



Village of Richton Park

ILLINOIS



*Distinguished
Budget
PRESENTATION
Award*

2017 | 2018 BUDGET

richtonpark.org



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***Village of Richton Park
2018/2019 Budget***

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Village of Richton Park

2018/2019 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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
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PRESENTED TO

Village of Richton Park

Illinois

For the Fiscal Year Beginning

May 1, 2017

Christopher P. Morill

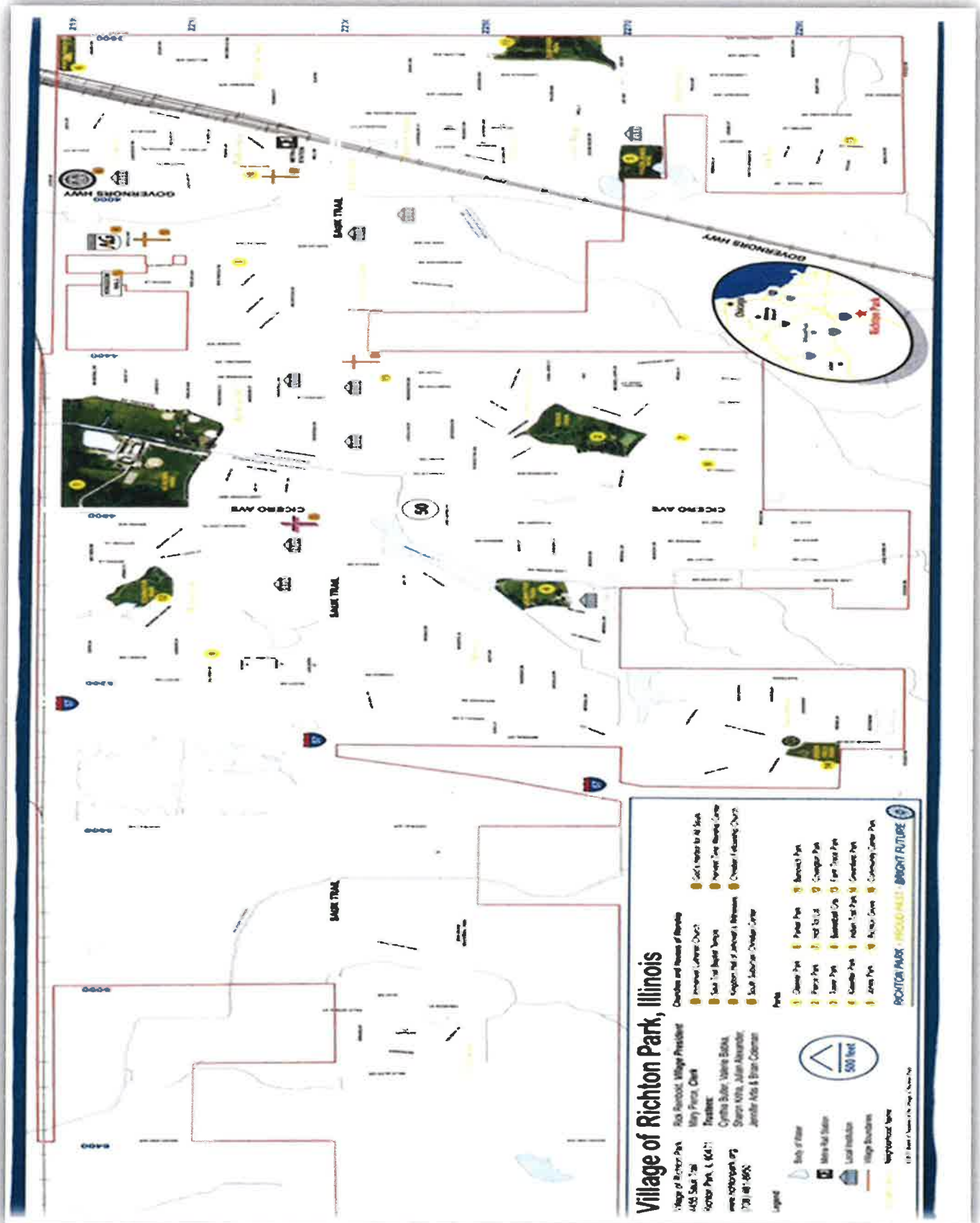
Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Village of Richton Park, Illinois, for its Annual Budget for the fiscal year beginning May 1, 2017.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

