4,541	4,367	4,659	5,365	23%
53 811 41 125	Hospitalization & Dental	14,234	17,066	17,581	14,308	19,441	11%
	Personnel	89,206	90,629	97,676	89,167	99,565	2%
53 811 42 220	Office Supplies	358		200	68	150	-25%
53 811 42 235	Maintenance Supplies			500	265	350	-30%
53 811 42 290	Uniforms	3,047	2,080	6,000	0	6,000	0%
53 811 42 239	Operating Supplies	9,036	6,007	2,200	355	1,000	-55%
	Commodities	12,441	8,087	8,900	688	7,500	-16%
53 811 43 307	Other Professional Services	2,402	2,220	2,500	0	1,500	-40%
53 811 43 308	Janitorial Services	900	(900)	700	0	350	-50%
53 811 43 309	Lawn Maintenance	7,148	6,805	7,500	5,195	7,500	0%
53 811 43 310	Coin Unit Maintenance Contract	12,039	14,310	15,378	0	5,000	-67%
53 811 43 312	Snow Removal			40,000	0	40,000	0%
53 811 43 321	Utilities	1,713	10,546	12,000	8,028	8,000	-33%
53 811 43 485	Animal Control	433		2,000	0	2,000	0%
	Contractual	24,635	32,981	80,078	13,223	64,350	-20%

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CPL Fund

CPL Operations Department

		Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
53	811	44 400	44,510	45,258	500	0	46,000	9100%
53	811	44 460	0	0	500	0	250	-50%
53	811	44 463	0	0	500	0	250	-50%
53	811	44 489	0	0	100	0	100	0%
		Operating	44,510	45,258	1,600	0	46,600	2813%
		Total CPL Operations	170,792	176,955	188,254	103,078	218,015	16%

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CPL Fund
 Capital Outlay Department

	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
53 811 45 560	Paving	29,644	58,957	50,000	48,544	50,000	0%
53 811 45 571	Metra Lighting	0	0	0	0	140,000	100%
53 811 45 575	Parking Space Striping Equip & Supplies	0	0	0	0	0	0%
	Capital Outlay	29,644	58,957	50,000	48,544	190,000	280%
	Total Capital Outlay	29,644	58,957	50,000	48,544	190,000	280%

**Village of Richton Park
2017/2018 Budget**

REFUSE COLLECTION FUND

DEPARTMENT FUNCTION:

Garbage, recycling, and yard waste collection in single-family residential areas are funded through the Refuse Collection Fund. The Multi-family residential areas of the Village contract privately for refuse pickup services. Refuse collection services are secured and accomplished through a contract with a refuse collection company. The Village's current contract is with Homewood Disposal Co. Inc. located in Homewood, IL. Homewood Disposal Co. is the parent company of Nu-Way Disposal and Star Disposal companies. At the end of 2016, the Village entered into a 4 year contract with Homewood Disposal Co. Inc. commencing on January 1, 2017 through December 31, 2020.

The program in place for this agreement allows single-family residences to place refuse every week, recyclables every other week, and lawn waste every week during the summer season, (April 1st to November 30th). Collection is Tuesday, Wednesday or Thursday, depending on the route of each week between the hours of 7 A.M. and 7 P.M., carts and collection services will be provided by Star Disposal. Residents are allowed to place one bulk item per week, these items consist of kitchen appliances, washers, dryers, or furniture. No hazardous, special waste, car parts, tires, or electronic waste will be collected. Small amounts of dirt, sod, bricks, and concrete will be collected, as well as two cans of remodeling debris.

When a legal holiday such as Christmas, New Year's Day, July 4th, Memorial Day, Labor Day and Thanksgiving falls on a Sunday, Monday, or Tuesday, Star will provide collection service on Wednesday for that week only.

The current yard waste program begins April 1st to November 30th. Residents may use 30 gallon biodegradable paper bags purchased from Star Disposal or the Village. If a bag is purchased from a local store, residents will need to purchase a sticker from Star Disposal or the Village and place the stickers on those yard waste bags purchased elsewhere. As another option, residents can request a 95 gallon wheeled yard waste cart for rental from Star Disposal. Residents can rent additional containers if necessary. Christmas tree pick up service in January will be

provided each year and 3 to 4 bundles of branches per week will also be picked up. Branches must be cut into 5 foot lengths and no greater than 4 inch diameter.

The current recycling program consists of the following: Star Disposal will provide single-family residences with a 64-gallon wheeled cart for recyclable materials to be collected on every other week. Smaller (32-gallon), larger (96-gallon), or additional carts are available at the request of the resident. The recycling program allows the following recyclable materials to be placed curbside at single-family residences:

- Newsprint - any paper that arrives in newspapers
- Junk mail - any paper that arrives in the mail
- Glossy paper - magazines and catalogues
- Tin and aluminum containers
- White, brown and green glass bottles
- All #1 through # 7 with the exception of #6 plastic containers, check label on container
- Telephone books
- Chipboard and corrugated cardboard

As of January 1, 2012, the Illinois Electronic Products Recycling and Reuse Act went into effect. This law bans all electronics from going into landfills. Residents are no longer able to discard E-waste (Electronic waste) as part of the curbside program. Residents must find alternative options for E-waste. Sources of information for E-waste disposal are available at Illinois Environmental Protection Agency (IEPA), Star Disposal, Village Hall, local electronic stores, local County offices and the Village website.

ACCOMPLISHMENT OF 2016/2017 BUDGET OBJECTIVES:

Based on the Village Board's strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Promote recycling through Village media.

The Village holds annually a Village wide clean up day where residents can bring items to the Village for disposal.

2. Evaluate rates necessary to fully cover costs.

At the end of 2016, Village staff negotiated a new 4-year contract for refuse collection. Rates for the proposed budget have been recommended at a level necessary to support operations. These rates are based on costs determined with the existing contract and have been established through December 31, 2020.

2017/2018 REFUSE COLLECTION FUND OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Promote recycling through Village media.
2. Evaluate rates necessary to fully cover costs.

PERFORMANCE MEASURES:

The Village has just began to track measures in this area with the renewal of the new contract.

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Refuse Fund
 Budget Summary - Cash Basis

Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
Revenues	1,068,463	890,942	1,028,599	712,615	1,069,743	4%
Refuse Operations	763,601	542,489	589,803	591,943	633,000	7%
Debt Service	42,803	0	42,802	0	0	0%
OH-Administration	82,201	89,475	104,239	41,137	107,819	3%
OH-IRMA	17,487	33,070	42,500	8,310	35,239	-21%
OH-Community Relations	14,271	22,254	73,758	32,420	35,764	-106%
OH-Finance	81,709	67,907	79,345	71,471	73,565	-8%
OH-Public Works	99,355	87,834	99,676	112,860	114,150	13%
Total Expenses	1,101,426	843,028	1,032,123	858,141	999,538	-3%
Surplus (Deficit) Cash Basis	(32,963)	47,914	(3,524)	(145,526)	70,205	
Cash Net of Interfunds	3,896	3,896	372	(141,630)	(71,425)	

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Refuse Fund

Budget Summary - Accrual Basis

	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
	Accrual Basis Calculation						
	Surplus (Deficit) Cash Basis	(32,963)	47,914	(3,524)	(145,526)	70,205	
Deduct	Depreciation Expense	(30,215)	(30,215)	(15,050)	(15,050)	(15,050)	
Add	Principal on Debt	37,558	0	40,768	0	0	
Add	Capital Outlay	0	0	0	0	0	
	Surplus (Accrual Basis)	(25,621)	17,699	22,194	(160,576)	55,155	

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Refuse Fund
 Revenues

			Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
54	570	34	450	1,026,737	990,150	696,048	1,029,756	0%
54	570	34	455	41,726	38,449	16,567	39,987	0%
				1,068,463	1,028,599	712,615	1,069,743	4%

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Refuse Fund
 Refuse Operations

FY 2018

	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
54 570 43 310	Refuse	743,066	516,231	570,000	560,921	598,000	5%
	Contractual	743,066	516,231	570,000	560,921	598,000	5%
54 570 44 401	Bad Debt Expense 2%	20,535	26,257	19,803	31,022	35,000	43%
	Operating	20,535	26,257	19,803	31,022	35,000	43%
	Total Refuse Operations	763,601	542,489	589,803	591,943	633,000	7%

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Refuse Fund
 Capital Outlay

	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
54 570 45 590	Chipper/Sweeper Equip	0		0	0	0	0%
	Capital Outlay	0		0	0	0	0%
	Total Capital Outlay	0		0	0	0	0%

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Refuse Fund
 Debt Service

		Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
54	570 45 585	37,558	0	0	0	0	0%
54	570 45 586	5,245	0	0	0	0	0%
	Debt Service	42,803	0	0	0	0	0%
	Total Debt Service	42,803	0	0	0	0	100%

**Village of Richton Park
2017/2018 Budget**

WATER AND SEWER FUND

DEPARTMENT FUNCTION:

This fund is responsible for the operation and maintenance of four wells, the water filtration and softening plant and the water distribution system. The distribution system consists of approximately 37 miles of water mains and three million gallons of water storage. Water supply, water purification and water distribution are funded through user fees. In addition to daily operations and routine maintenance, user fees fund capital improvement projects and debt service.

The Department of Public Works (DPW) operates and maintains approximately 28 miles of sanitary sewers along with three lift stations and an Excess Flow Facility. These facilities are the integral parts of the Village's overall sanitary sewer system and operation/maintenance responsibilities. Sanitary flows are collected and transported through the Village's system to one of the three sewers located at the village limits, which transports sewage to Thorn Creek Basin Sanitary District (TCBSD) in Chicago Heights, where it is treated.

DPW operates and maintains a Village wide storm sewer system consisting of inlets, catch basins, manholes, pipes, ditches, and culverts. The storm sewer system collects rain water from impervious areas and conveys it through the system and back to the environment.

ACCOMPLISHMENT OF 2016/2017 BUDGET OBJECTIVES:

Based on the Village Board's strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Continue to provide water service at the same high level of quality.

The Water Department's mission is to provide high quality, safe drinking water that meets or surpasses every federal and state standard. As mandated by the Illinois Environment Protection Agency's (IEPA) Safe Drinking Water Act, the Village distributes an annual Water Quality Report. This report is distributed by June 30th of every year and reports the findings of the previous calendar year.