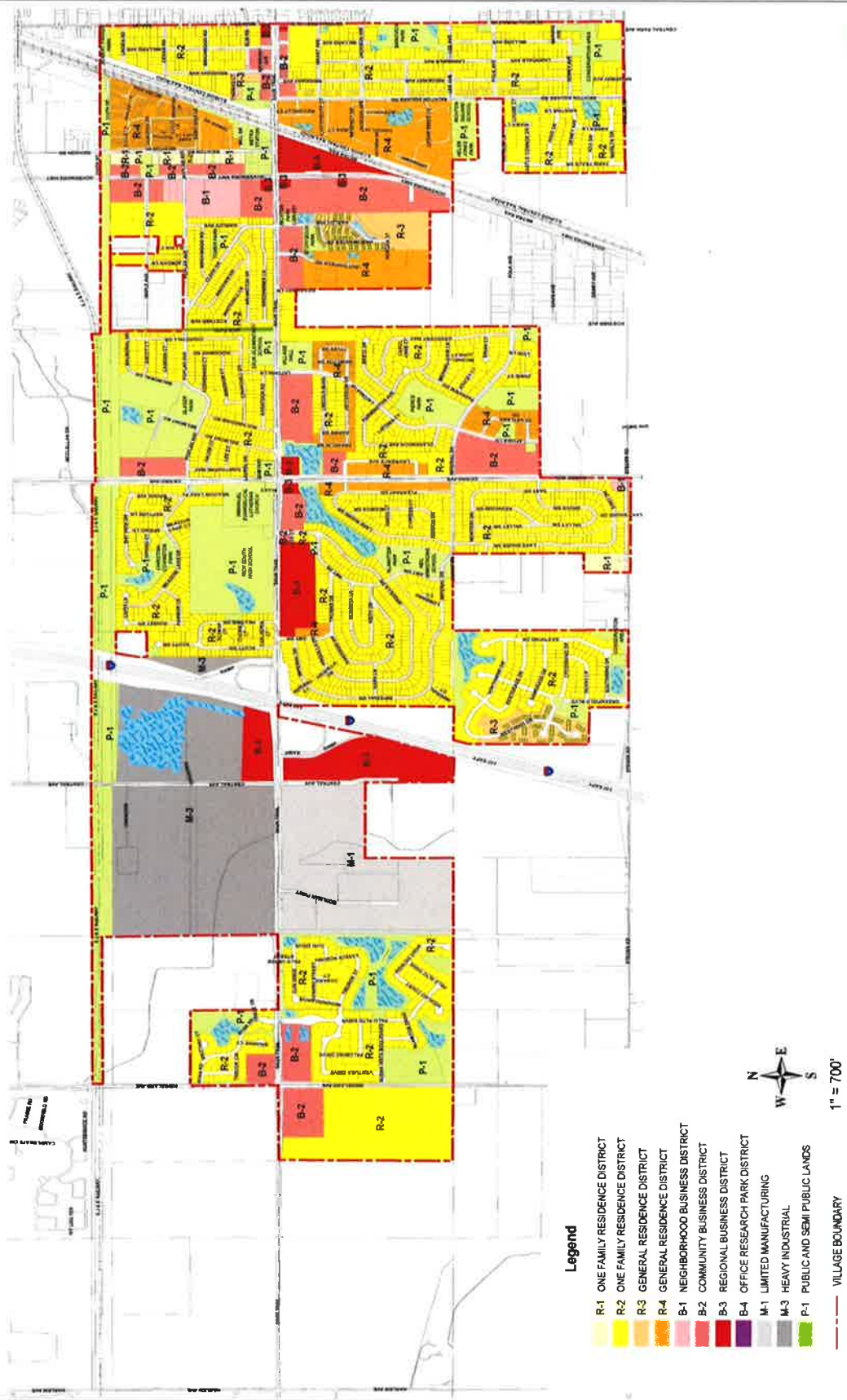
This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

INTRODUCTION OF THE VILLAGE OF RICHTON PARK



INTRODUCTION OF THE VILLAGE OF RICHTON PARK

VILLAGE OF RICHTON PARK, ILLINOIS ZONING MAP



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 after an early settler 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 County at Richton Park and continued into Indiana, through St. Joseph, 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 Interstate 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.

INTRODUCTION OF THE VILLAGE OF RICHTON PARK

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 along 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 one-unit detached structures. Over 94% of those households 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. With 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 the Village's 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 sixty 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.

As of April 2018, the Village of Richton Park has 75 full-time employees and approximately 75 permanent employees (non-season).

CENSUS INFORMATION

	2000	2010	Projected 2021
Population	12,533	13,646	14,163
Median Age	33	39.7	35
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

Race & Ethnicity	2010		Projected 2021	
	Number	%	Number	%
Caucasian	1,733	12.7	1,757	12.4
African Americans	11,244	82.4	11,392	80.4
Hispanic Origin (any race)	478	3.5	483	3.4
Other	307	2.3	655	4.6

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

Senior Population	2000	2010	2021
65 and over	958	1,175	1,108

Education Level	2017
High School Graduate	12,757
Bachelor's/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 explains the scope of services and job responsibilities of the department. This section also mentions 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, Fiscal Year 2016/2017, Budget and actual as of 2-28-18 for the FY2017/2018 budget, with proposed expenditures for 2018/2019 Budget. This included the percentage change between Fiscal Year 2017/2018 Budget and Fiscal Year 2018/2019 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, Commuter Parking, Refuse), Capital Projects, Motor Fuel Tax, and five active TIFs.

SUPPLEMENTAL SCHEDULES:

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

EXAMPLE:

If a resident was interested in how much the Village planned to spend for the Canine Unit expenses, he/she would first read the section titled "Department Function" to determine which department canines are assigned. In doing so, the resident would learn that the Canine Unit is a function of the Police Department. In the Police Department section, the Departmental Budget Summary would indicate, under Operating, that the Canine unit expenses is budgeted at \$15,000 for the Fiscal Year 2018/2019.



April 23, 2018

President Rick Reinbold
Board of Trustees
Richton Park, Illinois

Dear President Reinbold and Trustees:

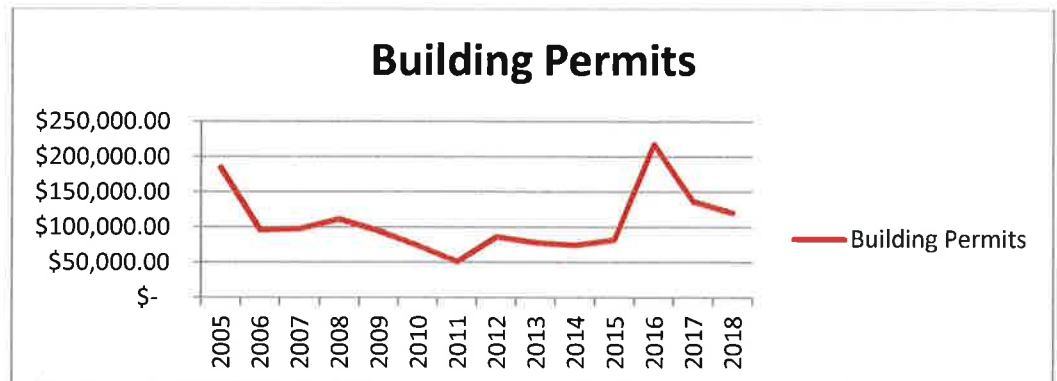
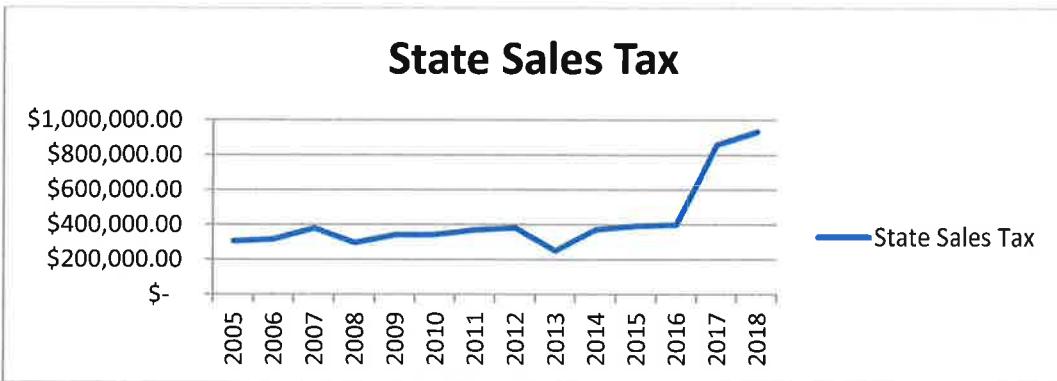
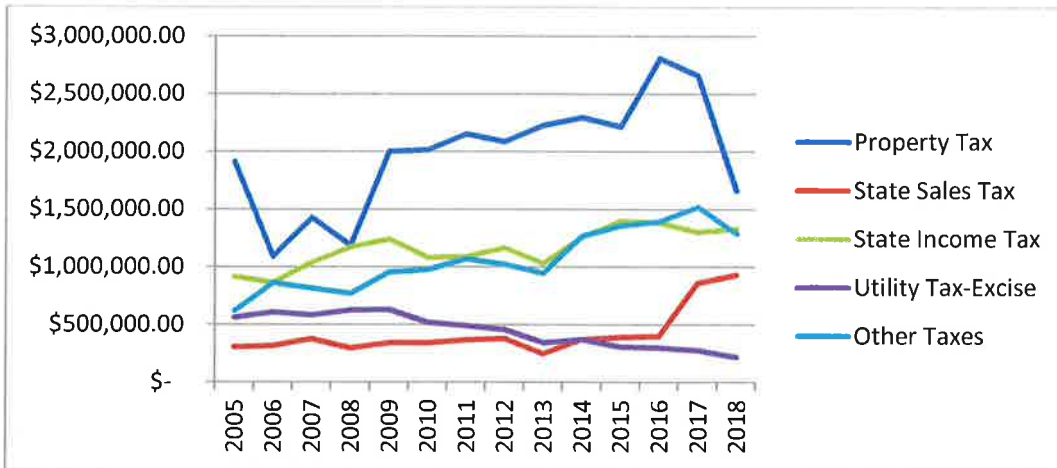
Transmitted here within is the budget for the Fiscal Year beginning May 1, 2018 and ending April 30, 2019. The Village of Richton Park operates under the Budget Act, as outlined in Chapter 65, Section 5/8-5-1 of the Illinois Compiled Statutes, and local ordinances related to the budget derived from the 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 \$9,800,959. General Fund revenues are projected at \$9,034,913. The General Fund expenditures exceed proposed revenues by \$766,046. A portion of the Fund Balance will be utilized to fund the difference between proposed revenues and expenditures. The 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 \$20,518,710. Budgeted revenues for all funds are \$20,614,235.