The 2016 Water Quality Report was accessible online for viewing and printed for any resident who wanted a hard copy. No reports were directly mailed to customers. This report covered the Village's water operations from January 1 thru December 31, 2016. This is an ongoing effort.

2. Maintain wells, pumps, water plant, mains, hydrants, storage, and meters.

DPW repaired numerous water main breaks, replaced numerous residential water meters.

3. Repair water main breaks quickly and efficiently.

DPW repaired 25 water main breaks throughout the 2016 calendar year. MJ Underground were also contracted and used when needed. Main breaks were repaired quickly and efficiently to limit customer service interruption.

4. Provide water service turn-ons and turn-offs and JULIE locates.

DPW water staff completed various turn-ons and turn-offs as well as responded to JULIE locating requests throughout the year. This is an ongoing service and completed when required or requested.

5. Continue to practice and improve safety policies and procedures.

The importance of safety was stressed through work group safety meetings, Village safety meetings and/or participation in safety training programs provided through the South Suburban Mayors and Managers Association (SSMMA), the Illinois Department of Transportation (IDOT) and the

Intergovernmental Risk Management Agency (IRMA). Staff attended trench and excavation competent person training.

6. Continue to improve the water distribution system researching and/or incorporating any applicable new technologies for infrastructure improvements.

While directional boring has been practiced for many years, it is a new practice in water main installation.

2017/2018 WATER AND SEWER FUND OBJECTIVES:

Based on the Village Board’s strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Continue to work on reducing fire flow deficiencies within the Village.
2. Continue to provide water service at the same high level of quality.
3. Maintain wells, pumps, water plant, mains, hydrants, storage, and meters.
4. Repair water main breaks quickly and efficiently.
5. Restore properties following water main repairs.
6. Provide water service turn-ons and turn-offs and JULIE locates.
7. Continue to practice and improve safety policies and procedures.
8. Continue to improve the water distribution system researching and/or incorporating any applicable new technologies for infrastructure improvements.
9. Evaluate rates as needed.
10. Provide/attend continuing education training.

PERFORMANCE MEASURES:

The following quantities of work were completed in previous calendar years:

	2012	2013	2014	2015	2016
Water main breaks repaired	101	73	99	57	25
Water valves eplaced/added	3	3	1	5	8
Water service valves replaced	10	26	35	48	47

Water & Sewer / Storm Water Fund

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Water & Sewer / Storm Water Fund
Budget Summary - Cash Basis

FY 2018

Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
Revenues						
Water & Sewer Operating Revenues	1,956,286	2,768,716	2,660,693	1,762,843	2,846,000	3%
Water & Sewer Other Revenues	(358)	321	1,195,577	225	400,850	124775%
Storm Water Operating Revenues	399,864	475,809	414,906	307,681	468,000	-2%
Total Revenues	2,355,792	3,244,846	4,271,176	2,070,749	3,714,850	14%
Expenses						
Water & Sewer Operating	783,688	1,150,409	986,064	767,891	950,294	-17%
Water & Sewer Capital	133,593	0	1,579,667	155,370	450,000	0%
Water & Sewer Debt	275,705	295,595	293,395	108,395	250,000	-15%
Water & Sewer OH-Administration	287,704	310,665	344,102	370,233	377,368	21%
Water & Sewer OH-IRMA	61,203	135,470	113,750	68,138	123,337	-9%
Water & Sewer OH-Community Relations	49,949	79,560	105,833	60,208	125,175	57%
Water & Sewer OH-Finance	285,980	278,258	251,264	285,886	257,477	-7%
Water & Sewer OH-Public Works	397,418	364,345	424,528	525,860	456,601	25%
Storm Water Operating	119,190	88,832	119,093	120,476	117,725	33%
Storm Water Capital	55,198	0	0	0	0	0%
Storm Water Debt'	73,561	0	0	0	0	0%
Total Expenses	2,523,190	2,703,134	4,217,696	2,462,457	3,107,977	15%
Surplus (Deficit) Cash Basis	(167,398)	541,712	53,480	(391,708)	606,873	
Cash Net of Interfunds	(167,398)	374,314	427,794		1,034,667	

Water & Sewer (Only)
 Budget Summary - Accrual Basis

	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
	Accrual Basis Calculation						
	Surplus (Deficit) Cash Basis	(167,398)	541,712	53,480	(391,708)	606,873	
Deduct	Depreciation Expense	(326,601)	(317,000)	(317,000)	(356,000)	(378,000)	
Deduct	Grant Funds	(390,000)	(435,000)	(435,000)	(703,298)	0	
Deduct	Bond Proceeds	(375,000)	0	0	0	0	
Add	Principal on Debt	209,960	180,000	185,000	108,395	0	
Add	Capital Outlay	188,791	0	1,579,667	155,370	450,000	
	Surplus (Deficit) Accrual Basis	(860,248)	(30,288)	1,066,147	(1,187,241)	678,873	

Water & Sewer / Storm Water Fund
 Revenues

			Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
		Account Description						
55	560	34 450	1,791,425	2,587,885	2,494,560	1,632,914	2,685,000	8%
55	560	34 451	67,604	69,170	70,000	36,013	50,000	-29%
55	560	34 452	59,173	64,332	60,000	62,370	60,000	0%
55	560	34 453			1,000	0	1,000	100%
55	560	34 456	20,841	30,400	20,000	29,158	30,000	50%
55	560	34 459	7,110	6,796	5,000	2,389	5,000	0%
55	560	34 460	12,600	12,200	15,000	12,850	15,000	0%
55	580	34 450	394,553	467,474	407,520	301,131	460,000	13%
55	580	34 451	5,311	8,335	7,386	6,550	8,000	8%
		Total Operating Revenues	2,358,617	3,246,592	3,080,466	2,083,374	3,314,000	8%
55	560	36 601			10,200	0	200	100%
55	560	36 605	60		250	0	250	100%
55	560	32 230	30		0	0	0	0%
55	560	36 650			0	0	0	0%
55	560	36 651			0	0	0	0%
55	560	36 698	100	125	360	225	300	0%
55	560	36 699	(548)	196	100	0	100	0%
55	580	36 460			100,000	0	0	100%
55	580	36 650			1,084,667	0	400,000	-63%
		Total Miscellaneous Revenue	(358)	321	1,195,577	225	400,850	-66%
		Total Water & Sewer Revenues	2,358,259	3,246,913	4,276,043	2,083,599	3,714,850	-13%

Water & Sewer / Storm Water Fund
 Water & Sewer Operating

			Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
55	560	41	101	0	0	72,000	0	76,050	6%
55	560	41	102	90,815	101,904	105,356	86,226	106,246	1%
55	560	41	105			0	0	0	0%
55	560	41	120	11,325	12,759	16,266	11,241	11,576	-29%
55	560	41	121	7,035	8,255	6,302	7,301	12,385	97%
55	560	41	125	7,511	8,645	14,394	6,988	10,237	-29%
55	560	41	126			0	0	0	0%
			Personnel	116,686	131,563	214,318	111,755	216,494	1%
55	560	42	220	950	974	1,000	0	500	-50%
55	560	42	232	16,730	9,767	11,000	7,361	7,500	-32%
55	560	42	239	15,056	70,188	15,000	8,056	10,000	-33%
55	560	42	240	878		1,000	858	1,000	0%
55	560	42	260	691	(1,259)	12,000	3,369	6,000	-50%
55	560	42	290	499	1,920	2,000	1,656	2,000	0%
			Commodities	34,804	81,591	42,000	21,300	27,000	-36%

Village of Richton Park
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Water & Sewer / Storm Water Fund
Water & Sewer Operating

FY 2018

		Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
55	560	43 300	1,400	688	1,000	0	750	-25%
55	560	43 302	3,536		8,000	8,225	10,000	25%
55	560	43 307	24,022	11,070	10,000	13,664	16,000	60%
55	560	43 309	0	0	0	0	0	0%
55	560	43 310	35,246	34,619	30,000	35,635	34,000	13%
55	560	43 321	104,449	114,327	105,000	198,516	130,000	24%
55	560	43 327	1,110	285	1,500	631	1,500	0%
55	560	43 330	420		500	683	750	50%
55	560	43 331	3,386	3,492	5,000	3,540	4,000	-20%
55	560	43 335	6,528	6,822	6,600	6,833	6,800	3%
55	560	43 345	310	1,196	1,500	955	1,500	0%
55	560	43 354	3,917	5,472	6,000	(60)	5,000	-17%
55	560	43 360	1,418	1,125	1,500	0	750	-50%
55	560	43 363	18,315	39,636	39,000	2,740	19,000	-51%
55	560	43 365	0	581	1,000	581	1,000	0%
55	560	43 387	0		2,000	0	2,000	0%
55	560	43 388	6,230	5,545	8,000	3,348	6,000	-25%
55	560	43 391	0		1,500	0	1,500	100%
55	560	43 395	227,157	210,922	236,686	163,978	210,000	-11%
		Contractual	437,444	435,780	464,786	439,270	450,550	-3%

Water & Sewer / Storm Water Fund
 Water & Sewer Operating

FY 2018

		Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
55	560 44 401	Bad Debt Expense 2%	2,476	312,355	47,710	0	50,000	5%
55	560 44 454	Vehicle Maintenance-Inside	5,465	6,215	6,000	1,176	3,000	-50%
55	560 44 462	Residential Meters	2,897	1,972	7,500	7,577	5,000	-33%
55	560 44 463	Construction Meters	0	0	1,000	0	500	100%
55	560 44 465	Commercial Meters	0	4,575	6,000	1,285	2,000	-67%
55	560 44 485	Watermain Restoration	20,185	10,409	10,000	9,723	10,000	0%
55	560 44 486	Well Maintenance	0	0	2,000	0	2,000	100%
55	560 44 488	Sewer Solvent	853	4,145	7,500	10,014	7,500	0%
55	560 44 489	Manholes	0	0	750	0	750	0%
55	560 44 491	Tv Testing Sanitary Sewers	0	0	25,000	0	25,000	0%
55	560 44 492	Salt For Treatment Plants	162,878	161,804	151,500	165,791	150,000	-1%
55	560 44 495	Small Equipment	0	0	0	0	500	100%
		Operating	194,754	501,475	264,960	195,566	256,250	-3%
		Total Water & Sewer Operating	783,688	1,150,409	986,064	767,891	950,294	-4%