TRANSMITTAL LETTER

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, which reduced utility taxes, sales taxes, and water and sewer revenue. In addition, the housing market crisis stalled potential housing developments and reduced building permit fees and inspection fees. Sales tax has increased tremendously but this is particularly due to the Walmart that opened midway FY2016. Over the past few years we have seen some growth but not on a consistent level.



TRANSMITTAL LETTER

In an effort to maintain service levels and hold down property taxes, the Board approved a 4.99% levy increase for 2017. This levy increase was entirely related to pensions. The General Corporate Levy had a 0.04% increase. In 2016, 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 costs increased for 2018/2019.

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 particularly relating to the downturn of the economy. 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 the 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. Base 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 as clear and comprehensive a 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 within the economy. One of the future concerns involves the State retaining part of the Local Government Distribution Fund (LGDF), which distributes the municipal share of Income Tax.

The 2018/2019 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 made an effort to assess core versus non-core services. Core services are considered central to the operations, where as non-core are outside the normal activities or operations of the Village. Over the years the Village has expanded its services by 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 related to the Village include:

- Municipal Parking Lots
- Parks & Recreation and their related programs and infrastructure

These services are being evaluated using the "Triple Bottom Line" approach, defined as capturing the essence of sustainability by measuring the impact of an organization's activities on the world, including both its profitability and shareholder values and its social, human and environmental capital. 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 2019, 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 liability, health insurance, pension costs and SouthCom charges.

SALARIES

Salaries are by far the largest expense at the Village. For the past three years the increase has been 2.5% and for FY2019 the increase will be at 2.75%. The Village has two unions (AFSCME and FOP) and both have the same rate increase for FY2019 at 2.75%.

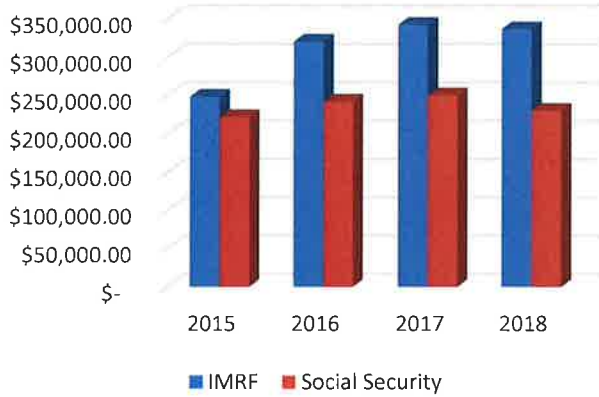
Vacant position replacement will continue to be evaluated for cost savings. Job descriptions have been updated to include consolidation of work, which has led to upgraded or eliminated positions, and restructuring from full-time to part-time positions. In the Public Works Department, both the Director and Assistant Director left the Village in October of 2017, and the positions were not filled until December 2017 and February 2018. In the Community Services Department the Director was re-classified under the Community/Economic Development Department as of November 2017. The Finance Department assumed the responsibilities for the Parks and Recreation and Community Services Department thus eliminating a position and reclassifying duties.

The following graphs show the four year comparison of salary costs and the number of employees that worked per year. As you can see, the number of employees worked in a year has increased, while the costs have decreased. This is due to the re-classification of some positions and our internship program that the Village ran in FY2018 for the first time. Other payroll related expenses, such as health insurance and overtime, has increased, whereas IMRF and Social Security have decreased slightly.

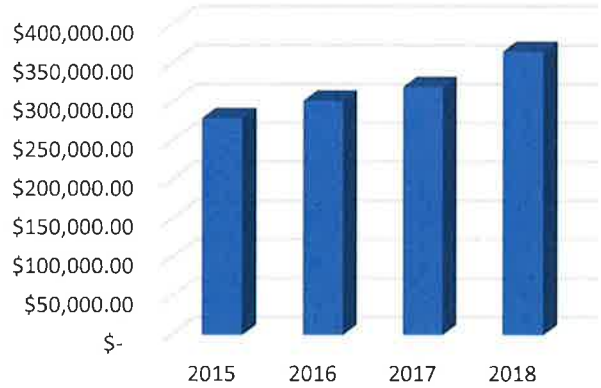
TRANSMITTAL LETTER

	2015	2016	2017	2018	2015	2016	2017	2018
Admin	\$ 314,425.64	\$ 322,198.88	\$ 279,198.35	\$ 379,510.07	12	12	11	12
Building	\$ 91,866.86	\$ 108,611.20	\$ 114,942.87	\$ 68,186.02	2	2	2	1
Planning/Zoning	\$ 136,185.01	\$ 157,779.92	\$ 129,651.33	\$ 130,152.10	2	2	2	10
Code Enforcement	\$ 57,738.55	\$ 91,155.96	\$ 97,589.39	\$ 104,598.14	2	3	3	3
Community Services	\$ 80,073.19	\$ 109,687.83	\$ 113,453.32	\$ 169,113.09	3	3	3	4
Finance	\$ 399,305.35	\$ 447,739.86	\$ 362,275.69	\$ 404,753.69	8	10	10	8
Fire	\$ 747,295.94	\$ 881,989.31	\$ 953,511.46	\$ 936,736.23	48	47	46	45
Police	\$ 2,416,185.91	\$ 2,493,170.18	\$ 2,508,047.13	\$ 2,445,354.04	43	47	43	46
Public Works	\$ 462,478.28	\$ 575,230.69	\$ 597,075.87	\$ 521,639.08	14	16	17	23
Parks	\$ 287,708.64	\$ 243,757.07	\$ 291,671.30	\$ 174,702.65	23	25	31	27
CPL	\$ 64,434.15	\$ 62,040.15	\$ 71,622.65	\$ 67,456.98	5	6	4	4
Water&Sewer	\$ 115,270.16	\$ 108,857.73	\$ 147,423.78	\$ 143,422.90	3	3	3	4
	\$ 5,172,967.68	\$ 5,602,218.78	\$ 5,666,463.14	\$ 5,545,624.99	165	176	175	187