Village of Richton Park
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Water & Sewer / Storm Water Fund
Water & Sewer Capital

FY 2018

					Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
55	560	45	566	Water Main Upsizing Grant	0	0	1,129,667	110,356	0	-100%
55	560	45	565	Water Main Replacement	95,396	0	375,000	45,014	400,000	100%
55	560	45	568	Sanitary Sewer Replacement	0	0	25,000	0	0	100%
55	560	45	571	Vehicles	0	0	0	0	0	0%
55	560	45	572	Mowers	0	0	0	0	0	0%
55	560	45	599	Emergency Capital	38,197	0	50,000	0	50,000	0%
				Capital	133,593	0	1,579,667	155,370	450,000	-72%
				Total Water & Sewer Capital	133,593	0	1,579,667	155,370	450,000	-72%

Water & Sewer / Storm Water Fund
 Water & Sewer Debt

		Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
55	370 47 585	Series 2017 Principal	50,000		0	0	0	0%
55	370 47 586	Series 2017 Interest	4,800		0	0	250,000	0%
55	370 47 587	Series 2006 Principal	120,000	180,000	185,000	108,395	0	-100%
55	370 47 588	Series 2006 Interest	100,905	115,595	108,395	0	0	-100%
		Debt	275,705	295,595	293,395	108,395	250,000	-15%
		Total Water & Sewer Debt	275,705	295,595	293,395	108,395	250,000	-15%

Water & Sewer / Storm Water Fund
 Storm Water Operating

		Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
55	580 41 102	Labor	24,074	6,954	75,239	32,856	77,120	3%
55	580 41 105	Overtime	0		0	0	0	0%
55	580 41 120	IMRF	2,964	833	8,773	3,917	5,514	-37%
55	580 41 121	Social Security	1,847	531	4,665	2,494	5,900	26%
55	580 41 125	Health Insurance	203	1,200	12,118	5,173	13,491	11%
55	580 41 126	Other Insurance			0	0	0	0%
		Personnel	29,088	9,517	100,795	44,440	102,025	1%
55	580 42 290	Uniforms	953		1,000	0	1,200	20%
		Commodities	953	0	1,000	0	1,200	20%
55	580 43 300	Legal Services	2,300		1,000	0	500	-50%
55	580 43 307	Engineering	12,831		5,000	4,000	5,000	0%
		Contractual	15,131	0	6,000	4,000	5,500	-8%
55	580 44 400	Depreciation Expense	66,116	66,116	0	0	0	0%
55	580 44 401	Bad Debt Expense 2%	7,902		8,298	0	8,000	-4%
55	580 44 494	Storm Water non-cap Maintenance		13,199	3,000	0	1,000	-67%
		Operating	74,018	79,315	11,298	0	9,000	-20%
		Total Storm Water Operating	119,190	88,832	119,093	48,440	117,725	-1%

Water & Sewer / Storm Water Fund
 Storm Water Capital

					Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
55	580	45	576	Meadowlake	(1,646)	0	0	0	0	0%
55	580	45	578	Storm Water Improvements	56,844	0	0	0	0	0%
55	580	45	579	Farm Trace		0	0	0	0	0%
55	580	45	580	Lake George Aeration		0	0	0	0	0%
55	580	45	581	Contingencies		0	0	0	0	0%
				Capital	55,198	0	0	0	0	0%
				Total Storm Water Capital	55,198	0	0	0	0	0%

Water & Sewer / Storm Water Fund
 Storm Water Debt

		Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
55	380	47 587	39,960		0	0	0	0%
55	380	47 588	33,601		0	0	0	0%
		Debt	73,561	0	0	0	0	0%
		Total Storm Water Debt	73,561	0	0	0	0	0%

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2	Scholarship Fund
3	Police Pension Fund

Scholarship
 Summary

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
	Revenues	540	6,430	5,900	10,686	6,500	10%
	Expenses	5,500	6,500	4,100	10,050	6,000	46%
	Surplus (Deficit)	(4,960)	(70)	1,800	636	500	
	Cash Net of Interfunds	12,431	12,160		12,796		

Scholarship
 Revenues

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
08 400 36 601	Interest Income	0	0	0	0	0	0%
08 400 36 692	Scholarship Contributions	0	1,300	500	4,461	1,500	200%
08 400 36 693	Fund Raiser	540	5,130	2,000	6,225	5,000	150%
	Total Revenues	540	6,430	2,500	10,686	6,500	160%

Scholarship
 Expenses

G/L Acct No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
08 400 42 239	Operating Expenses	0	3,926	0	3,650	2,000	0%
	Total Commodities	0	3,926	0	3,650	2,000	0%
08 400 44 489	Scholarship	5,500	6,500	2,500	6,400	3,500	40%
	Total Operating	5,500	6,500	2,500	6,400	3,500	40%
	Total Scholarship Expenses	5,500	10,426	2,500	10,050	5,500	120%

Police Pension
 Summary

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
	Revenues	1,900,896	705,636	797,544	1,096,218	1,263,788	83%
	Expenses	1,096,885	1,205,751	1,035,700	909,606	1,110,350	77%
	Surplus (Deficit)	804,011	(500,115)	(238,156)	186,612	153,438	
	Cash Net of Interfunds	11,904,220	11,904,220	11,666,064	11,852,676	12,006,114	

Police Pension
 Revenues

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
65 690 31 101	Property Tax	627,574	591,377	572,544	252,553	1,028,788	80%
65 600 31 102	Contributions	208,291	207,031	225,000	167,987	235,000	4%
65 600 36 601	Gain(Loss) Investments	1,065,031	(92,772)	0	321,639	0	0%
65 600 36 603	Dividends	0	0	0	354,039	0	0%
65 600 36 675	Police Pension Withholding	0	0	0	0	0	-100%
	Total Revenues	1,900,896	705,636	797,544	1,096,218	1,263,788	58%

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Police Pension
Expenses

G/L Account No	Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Actual March 2017	Approved FY 2018	% + OR -
65 600 41 126	Pension Payments	995,921	1,116,673	975,000	846,121	990,000	22%
	Personnel	995,921	1,116,673	975,000	846,121	990,000	2%
65 600 43 300	Legal Services	12,248	13,422	1,000	1,800	14,000	1300%
65 600 43 301	Audit Fees	0	3,150	0	1,625	3,150	-100%
65 600 43 302	Auditing Services	11,330	11,750	6,000	6,765	12,000	100%
65 600 43 308	Investment Advisor Fee	70,117	53,236	45,000	40,334	75,000	67%
65 600 43 309	Recording Secretary	0	0	500	6,260	7,500	1400%
65 600 43 325	Conference Seminars	1,970	1,750	2,000	1,805	2,000	0%
65 600 43 326	Association Fees	775	782	1,000	795	1,000	0%
65 600 43 327	Training & Travel	2,143	2,455	2,200	1,407	2,600	18%
65 600 43 334	IDOI Filing Fee	2,381	2,533	2,500	2,695	2,600	4%
4	Contractual	100,964	89,078	60,200	63,486	119,850	99%
65 600 44 494	Miscellaneous	0	0	500	0	500	0%
	Operating	0	0	500	0	500	0%
	Total Expenses	1,096,885	1,205,751	1,035,700	909,606	1,110,350	77%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Stockstell	Regan	Village Manager	NO	Administration	122565	135,940	129,663				5,187		1,100	6,287
Davis	Dawn	Human Resources Generalist	NO	Administration	51500	52,788	52,788							-
Brown	Amanada	Administrative Secretary	NO	Administration	52727	53,920	48,920				5,000			5,000
Ray	Adam	Web Site Coordinator	NO	Administration	49100	50,828	50,328						500	500
Babka	Valerie	Trustee	NO	Administration	12596	13,884	6,300				7,221			7,221
Butler	Cynthia	Trustee	NO	Administration	12596	13,884	6,300							-
Artis	Jennifer	Trustee	NO	Administration	12596	13,884	6,300				7,584			7,584
Alexander	Julian	Trustee	NO	Administration	12596	13,884	6,300							-
Holden	Monica	Trustee	NO	Administration	12596	13,884	6,300							-
Coleman	Brian	Trustee	NO	Administration	12596	13,884	6,300				7,584			7,584
Canady	Joe	Village Clerk	NO	Administration	12596	13,884	6,300				7,584			7,584
Reinbold	Richard	Village President	NO	Administration	18600	18,600	18,000				600			7,221
Overtime					50000	50,000	50,000							600
01-100		Total Administration			432,664	459,263	393,798				47,981		1,600	49,581

FY 2018 80.00%

Last Name Administration Department	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Securi Taxes	Total Compensation
Stockstell	Regan	Village Manager	NO	Administration	122,565	135,940	23,841	9,123	9,123	5,104	14,227	1,850	7,911	9,761	183,779		
Davis	Dawn	Human Resources Generalist	NO	Administration	51,500	52,788	15,689	3,774	3,774	3,774	3,774	765	3,273	4,038	76,289		
Brown	Amanada	Administrative Secretary	NO	Administration	52,727	53,920	8,211	3,498	3,498	3,498	3,498	765	3,269	4,034	69,663		
Ray	Adam	Web Site Coordinator	NO	Administration	49,100	50,828	8,215	3,598	3,598	3,598	3,598	712	3,044	3,756	66,397		
Babka	Valerie	Trustee	NO	Administration	12,596	13,884	363	-	-	-	-	183	781	964	14,848		
Butler	Cynthia	Trustee	NO	Administration	12,596	13,884	7,584	-	-	-	-	91	391	482	14,366		
Artis	Jennifer	Trustee	NO	Administration	12,596	13,884	-	-	-	-	-	183	781	964	14,848		
Alexander	Julian	Trustee	NO	Administration	12,596	13,884	7,584	-	-	-	-	91	391	482	14,366		
Holden	Monica	Trustee	NO	Administration	12,596	13,884	-	-	-	-	-	183	781	964	14,848		
Coleman	Brian	Trustee	NO	Administration	12,596	13,884	-	-	-	-	-	183	781	964	14,848		
Canady	Joe	Village Clerk	NO	Administration	12,596	13,884	363	-	-	-	-	183	781	964	14,848		
Reinbold	Richard	Village President	NO	Administration	18,600	18,600	7,885	-	-	-	-	270	1,153	1,423	27,908		
Overtime					50,000	50,000	-	3,575	3,575	3,575	425	3,100	3,525	57,100			
01-100		Total Administration			432,664	459,263	79,736	23,569	23,569	5,104	28,673	5,884	26,437	32,321	599,993		