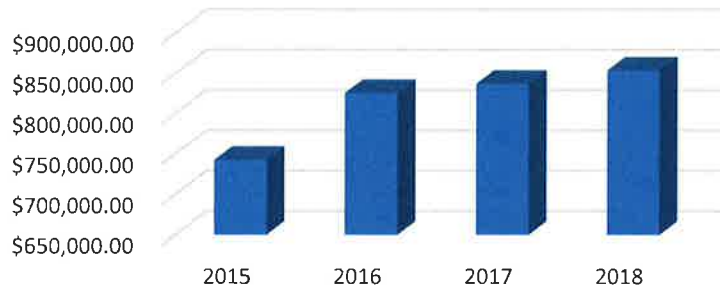
Payroll Related Expenses



Overtime

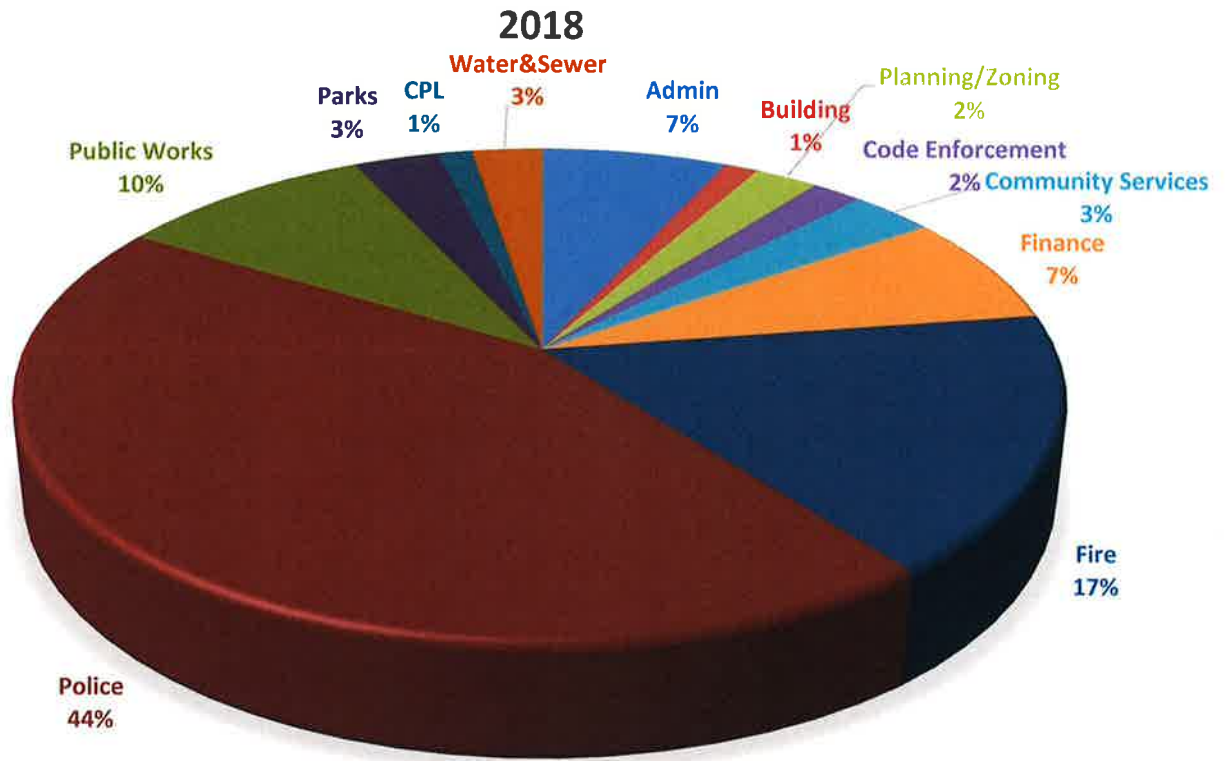


Health Insurance

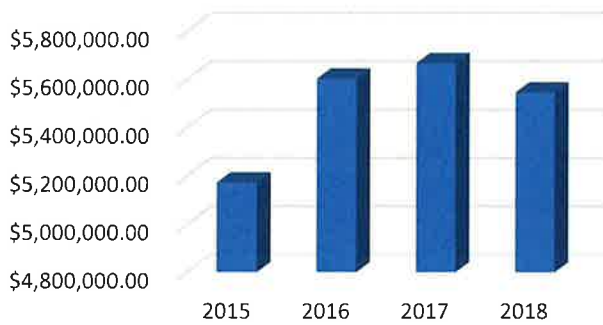


TRANSMITTAL LETTER

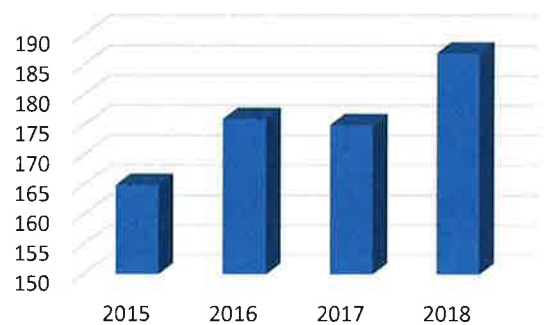
This graph shows the breakdown of the Village Payroll expenses based on department. The Police Department takes up nearly half of the salary budget at 44%, next in line is the Fire Department at 17% and the remaining departments consist of the remaining 39% of the salary budget.