Last Name	First Name	Title	Building Department	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Building Department			01-200												
Hogan	Leo	Building Commissioner	NO	Building		72,111	73,901	73,401						500	500
01-200	Total Building					72,111	73,901	73,401						500	500

FY 2018 80.00%

Last Name	First Name	Title	Building Department	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation	
			01-200																
Hogan	Leo	Building Commissioner	NO		Building	72,111	73,901	16,316	5,156	5,156	5,156	5,156	5,156	1,046	1,046	4,471	4,471	5,516	100,890
01-200		Total Building				72,111	73,901	16,316	5,156	5,156	5,156	5,156	5,156	1,046	1,046	4,471	4,471	5,516	100,890

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education	Longevity Pay	Allowances & Incentives
Community/Economic Dev 01-205														
Open		Community/Economic Developm	NO	Community Developm	120,042	95,000	95,000							
Norwood-Baker	Sharita	Confidential Secretary	NO	Community Developm	45,000	46,113	45,613						500	500
Drummond-Neal	Ouida	Economic Development Coor	NO	Economic Development	51,149	52,415	51,915						500	500
Vacant		Part-time Secretary	NO	Community Development		23,400	23,400							
01-205		Total Community/Economic Development			216,191	216,928	215,928						1,000	1,000

80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation
Community/Economic Dev 01-205																	
Open		Community/Economic Developm	NO	Community Developm	120,042	95,000	16,267	6,793	6,793	6,793	6,793	6,793	1,378	5,890	7,268	125,327	
Norwood-Baker	Sharita	Confidential Secretary	NO	Community Developm	45,000	46,113	15,675	3,182	3,182	3,182	3,182	3,182	645	2,759	3,404	68,374	
Drummond-Neal	Ouida	Economic Development Coor	NO	Economic Developmer	51,149	52,415	12,527	3,657	3,657	3,657	3,657	3,657	742	3,171	3,913	72,512	
Vacant		Part-time Secretary	NO	Community Development		23,400		1,673	1,673	1,673	1,673	1,673	339	1,451	1,790	26,863	
01-205		Total Community/Economic Development			216,191	216,928	44,469	15,305	15,305	15,305	15,305	15,305	3,104	13,271	16,375	293,076	

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Code Enforcement 01-210														
Walls	Earnest	Code Enforcement Officer II	YES	Code Enforcement	46,777	47,919	42,669				250	2,500	2,500	5,250
McMullian	Tammy	Code Enforcement Officer	YES	Code Enforcement	38,177	39,209	38,559				250	400		650
Vacant		Permanent Part-Time	NO	Code Enforcement - Pf	12,860	30,472	30,472							
01-210		Total Code Enforcement			97,814	117,600	111,700				500	2,900	2,500	5,900

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	28.20%	Pension Benefits	Medicare	1.45%	6.20%	Total Compensation
Code Enforcement 01-210															
Walls	Earnest	Code Enforcement Officer II	YES	Code Enforcement	46,777	47,919	1,107	3,345	3,345	3,345	3,345	678	2,900	3,578	55,949
McMullian	Tammy	Code Enforcement Officer	YES	Code Enforcement	38,177	39,209	1,272	2,730	2,730	2,730	2,730	554	2,367	2,921	46,131
Vacant		Permanent Part-Time	NO	Code Enforcement - PF	12,860	30,472	-	2,179	2,179	2,179	2,179	442	1,889	2,331	34,982
01-210		Total Code Enforcement			97,814	117,600	2,379	8,253	8,253	-	8,253	1,674	7,156	8,830	137,062

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Community Services 01-215														
Brooks	Vera	Community Services Director	NO	Community Services	76,382	78,271	77,471						800	800
Robinson	Geneen	Facility & Program Coordinator	NO	Community Services	43,641	45,232	44,732						500	500
Arias	Tanya	Administrative Assistant	YES	Community Services	38,786	37,649	35,999				1,250	400		1,650
Part-time		Vacant - Bus	NO	Community Services	12,500	-	-							
Part-time		Vacant - Bus	NO	Community Services	12,500	-	-							
Brown	Torrie	Receptionist- Part-time	NO	Community Services	12,610	12,925	12,925							
Dampier	Debra	Receptionist- Part-time	NO	Community Services	12,000	12,300	12,300							
Echols	Terrell	Building Attendant-Part-time	NO	Community Services	12,610	12,925	12,925							
Coleman	Allen	Building Attendant-Part-time	NO	Community Services	9,000	9,225	9,225							
Part-time		Building/Grounds Attendant	NO	Community Services	12,500	12,813	12,813							
Part-time		Building/Grounds Attendant	NO	Community Services	12,500	12,813	12,813							
01-215		Total Community Relations			255,029	234,153	231,203				1,250	400	1,300	2,950

FY 2018

80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45% Medicare	6.20% Social Security Taxes	Total Compensation
Community Services															
01-215															
Brooks	Vera	Community Services Director	NO	Community Services	76,382	78,271	6,916	5,461	5,461	1,108	4,736	5,843	1,108	4,736	96,492
Robinson	Geneen	Facility & Program Coordinator	NO	Community Services	43,641	45,232	15,673	3,198	3,198	649	2,773	3,422	649	2,773	67,526
Arias	Tanya	Administrative Assistant	YES	Community Services	38,786	37,649	-	2,863	2,863	546	2,334	2,880	546	2,334	43,392
Part-time		Vacant - Bus	NO	Community Services	12,500	-	-	-	-	-	-	-	-	-	-
Part-time		Vacant - Bus	NO	Community Services	12,500	-	-	-	-	-	-	-	-	-	-
Brown	Torrie	Receptionist- Part-time	NO	Community Services	12,610	12,925	-	-	-	187	801	989	187	801	13,914
Dampier	Debra	Receptionist- Part-time	NO	Community Services	12,000	12,300	-	-	-	178	763	941	178	763	13,866
Echols	Terrell	Building Attendant-Part-time	NO	Community Services	12,610	12,925	-	-	-	187	801	989	187	801	13,289
Coleman	Allen	Building Attendant-Part-time	NO	Community Services	9,000	9,225	-	-	-	134	572	706	134	572	9,931
Part-time		Building/Grounds Attendant	NO	Community Services	12,500	12,813	-	-	-	186	794	980	186	794	13,793
Part-time		Building/Grounds Attendant	NO	Community Services	12,500	12,813	-	-	-	186	794	980	186	794	13,793
01-215		Total Community Relations			255,029	234,153	22,589	11,522	11,522	3,361	14,369	17,730	3,361	14,369	285,994

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Finance Department 01-300														
Sevier	David	Finance Director	NO	Finance	105,987	114,995	114,995							
Margulin	Brandi	Senior Financial Associate	NO	Finance	66,300	68,225	66,625					800	800	1,600
Harris	Alysia	Accountant	YES	Finance	55,256	56,627	51,227	1250	2500			1,250	400	5,400
Williams	Australia	Utility Billing	YES	Finance	46,444	47,573	42,173	1250	2500			1,250	400	5,400
Stewart	Patricia	Payroll Specialist	NO	Finance	45,275	53,500	43,500	1250	2500			1,250	5,000	10,000
Nyhanna	Joy	Junior Accountant	YES	Finance	45,275	47,572	40,072	1250	2500			1,250	2,500	7,500
Vacant		Receptionist	YES	Finance	39,025	-	-							
Brittany	Nelson	Accounting Assistant (PT)	YES	Finance	-	23,400	23,400							
Denise	Ashley	Accounting Assistant (PT)	YES	Finance	-	23,400	23,400							
01-300	Total Finance Department				403,562	435,292	405,392	5,000	10,000	-	5,000	1,600	8,300	29,900

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	80.00% Insurance Benefits	IMRF	7.15% Police Pension ICMA	28.20% Pension Benefits	1.45% Medicare	6.20% Social Securiti Taxes	Total Compensation
Finance Department 01-300													
Sevier	David	Finance Director	NO	Finance	105,987	114,995	23,800	8,222	8,222	8,222	1,667	7,130	8,797
Margullin	Brandi	Senior Financial Associate	NO	Finance	66,300	68,225	8,277	4,776	4,776	4,776	969	4,142	5,110
Harris	Alysia	Accountant	YES	Finance	55,256	56,627	13,059	3,951	3,951	3,951	743	3,176	3,919
Williams	Australia	Utility Billing	YES	Finance	46,444	47,573	8,826	3,321	3,321	3,321	673	2,880	3,553
Stewart	Patricia	Payroll Specialist	NO	Finance	45,275	53,500	15,677	3,237	3,237	3,237	656	2,807	3,464
Nyhanna	Joy	Junior Accountant	YES	Finance	45,275	47,572	8,238	3,166	3,166	3,166	642	2,745	3,387
Vacant		Receptionist	YES	Finance	39,025	-	-	-	-	-	-	-	-
Brittany	Nelson	Accounting Assistant (PT)	YES	Finance	-	23,400	-	1,673	1,673	1,673	339	1,451	1,790
Denise	Ashley	Accounting Assistant (PT)	YES	Finance	-	23,400	-	1,673	1,673	1,673	339	1,451	1,790
01-300		Total Finance Department			403,562	435,292	77,877	30,019	30,019	30,019	6,029	25,781	31,810
													574,997

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity & Incentives	Allowances	
Fire Department															
Wilson	Rodney	Fire Chief	NO	Fire Department	99,580	102,570	102,070							500	500
Hodges	Paul	Deputy Fire Chief	NO	Fire Department	84,390	87,000	86,500							500	500
Zambrano	Angela	Administrative Assistant (4empl*24hours*365days)	NO	Fire Department	41,221	42,169	38,869				2,500			800	3,300
Station Duty			NO	Fire Department	548,436	521,000	521,000								
Officer in Charge		(24hours*365days)	NO	Fire Department	10,207	10,462	10,462								
Training		(25empl*52weeks*4hours)	NO	Fire Department	83,423	75,509	75,509								
Call Out		(52weeks*50hours)	NO	Fire Department	41,712	32,755	32,755								
Junior Fire Academy		(6empl*6hours*10days)	NO	Fire Department	4,812	4,932	4,932								
Overtime					35,000	25,000	25,000								
01-500	Total Fire Department				948,781	901,397	897,097				2,500		1,800	4,300	

80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	28.20%	Pension Benefits	Medicare	1.45%	Social Security Taxes	6.20%	Total Compensation	
Fire Department																	
01-500																	
Wilson	Rodney	Fire Chief	NO	Fire Department	99,580	102,570	317	7,156	7,156	7,156	7,156	1,451	1,451	6,205	6,205	7,656	117,699
Hodges	Paul	Deputy Fire Chief	NO	Fire Department	84,390	87,000	19,720	6,185	6,185	6,185	6,185	1,254	1,254	5,363	5,363	6,617	119,522
Zambrano	Angela	Administrative Assistant (4empl*24hours*365days)	NO	Fire Department	41,221	42,169	23,685	2,779	2,779	2,779	2,779	564	564	2,410	2,410	2,973	71,607
Station Duty		(24hours*365days)	NO	Fire Department	548,436	521,000	-	37,252	37,252	37,252	37,252	7,555	7,555	7,555	7,555	7,555	565,806
Officer In Charge		(25empl*52weeks*4hours)	NO	Fire Department	10,207	10,462	-	748	748	748	748	152	152	11,362	11,362	11,362	11,362
Training		(52weeks*50hours)	NO	Fire Department	83,423	75,509	-	5,399	5,399	5,399	5,399	1,095	1,095	1,095	1,095	1,095	82,003
Call Out		(6empl*6hours*10days)	NO	Fire Department	41,712	32,755	-	2,342	2,342	2,342	2,342	475	475	475	475	475	35,572
Junior Fire Academy			NO	Fire Department	4,812	4,932	-	353	353	353	353	72	72	72	72	72	5,356
Overtime					35,000	25,000	-	1,788	1,788	1,788	1,788	363	363	363	363	363	27,150
01-500					948,781	901,397	43,722	64,000	64,000	64,000	64,000	12,979	12,979	13,978	13,978	26,957	1,036,077
Total Fire Department																	

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education	Longevity Pay	Allowances & Incentives
Police Department														
01-600														
Williams	Elvia	Police Chief	NO	Police Department	116,009	118,878	117,628					750	500	1,250
Gerlach	Richard	Deputy Police Chief	NO	Police Department	104,782	107,359	105,659					300	1,400	1,700
Nieukirk	Douglas	Sergeant	NO	Police Department	99,494	103,331	99,931				1,400	600	1,400	3,400
Owens	Rodney	Sergeant	NO	Police Department	93,217	95,491	93,141				600	600	1,150	2,350
Galvan	James	Sergeant	NO	Police Department	97,706	100,090	97,740				600	600	1,150	2,350
Young	Matthew	Sergeant	NO	Police Department	93,217	95,491	93,141				600	600	1,150	2,350
Rank	Jason	Sergeant	NO	Police Department	93,369	95,541	93,141				1,500	600	1,150	2,400
01-600	Total Supervision				697,794	716,181	700,381				4,700	3,450	7,650	15,800

FY 2018 80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15% Police Pension ICMA	Pension Benefits	1.45% Medicare	6.20% Social Security Taxes	Total Compensation
Police Department 01-600													
Williams	Elvia	Police Chief	NO	Police Department	116,009	118,878	8,240		33,524	33,524	1,724	1,724	162,365
Gerlach	Richard	Deputy Police Chief	NO	Police Department	104,782	107,359	8,351		30,275	30,275	1,557	1,557	147,542
Nieukirk	Douglas	Sergeant	NO	Police Department	99,494	103,331	23,785		29,139	29,139	1,498	1,498	157,754
Owens	Rodney	Sergeant	NO	Police Department	93,217	95,491	15,765		26,928	26,928	1,385	1,385	139,569
Galvan	James	Sergeant	NO	Police Department	97,706	100,090	23,780		28,225	28,225	1,451	1,451	153,547
Young	Matthew	Sergeant	NO	Police Department	93,217	95,491	23,771		26,943	26,943	1,385	1,385	147,574
Rank	Jason	Sergeant	NO	Police Department	93,369	95,541	23,772		26,943	26,943	1,385	1,385	147,640
01-600	Total Supervision				697,794	716,181	127,464		201,963	201,963	10,385	10,385	1,055,992

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Police Department 01-600														
Davis	Orlando	Police Corporal	YES	Police Department	86,120	86,120	84,020	600	600		600	600	900	2,100
Miramontes	Gilberto	Police Corporal	YES	Police Department	86,070	86,070	84,020	600	600		600	300	1,150	2,050
Innamorino	Anthony	Police Corporal	YES	Police Department	84,620	84,620	84,020	600	600		600	600		600
Anderson	Brian	Police Corporal	YES	Police Department	84,020	84,020	84,020							
Bedford	Kishawn	Police Officer	YES	Police Department	64,271	64,271	64,271	300	300		300	300		300
Beglau	Kristen	Police Officer	YES	Police Department	82,296	82,596	82,296	300	300		300	300		300
Blood	Caleb	Police Officer	YES	Police Department	60,636	60,636	60,636							
Bloom	Kenneth	Police Officer	YES	Police Department	82,296	84,396	82,296	600	600		600	600	900	2,100
Cremont	Joseph	Police Officer	YES	Police Department	83,796	85,296	83,796	1,500	1,500		1,500			1,500
Dahlberg	Ryan	Police Officer	YES	Police Department	67,371	67,371	64,271	600	600		2,500	600		3,100
Derwonko	Andrew	Police Officer	YES	Police Department	83,796	85,296	83,796	1,500	1,500		1,500			1,500
Gericke	Clint	Police Officer	YES	Police Department	82,896	82,896	82,296	600	600		600			600
Hedgepeth	Alonzo	Police Officer	YES	Police Department	53,373	54,873	53,373					600	900	1,500
Jones	Kristopher	Police Officer	YES	Police Department	82,296	82,296	82,296							
LaPorta	Jalve	Police Officer	YES	Police Department	53,373	53,373	53,373							
Madison	Darius	Police Officer	YES	Police Department	53,373	53,373	53,373							
Ramirez	Hector	Police Officer	YES	Police Department	60,636	60,636	60,636							
Shaw	William	Police Officer	YES	Police Department	58,264	58,264	58,264							
Steele	Brian	Police Officer	YES	Police Department	82,296	83,796	82,296	600	600		600	900		1,500
Zimmermann	Robert	Police Officer	YES	Police Department	58,264	58,564	58,264					300		300
Vacant		Police Officer	YES	Police Department	53,373	53,373	53,373							
Vacant		Police Officer	YES	Police Department	53,373	53,373	53,373							
Vacant		Police Officer	YES	Police Department	53,373	53,373	53,373							
Vacant		Police Officer	YES	Police Department	53,373	53,373	53,373							
Retro Pay FY 2017		Police Officer	YES	Police Department	50,000	50,000	50,000							
Retro Pay FY 2018		Police Officer	YES	Police Department	50,000	50,000	50,000							
01-600		Total Labor	YES	Police Department	1,713,555	1,772,556	1,755,106	8,500	4,200	4,750	17,450			

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation	
Police Department 01-600																		
Davis	Orlando	Police Corporal	YES	Police Department	86,120	86,120	19,720			24,286		24,286	1,249			1,249	131,374	
Miramontes	Gilberto	Police Corporal	YES	Police Department	86,070	86,070	23,759			24,272		24,272	1,248			1,248	135,349	
Immormino	Anthony	Police Corporal	YES	Police Department	84,620	84,620	8,314			23,863		23,863	1,227			1,227	118,024	
Anderson	Brian	Police Corporal	YES	Police Department	84,020	84,020	-			23,694		23,694	1,218			1,218	108,932	
Bedford	Kishawn	Police Officer	YES	Police Department	64,271	64,571	19,720			18,209		18,209	936			936	103,436	
Baglau	Kristen	Police Officer	YES	Police Department	82,296	82,296	23,712			23,292		23,292	1,198			1,198	130,798	
Blood	Caleb	Police Officer	YES	Police Department	60,636	60,636	8,267			17,099		17,099	879			879	86,882	
Bloom	Kenneth	Police Officer	YES	Police Department	82,296	84,396	23,755			23,800		23,800	1,224			1,224	133,174	
Cremont	Joseph	Police Officer	YES	Police Department	83,796	85,296	23,757			24,053		24,053	1,237			1,237	134,343	
Dahlberg	Ryan	Police Officer	YES	Police Department	67,371	67,371	6,895			18,999		18,999	977			977	94,242	
Derewonko	Andrew	Police Officer	YES	Police Department	83,796	85,296	8,312			24,053		24,053	1,237			1,237	118,898	
Gericke	Clint	Police Officer	YES	Police Department	82,896	82,896	16,338			23,377		23,377	1,202			1,202	123,813	
Hedgepeth	Alonzo	Police Officer	YES	Police Department	53,373	54,873	23,697			15,474		15,474	796			796	94,840	
Jones	Kristopher	Police Officer	YES	Police Department	82,296	82,296	16,338			23,207		23,207	1,193			1,193	123,035	
LaPorte	Jalye	Police Officer	YES	Police Department	53,373	53,373	1,683			15,051		15,051	774			774	70,881	
Madison	Darius	Police Officer	YES	Police Department	53,373	53,373	8,223			15,051		15,051	774			774	77,421	
Ramirez	Hector	Police Officer	YES	Police Department	60,636	60,636	15,707			17,099		17,099	879			879	94,321	
Shaw	William	Police Officer	YES	Police Department	58,264	58,264	23,808			16,430		16,430	845			845	99,348	
Steele	Brian	Police Officer	YES	Police Department	82,296	83,796	23,755			23,630		23,630	1,215			1,215	132,397	
Zimmermann	Robert	Police Officer	YES	Police Department	58,264	58,564	19,097			16,515		16,515	849			849	95,026	
Vacant		Police Officer	YES	Police Department	53,373	53,373	-			15,051		15,051	774			774	69,198	
Vacant		Police Officer	YES	Police Department	53,373	53,373	-			15,051		15,051	774			774	69,198	
Vacant		Police Officer	YES	Police Department	53,373	53,373	-			15,051		15,051	774			774	69,198	
Vacant		Police Officer	YES	Police Department	53,373	53,373	-			15,051		15,051	774			774	69,198	
Vacant		Police Officer	YES	Police Department	50,000	50,000	-			14,100		14,100	725			725	64,825	
Vacant		Police Officer	YES	Police Department	50,000	50,000	-			14,100		14,100	725			725	64,825	
Retiree Pay FY 2017																		
Retiree Pay FY 2018																		
01-600					1,713,555	1,772,556	314,857			499,861		499,861	25,702			25,702	2,612,976	