Totals



Employees



IRMA:

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

IRMA Costs

		Annual Contribution	Surplus Credit	Optional Deductible Credit	Net Premium Paid by Village
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
2018		\$266,497	(\$59,231)	-	\$207,266

*years where there was no surplus credit to reduce payment

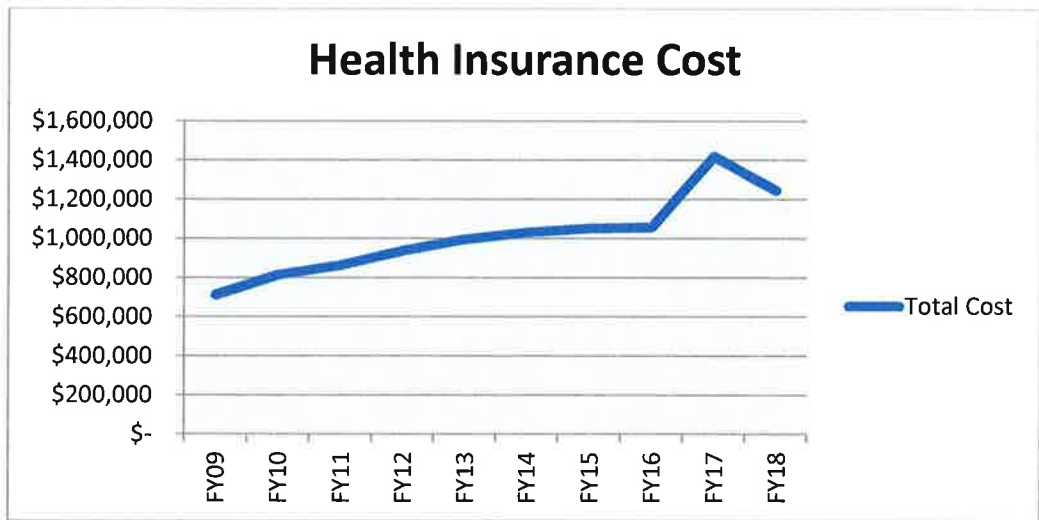
Worker safety and training are critical to hold the line on this cost. The surplus credit is derived from investment income of the fund.

HEALTH INSURANCE

The cost of medical, vision, dental and life insurance rates have increased over the years.

Health Insurance Costs

	Total Dollars	Percent Change
FY 2008/2009	\$711,008	25.0%
FY 2009/2010	\$811,925	12.4%
FY 2010/2011	\$862,054	5.8%
FY 2011/2012	\$935,483	7.9%
FY 2012/2013	\$994,878	6.0%
FY 2013/2014	\$1,029,184	3.3%
FY 2014/2015	\$1,050,090	1.2%
FY 2015/2016	\$1,054,841	0.5%
FY 2016/2017	\$1,417,927	25.6%
FY 2017/2018	\$1,244,972	-14%



Employee health and wellness initiatives, such as screenings, as well as an establishment of a health saving account (HSA) option, have been undertaken to reduce costs. The Village’s overall cost for health insurance is \$1,244,972. Duty disabled police personnel that qualify for Public Safety Employees Benefit Act (PSEBA) benefits and for the fixed stipend offered to retired personnel with twenty years of service for a maximum of ten year period until the age of sixty five is included in this number.

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 Tax 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 corporate levy by the \$383,000 needed to increase the Police Pension actuarial recommendation. The Village does not have a Fire Pension.

SOUTHCOST 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 would have been faced with 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 .87¢ per line for both cell and land lines, effective January 2017. Previously, land lines were at \$1.25 and cell lines were at .78¢ per line per month. The statute protects prior revenue levels for two years. The following is a history of SouthCom participation costs since 2008:

Annual Cost Net of Surcharge
Based on SouthCom Fiscal Year

2009/2010	\$338,560
2010/2011	\$385,528
2011/2012	\$422,712
2012/2013	\$430,264
2013/2014	\$449,201
2014/2015	\$481,540
2015/2016	\$468,778
2016/2017	\$452,673
2017/2018	\$461,302

SouthCom costs are anticipated to increase by 2% for 2018/2019.

These costs represent 83% of Police service calls and 17% of Fire service calls. Costs are allocated to communities based on average share of calls per Village as follows:

SouthCom
Richton Park Calls for Service

	Police	Fire	Total
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
2017	11,993	2,471	14,464