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Police Department 01-600														
Baker	Malaysia	Police Records Clerk	YES	Police Department	36,456	37,424	36,174				1,250			1,250
Jordan	Cambria	Police Records Clerk	YES	Police Department	42,706	43,674	36,174	1,250	2,500				2,500	7,500
Matthey	Nancy	Police Records Clerk	NO	Police Department	59,868	61,330	59,930						1,400	1,400
Sturdivant	Crystal	Police Records Clerk	YES	Police Department	42,706	43,674	36,174	1,250	2,500				2,500	7,500
Zurek	Virginia	Police Secretary	YES	Police Department	47,028	47,997	36,199	1,250	2,500			3,048		11,798
01-600	Total Clerical				228,764	234,099	204,651	3,750	7,500	-	6,798	-	11,400	29,448
Vacant		Part-time Records Clerks	NO	Police Department	40,000	45,000	45,000							-
Vacant		Part-time Police Officers	NO	Police Department	50,000	45,000	45,000							-
01-600	Total Part-time Officers				90,000	90,000	90,000	-	-	-	-	-	-	-
Vacant		Overtime			180,000	200,000	200,000							-
01-600	Total Police Department				2,910,113	3,012,835	2,950,137	3,750	7,500	-	19,998	7,650	23,800	62,698

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	80.00%	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation
Police Department 01-600																		
Baker	Malaysia	Police Records Clerk	YES	Police Department	36,456	37,424	198		2,676	2,676			2,676	543	2,320	2,863		43,160
Jordan	Cambria	Police Records Clerk	YES	Police Department	42,706	43,674	1,112		3,123	3,123			3,123	633	2,708	3,341		51,249
Matthey	Nancy	Police Records Clerk	NO	Police Department	59,868	61,330	16,291		4,385	4,385			4,385	889	3,802	4,692		86,697
Sturdivant	Crystal	Police Records Clerk	YES	Police Department	42,706	43,674	8,244		3,123	3,123			3,123	633	2,708	3,341		56,382
Zurek	Virginia	Police Secretary	YES	Police Department	47,028	47,997	8,236		3,432	3,432			3,432	696	2,976	3,672		63,337
01-600		Total Clerical			228,764	234,099	34,080		16,738	16,738			16,738	3,394	14,514	17,909		302,825
Vacant																		
Vacant		Part-time Records Clerks	NO	Police Department	40,000	45,000			3,218	3,218			3,218	653	2,790	3,443		51,660
Vacant		Part-time Police Officers	NO	Police Department	50,000	45,000			3,218	3,218			3,218	653	2,790	3,443		51,660
01-600		Total Part-time Officers			90,000	90,000			6,435	6,435			6,435	1,305	5,580	6,885		103,320
Vacant																		
Vacant		Overtime			180,000	200,000							56,400	2,900		2,900		259,300
01-600		Total Police Department			2,910,113	3,012,835	476,402		23,173	23,173		758,224	781,397	43,686	20,094	63,780		3,576,190

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
01-700		Public Works												
Gobel	Lawrence	Public Works Director	NO	Public Works	102,992	105,554	105,054						500	500
Vacant		Mechanic	YES	Public Works	52,519	51,394	51,394							
Anifer	Andrew	Maintenance Operator #3	YES	Public Works	47,529	48,560	38,560	2500	2,500				5,000	10,000
Padilla	Anthony	Maintenance Operator #1	YES	Public Works	37,528	38,560	38,560							
Cross	James	Crew Leader	YES	Public Works	62,528	63,560	38,560	2500	2,500	10,000			10,000	25,000
Johnston	Thomas	Mechanics Assistant	YES	Public Works	42,121	43,211	40,711							
Novosel	Paul	Maintenance Operator #3	YES	Public Works	47,529	48,560	38,560	2500	2,500				5,000	10,000
Post	Roxanne	Maintenance Operator #3	YES	Public Works	45,028	46,060	38,560	2500	2,500				5,000	10,000
Wade	Balkari	Maintenance Operator #1	YES	Public Works	37,528	38,560	38,560						2,500	7,500
					372,310	378,465	323,465	10,000	10,000	10,000			25,000	55,000
Clark-Wells	Sara	Receptionist III	YES	Public Works	46,782	50,288	37,588	1250	2,500		1,250	200	7,500	12,700
Reinbold	Robert	Part-time	YES	Public Works	33,696	34,623	34,623							
Vacant		Part-time	NO	Public Works	33,460	34,380	34,380							
Summer/Seasonal		Part-time	NO	Public Works		40,000	40,000							
					67,156	109,003	109,003							
01-700		Total Public Works Department			589,240	643,310	575,110	11,250	12,500	10,000	1,250	200	33,000	68,200

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation
01-700		Public Works															
Gobel	Lawrence	Public Works Director	NO	Public Works	102,992	105,554	16,377	7,511	7,511	-	-	7,511	1,523	6,513	8,037	137,479	
Vacant		Mechanic	YES	Public Works	52,519	51,394	16,377	3,675	3,675			3,675	745	3,186	3,932	75,377	
Anifer	Andrew	Maintenance Operator #3	YES	Public Works	47,529	48,560	15,678	2,757	2,757			2,757	559	2,391	2,950	69,944	
Paullia	Anthony	Maintenance Operator #1	YES	Public Works	37,528	38,560	150	2,757	2,757			2,757	559	2,391	2,950	44,417	
Cross	James	Crew Leader	YES	Public Works	62,528	63,560	16,299	2,757	2,757			2,757	559	2,391	2,950	85,566	
Johnston	Thomas	Mechanics Assistant	YES	Public Works	42,121	43,211	19,634	2,911	2,911			2,911	590	2,524	3,114	68,871	
Novosel	Paul	Maintenance Operator #3	YES	Public Works	47,529	48,560	19,644	2,757	2,757			2,757	559	2,391	2,950	73,911	
Post	Roxanne	Maintenance Operator #3	YES	Public Works	45,028	46,060	23,675	2,757	2,757			2,757	559	2,391	2,950	75,441	
Wade	Balcari	Maintenance Operator #1	YES	Public Works	37,528	38,560	1,339	2,757	2,757			2,757	559	2,391	2,950	45,606	
					372,310	378,465	112,795	23,128	23,128			23,128	4,690	20,055	24,745	539,133	
Clark-Wells	Sara	Receptionist III	YES	Public Works	46,782	50,288	8,622	2,688	2,688			2,688	545	2,330	2,875	64,473	
Reinbold	Robert	Part-time	YES	Public Works	33,696	34,623	-	2,476	2,476			2,476	502	2,147	2,649	39,747	
Vacant		Part-time	NO	Public Works	33,460	34,380	-	-	-			-	499	2,132	2,630	37,010	
Summer/Seasonal		Part-time	NO	Public Works	-	40,000	-	-	-			-	580	2,480	3,060	43,060	
					67,156	109,003	-	2,476	2,476			2,476	1,581	6,758	8,339	119,817	
01-700		Total Public Works Department			589,240	643,310	137,794	35,802	35,802			35,802	8,339	35,657	43,996	860,902	

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
05-400	McFarland	Jim	NO	Park and Recreation	56,505	57,918	57,918							
		Park & Recreation Supervisor												
	Wilkinson	Davia	NO	Park and Recreation	35,482	36,369	36,369							
	Vacant		NO	Park and Recreation	13,905	30,000	30,000							
		Program Coordinator												
		Park & Recreation Coordinator												
		Total Labor			49,387	66,369	66,369							
	Barrett	Linda	NO	Park and Recreation	16,315	16,723	16,723							
	Johnson	Kiara	NO	Park and Recreation	12,051	12,352	12,352							
	Vacant		NO	Park and Recreation	12,051	12,352	12,352							
	Bush	Robert	NO	Park and Recreation	12,051	12,352	12,352							
		Challenges Staff - Before/After												
		Challenges Staff - Before/After												
		Recreation Assistant												
	Brandon	Kelley	NO	Park and Recreation	12,051	12,352	12,352							
		Recreation Assistant												
	Summer Camp		NO	Park and Recreation	23,240	23,821	23,821							
		Counselors												
	Youth Programs	Teen Camp	NO	Park and Recreation	4,307	4,415	4,415							
	Fee Based	Instructors	NO	Park and Recreation	5,385	5,520	5,520							
	Outdoor Parks	Summer Parks	NO	Park and Recreation	5,385	5,520	5,520							
		Total Part-time			102,836	105,407	105,407							
	05-400				208,728	229,694	229,694							
		Total Parks and Recreation												

FY 2018 80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15% Police Pension	28.20% ICMA	Pension Benefits	1.45% Medicare	6.20% Social Security	Taxes	Total Compensation
McFarland	Jim	Park & Recreation Supervisor	NO	Park and Recreation	56,505	57,918	-	-	2,606	-	2,606	840	3,591	4,431	64,955
Wilkerson	Devia	Program Coordinator	NO	Park and Recreation	35,482	36,369	8,166	-	1,637	-	1,637	527	2,255	2,782	48,954
Vacant		Park & Recreation Coordinator	NO	Park and Recreation	13,905	30,000	8,166	-	1,350	-	1,350	435	1,860	2,295	41,811
		Total Labor			49,387	66,369	16,332	-	2,987	-	2,987	962	4,115	5,077	90,765
Barrett	Linda	Challenges Staff - Before/After	NO	Park and Recreation	16,315	16,723	-	-	753	-	753	242	1,037	1,279	18,755
Johnson	Klara	Challenges Staff - Before/After	NO	Park and Recreation	12,051	12,352	-	-	556	-	556	179	766	945	13,853
Vacant		Challenges Staff - Before/After	NO	Park and Recreation	12,051	12,352	-	-	556	-	556	179	766	945	13,853
Bush	Robert	Recreation Assistant	NO	Park and Recreation	12,051	12,352	-	-	556	-	556	179	766	945	13,853
Brandon	Kelley	Recreation Assistant	NO	Park and Recreation	12,051	12,352	-	-	556	-	556	179	766	945	13,853
Summer Camp		Counselors	NO	Park and Recreation	23,240	23,821	-	-	1,072	-	1,072	345	1,477	1,822	26,715
Youth Programs		Teen Camp	NO	Park and Recreation	4,307	4,415	-	-	199	-	199	64	274	338	4,951
Fee Based		Instructors	NO	Park and Recreation	5,385	5,520	-	-	248	-	248	80	342	422	6,190
Outdoor Parks		Summer Parks	NO	Park and Recreation	5,385	5,520	-	-	248	-	248	80	342	422	6,190
		Total Part-time			102,836	105,407	-	-	4,743	-	4,743	1,528	6,535	8,064	118,214
05-400		Total Parks and Recreation			208,728	229,694	16,332	-	10,336	-	10,336	3,331	14,241	17,572	273,934

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity & Incentives Allowances
CPL Fund													
Schoeling	Jeffery	COS Officer	NO	Commuter Parking Log	45,431	46,532	45,132					1,400	1,400
Vacant		Part-time CSO	NO		25,000	25,000	25,000						
53-811	Total CPL Fund				70,431	71,532	70,132					1,400	1,400

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 2018		7.15%	28.20%	1.45%	6.20%	Total
							80.00%	Insurance Benefits					
Schoeling	Jeffery	COS Officer	NO	Commuter Parking Log	45,431	46,532	19,441	3,227	3,227	654	2,798	3,453	72,653
Vacant		Part-time CSO	NO		25,000	25,000				363	1,550	1,913	26,913
53-811		Total CPL Fund			70,431	71,532	19,441	3,227	3,227	1,017	4,348	5,365	99,565

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education	Longevity Pay	Allowances & Incentives	
55-560	Water & Sewer														
Townsend	Jerry	Asst Public Works Director	NO	Water & Sewer	72,000	76,050	76,050								
Dankowski	Brad	Water Operator #2	YES	Water & Sewer	52,174	55,823	42,923	2,500			400	400	10,000	12,900	
Derrick	Denny	Water Operator #2	YES	Water & Sewer	49,274	50,423	42,923	2,500					5,000	7,500	
55-560	Total Water & Sewer				173,448	182,296	161,896	5,000				400	15,000	20,400	

FY, 2018 80.00%

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	7.15%	Police Pension ICMA	28.20%	Pension Benefits	1.45%	Medicare	6.20%	Social Security Taxes	Total Compensation
55-560		Water & Sewer															
Townsend	Jerry	Asst Public Works Director	NO	Water & Sewer	72,000	76,050	6,880	5,438	5,438			5,438	1,103	1,103	4,715	4,715	94,186
Dankowski	Brad	Water Operator #2	YES	Water & Sewer	52,174	55,823	1,681	3,069	3,069			3,069	622	622	2,661	2,661	63,857
Derrick	Danny	Water Operator #2	YES	Water & Sewer	49,274	50,423	1,675	3,069	3,069			3,069	622	622	2,661	2,661	58,451
55-560		Total Water & Sewer			173,448	182,296	10,237	11,576	11,576			11,576	2,347	2,347	10,038	10,038	216,494

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	FY 17-18 Base Wages	Grade II	Grade III	Crew Leader	Stipend	Education Pay	Longevity Pay	Allowances & Incentives
Storm Water Fund														
55-580	James	Maintenance Operator #1	YES	Storm Water	37,528	38,560	38,560							
Apps	Matthew	Maintenance Operator #1	YES	Storm Water	37,528	38,560	38,560							
55-580	Total Storm Water Fund													
					75,056	77,120	77,120							

Last Name	First Name	Title	Union	Department	FY 16-17 Salary	FY 17-18 Salary	Insurance Benefits	IMRF	Police Pension ICMA	Pension Benefits	Medicare	1.45%	Social Security Taxes	6.20%	Total Compensation
55-580		Storm Water Fund													
Apps	James	Maintenance Operator #1	YES	Storm Water	37,528	38,560	6,796	2,757	2,757	2,757	559	2,391	2,950	51,062	
Simmons	Matthew	Maintenance Operator #1	YES	Storm Water	37,528	38,560	6,696	2,757	2,757	2,757	559	2,391	2,950	50,962	
55-580		Total Storm Water Fund			75,056	77,120	13,491	5,514	5,514	5,514	1,118	4,781	5,900	102,025	

**Village of Richton Park
Annual Budget
2017/2018**

GLOSSARY OF TERMS

3CMA	Metropolitan Managers Association, City/County Communications and Marketing Association
AARP	American Association of Retired Persons
ACCOUNT	A term used to identify an individual asset, liability, expenditure control, revenue control or fund balance.
ACCOUNTING SYSTEM	The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.
ACCRUAL BASIS OF ACCOUNTING	Method of accounting that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows.
ACTIVITY	The smallest unit of budgetary accountability and control which encompasses specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the Village is responsible.
ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
AFG	Assistance to Firefighters Grant
AICPA	American Institute of Certified Public Accountants
ALERTS	Area-wide Law Enforcement Radio Terminal System
ALS	Advanced Life Support
AMI	Area Median Income
APA	American Planning Association

APWA	American Public Works Association
ASSETS	Property owned by a government which has a monetary value.
ASSESSED VALUATION	A valuation set upon real estate or other property by the County Assessor as a basis for levying taxes.
ATEP	Aggressive Traffic Enforcement Program
ATLAS	A Geographic Information System
AWWA	American Water Works Association
BLS	Basic Life Support
BMI	Body Mass Index
BOCA	Building Officials Code Administrators
BOND	A written promise, generally under seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.
BONDED DEBT	That portion of indebtedness represented by outstanding bonds.
BUDGET	A one year financial document embodying an estimate of proposed revenue and expenditures for the year. The Village is required by State Statute to approve a budget, and the approved budget sets the legal spending limits of the Village. It is the primary means by which most of the expenditures and service levels of the Village are controlled.
BUDGET AMENDMENT	A legal procedure utilized by the Village staff and Village Board to revise the budget.
BUDGET DOCUMENT	The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the Village Board.
BUDGET MESSAGE	A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

BUDGET ORDINANCE	The official enactment, by the Village Board to legally authorize Village staff to obligate and expend resources.
BUDGETARY CONTROL	The control of management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
CABO	Council of American Building Officials
CAD	In a police context CAD refers to a Computer Aided Dispatch.
CAD	In an engineering context, CAD refers to Computer Aided Design.
CAM	Common Area Maintenance
CAPITAL ASSETS	Assets of \$10,000 value or more and having a useful life of more than one year. Capital assets are also called fixed assets.
CAPITAL BUDGET	A plan of proposed capital outlays and the means of financing them for the current fiscal period.
CAPITAL OUTLAY	Expenditures which result in the acquisition of, or addition to, fixed assets.
CAPITAL PROJECTS FUND	A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.
CART	Combined Agency Response Team
CED	Community and Economic Development Policy
CCTRP	Cook County Tax Reactivation Project
CDBG	Community Development Block Grant
CEDA	Community & Economic Development Association of Cook County
CERT	Community Emergency Response Team

CFH	Crime Free Housing Ordinance
CHART OF ACCOUNTS	The classification system used by the Village to organize the accounting for various funds.
CHR	Commission on Human Relations
CMAP	Chicago Metropolitan Agency for Planning
CMAQ	Congestion Mitigation and Air Quality
CMOM	Capacity, Management, Operation, and Maintenance
CMS	Central Management Service
CN	Canadian National Railway Company
COLLABORATIVE	Chicago Southland Housing and Community Development Collaborative
CONTINGENCY	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.
CONTRACTUAL SERVICES	Services rendered to Village departments and by private firms, individuals, or other government agencies. Examples include utilities, insurance, and professional services.
CPI	Consumer Price Index
CPR	Cardio-pulmonary Resuscitation
CSEDC	Chicago Southland Economic Development Corporation
CSO	Community Services Officer
DCEO	Illinois Department of Commerce & Economic Opportunity
DEA	Drug Enforcement Agency
DEBT SERVICE FUND	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.
DEBT SERVICE REQUIREMENTS	The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full and on schedule.

DEFICIT	(1) The excess of an entity's liabilities over its assets (See Fund Balance). (2) The excess of expenditures or expenses over revenues during a single accounting period.
DEPARTMENT	A major administrative organizational unit of the Village which indicates overall management responsibility for one or more activities.
DEPRECIATION	(1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or the physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. NOTE: The cost of such asset prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense.
DHS	Department of Homeland Security
DISBURSEMENT	Payments for goods and services in cash or by check.
DPW	Department of Public Works
EAB	Emerald Ash Borer
EAP	Employee Assistance Program
EAV	Equalized Assessed Valuation
EEOC	Equal Employment Opportunities Commission
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
ENTERPRISE FUND	A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises -- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management

control, accountability or other purposes. Examples of enterprise funds are those for utilities.

EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERP Software Package	Enterprise Resource Planning IL
ERT	Emergency Response Team
ESA	Environmental Site Assessment
ESDA	Emergency Services Disaster Agency. A disaster preparedness organization whose disaster plan has been state certified and can be utilized by Village departments to mitigate natural or technological disasters.
ESTIMATED REVENUE	The amount of projected revenue to be collected during the fiscal year. The revenue budgeted is the amount approved by the Village Board.
EXPENDITURES	If the accounts are kept on the accrual basis, this term designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt not reported as a liability of the fund from which retired, and capital outlays. If they are kept on the cash basis, the term covers only actual disbursement for these purposes.
EXPENSES	Charges incurred, whether paid or unpaid, for operation, maintenance and interest, and other charges which are presumed to benefit the current fiscal period.
FAE	Fire Apparatus Engineer
FD	Fire Department
FDSOA	Fire Department Safety Officers Association
FEMA	Federal Emergency Management Agency
FICA	Federally Insured Contributions Act (Social Security and Medicare)
FIDUCIARY FUNDS	Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs.

FISCAL YEAR	A twelve-month period of time to which the annual budget applies and at the end of which a municipality determines its financial position and results of operations. The Village of Richton Park has specified May 1 to April 30 as its fiscal year.
FIXED ASSETS	Assets of a long-term character in which the intent is to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.
FMLA	Family Medical Leave Act
FTE	Full Time Equivalent
FTO	Field Training Officer
FULL FAITH & CREDIT	A pledge of the general taxing power of the government to repay debt obligations (typically used in reference to general obligation bonds).
FUND	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other financial resources, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
FUND ACCOUNTS	All accounts necessary to set forth the financial operations and financial conditions of a fund.
FUND BALANCE	The excess of a fund's assets over its liabilities and reserves.
GENERAL FUND	The fund that is available for any legal authorized purposes and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. NOTE: The General Fund is used to finance the ordinary operations of a government unit.
GASB	Governmental Accounting Standards Board
GENERAL OBLIGATION BONDS	Bonds for whose payments are backed by the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bond are considered to be those from taxes and other general revenues.

GFOA	Government Finance Officers Association
GIS	Geographic Information System
GLTD	General Long-term Debt
GOAL	A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.
GOVERNMENTAL FUNDS	Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.
GPS	Global Positioning System
GRANT	A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function, but it is sometimes also for general purposes.
GSU	Governors State University
HazMat	Hazardous Materials
HIDTA	High Intensity Drug Trafficking Area
HIPPA	Health Insurance Privacy Protection Act
HOME	Largest Federal Block Grant to State and local governments designed exclusively to create affordable housing for low-income households
HPV	Human Papillomavirus
HQS	Housing Quality Standards
HUD	Federal Department of Housing and Urban Development
HVAC	Heating, Ventilation and Air Conditioning
I & I	Inflow and Infiltration
IAFC	International Association of Fire Chiefs

IAMMA	Illinois Association of Municipal Management Assistants
IBBP	Illinois Building Blocks Program
ICC	Illinois Commerce Commission
ICC	International Code Council
ICE	Illinois Clean Energy
ICHIEFS	International Chiefs
ICMA	International City Managers Association
ICOP	Digital Video Recording System Installed in Police Vehicles
ICSC	International Council of Shopping Centers
IDNR/PARC	Illinois Department of Natural Resources/Park and Recreational Facility Construction
IDOA	Illinois Department on Aging
IDOT	Illinois Department of Transportation
IDPH	Illinois Department of Public Health
IEPA	Illinois Environmental Protection Agency
IFCA	Illinois Fire Chiefs Association
IFF	Illinois Facilities Fund
IFFA	Illinois Fire Fighters Association
IFIA	Illinois Fire Inspectors Association
IGIG	Illinois Green Infrastructure Grant
ILAPA	Illinois Chapter of the American Planning Association
ILCMA	Illinois City Managers Association
ILDCEO	Illinois Department of Commerce & Economic Opportunity
ILEAS	Illinois Emergency Alarm System Mobile Field Force

ILLETS	Illinois Law Enforcement Training School
IMAP	IRMA Management Assessment Program
IMHRA	Illinois Municipal Human Relations Association, Inc.
IML	Illinois Municipal League
IMRF	Illinois Municipal Retirement Fund. A retirement fund covering Illinois municipal employees.
INCOME	This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of an enterprise's activities. As indicated elsewhere, the excess of the TOTAL revenues over the TOTAL expenses of the enterprise for a particular accounting period is called "net income."
INTERFUND TRANSFERS	Amounts transferred from one fund to another fund.
IPELRA	Illinois Public Employee Labor Relations Association
IRMA	Intergovernmental Risk Management Agency. A municipal insurance pool established to fund liability and workers compensation insurance.
ISAWWA	Illinois Section American Water Works Association
ISFSI	International Society of Fire Service Instructors
ISO	Insurance Services Office
IT	Information Technology
ITEP	Illinois Transportation Enhancement Program
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
J.U.L.I.E.	Joint Utility Locating Information for Excavators
LAPP	Local Agency Pavement Preservation Program
LEADS	Law Enforcement Agencies Data System

LIVESCAN	Inkless Fingerprinting System-Linked Directly to Bureau of Investigation – Joliet
M-Court	Administrative Adjudication Program
MABAS	Mutual Aid Box Alarm System
MACP	Manhole Assessment Certification Program
MainTrac	Maintenance Tracking Software
MAJOR FUNDS	Governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report. The general fund is always a major fund. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds for the same item.
MBE	Minority Business Expo
MDT	Mobile Data Terminal. Computers utilized in law enforcement vehicles for data retrieval.
MFT	Motor Fuel Tax
MIS	Management Information Systems
MMC	Metropolitan Mayors Caucus
MODIFIED ACCRUAL BASIS OF ACCOUNTING	Basis of accounting used in conjunction with the current financial resources measurement focus that modifies the accrual basis of accounting in two important ways; 1) revenues are not recognized until they are measurable and available, and 2) expenditures are recognized in the period in which governments in general normally liquidate the related liability rather than when that liability is first incurred (if earlier).
MOU	Memorandum of Understanding
MSI	Municipal Software Incorporated
MVNA	Motor Vehicle Non-Traffic Accident

NAFI	National Association of Fire Investigators
NAPWDA	North American Police Work Dog Association
NAHRO	National Association of Human Rights Workers Organization
NASSCO	National Association of Sewer Service Companies
NCBI	National Coalition Building Institute
NCBW	National Coalition of Black Women
NEMRT	North East Multi-Regional Training
NFP	Not for Profit
NFPA	National Fire Protection Association
NFPA 1710	Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments
NFR	No Further Remediation
NIMS	National Incident Management System
NIPC	Northeastern Illinois Planning Commission
NPDES	National Pollution Discharge Elimination System
NPELRA	National Public Employee Labor Relations Association
NRA	Net Restricted Assets
OAI	Opportunity Advancement Innovation in Workforce Development
OASIS	Outcome and Assessment Information Set
OBQI	Outcome Based Quality Improvement
OPERATING BUDGET	The portion of the budget that pertains to daily operations that provide the basic government services.

ORDINANCE	A formal legislative enactment by the governing board of a municipality.
OSHA	Occupational Safety Hazards Act
OSLAD	Open Space Land Acquisition and Development Grant
PAAC	Police Athletic Activities Center
PBIS	Positive Behavioral Interventions & Supports
PEER Programs	High school student groups made up of same age/grade/race or special interest, assisting school faculty with mentoring, leadership, mediation and being role models
PEG	Public Education and Governmental Access Programming
PERSONNEL SERVICES	Costs related to compensating Village employees, including salaries, wages and benefits.
PHTLS	Pre-Hospital Trauma Life Support
POC	Paid On Call
POP	Problem Oriented Policing
PPE	Personal Protective Equipment
PPRT	Personal Property Replacement Tax
PROPERTY TAX	Property taxes are levied on real property according to the property's valuation and the tax rate.
PROPRIETARY FUNDS	Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.
PSEBA	Public Safety Employees Benefit Act
QR codes	Quick Response codes
RECon	International Conference of Shopping Centers Real Estate

	Convention
RecTrac	Recreation and Parks Tracking Software
REDCC	Regional Economic Development Coordinating Council A regional organization designed to enhance the business climate by attracting new businesses and retaining existing businesses.
RFP	Request for Proposals
RFPD	Richton Park Police Department
RFQ	Request for Qualifications
RESERVE	An account used to indicate that a portion of a fund balance is restricted for a specific purpose.
RETAINED EARNINGS	An equity account reflecting the accumulated earnings of the Village's enterprise funds.
REVENUES	Funds that the government receives as income.
SAFER	Staffing for Adequate Fire and Emergency Response
SCADA	Supervisory Control and Data Acquisition, Computerized system of monitoring water flow and levels at the water plant.
SDWA	Safe Drinking Water Act
SMART	Suburban Major Accident Reconstruction Team
SNL	Saturday Nite Live, a Senior High School age Open Gym operated by PAAC
SPECIAL REVENUE FUNDS	A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
SSACOP	South Suburban Association of Chief's of Police
SSERT	South Suburban Emergency Response Team. A multi-jurisdictional law enforcement group specially trained in hostage situations.
SSHC	South Suburban Housing Coalition

SSLBDA	South Suburban Land Bank and Development Authority
SSMCTF	South Suburban Major Crimes Task Force
SSMMA	South Suburban Mayors and Managers Association
SSOs	Sanitary Sewer Overflows
SSSRA	South Suburban Special Recreation Association
SSWWA	South Suburban Water Works Association
STAND UP	Special Tactical and Neighborhood Deployment Unit of Policing
STAR	Sustainability Tools for Assessing and Rating Communities
STDB	Site To Do Business Online
STP	Surface Transportation Program
SWAT	Special Weapons and Tactics
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.
TAX LEVY	The total amount to be raised by general property taxes for operating and debt service purposes specified in the Tax Levy Ordinance.
TAX LEVY ORDINANCE	An ordinance by means of which taxes are levied
TCBSD	Thorn Creek Basin Sanitary District
TCSP	Transportation/Community & System Preservation
TIF	Tax Incremental Financing. A process by which the equalized assessed value of a property is frozen, improvements made and the additional taxes generated as a result of the increased assessment captured and utilized to repay eligible project costs.
TOD	Transit Oriented Development

ULI

Urban Land Institute

UPS

Uninterrupted Power Source. This piece of equipment provides a battery backup for computer equipment.

USEPA

United States Environmental Protection Agency

WATER & SEWER FUNDS

Funds established to account for operations of the water and sewer system. Both are operated in a manner similar to private business enterprises where the intent is cost recovery.

WEN

Will County Economic Network