REVENUE PROJECTIONS 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

	2009	2010	2011	2012	2013
Sales/Use Tax	\$ 548,187	\$ 503,096	\$ 567,229	\$ 580,242	\$ 418,946
Utility Tax	\$1,229,843	\$1,181,908	\$1,202,615	\$1,120,871	\$ 992,878
Income Tax	\$1,241,255	\$1,081,831	\$1,089,520	\$1,164,863	\$1,031,141
Non Home Rule	\$ 122,339	\$ 129,917	\$ 140,445	\$ 140,651	\$ 106,825
Replacement	\$ 24,722	\$ 21,908	\$ 23,974	\$ 21,840	\$ 21,518
Building Permits	\$ 94,233	\$ 73,583	\$ 51,123	\$ 86,267	\$ 77,783
Property Tax	\$1,999,905	\$2,016,204	\$2,154,267	\$2,085,928	\$2,229,610
Totals	\$ 5,260,484	\$ 5,008,447	\$ 5,229,173	\$ 5,200,662	\$ 4,878,701

	2014	2015	2016	2017	2018
Sales/Use Tax	\$ 605,779	\$ 672,242	\$ 713,511	\$1,195,569	\$1,286,678
Utility Tax	\$1,231,481	\$1,191,924	\$1,202,061	\$1,135,706	\$1,096,252
Income Tax	\$1,259,261	\$1,399,538	\$1,383,193	\$1,301,658	\$1,445,458
Non Home Rule	\$ 148,949	\$ 153,923	\$ 154,750	\$ 298,928	\$ 320,057
Replacement	\$ 24,541	\$ 36,609	\$ 21,388	\$ 25,636	\$ 19,277
Building Permits	\$ 74,331	\$ 82,128	\$ 217,995	\$ 136,441	\$ 124,663
Property Tax	\$2,296,857	\$2,215,985	\$2,809,350	\$2,659,363	\$1,681,723
Totals	\$ 5,641,199	\$ 5,752,349	\$ 6,502,248	\$ 6,753,301	\$ 5,974,108

Income Tax is one of the Village’s major revenue sources. The 2018/2019 budget includes projected income of \$1,425,000. Which is a nine percent increase over last year’s budget. This is due to the economy and how the unemployment rate in Illinois is decreasing.

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Sales Tax since 2016 has increased and plays a large role in revenue source for the Village since the opening of the Walmart. The Village is predicting more businesses within the next few years due to the Walmart, a 1% Enterprise Zone Sales Tax and other prime property which will help in the sales income tax.

Property Taxes have been budgeted at 97% of the tax levy. Property Taxes can fluctuate based on the amount of occupied homes. With the economic growth that seems to be happening, the outcome should increase the Village’s property taxes received.

Various services produce revenue for specific funds to help offset costs and provide our residents/customers with services. The Village has passed a five year budget plan with rate increases to help offset and cover costs associated with these rates.

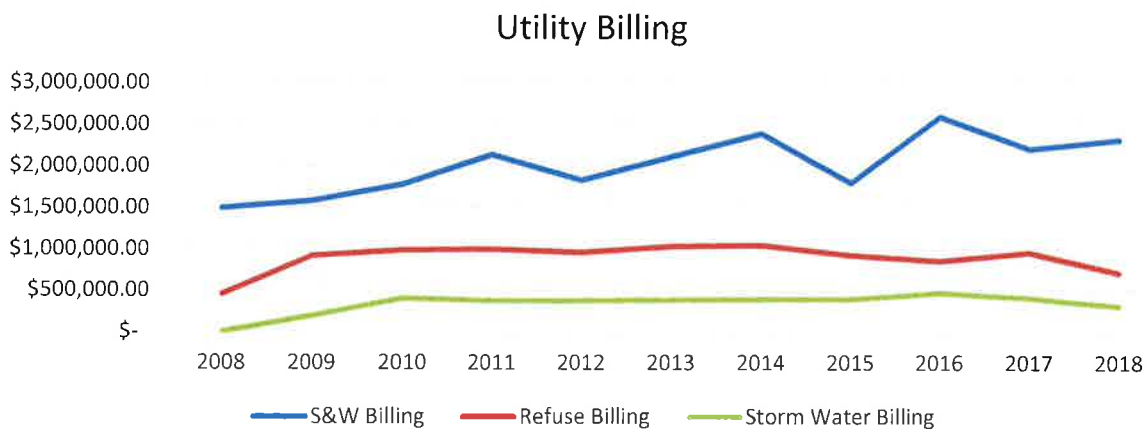
For FY2018/2019 the following rates are included in the Budget as presented:

UTILITY BILLING

Utility Bills are issued on a quarterly basis: March, June, September and December. In 2018, the Village installed new water meters throughout the Village and changed the measurement from cubic feet to gallons.

March 1, 2018 Utility Billing Rates

Water	\$6.03 per 1,000 gallons
Sewer	\$2.01 per 1,000 gallons
Refuse	\$80.36 per quarter
Storm Water	\$20.17 per quarter



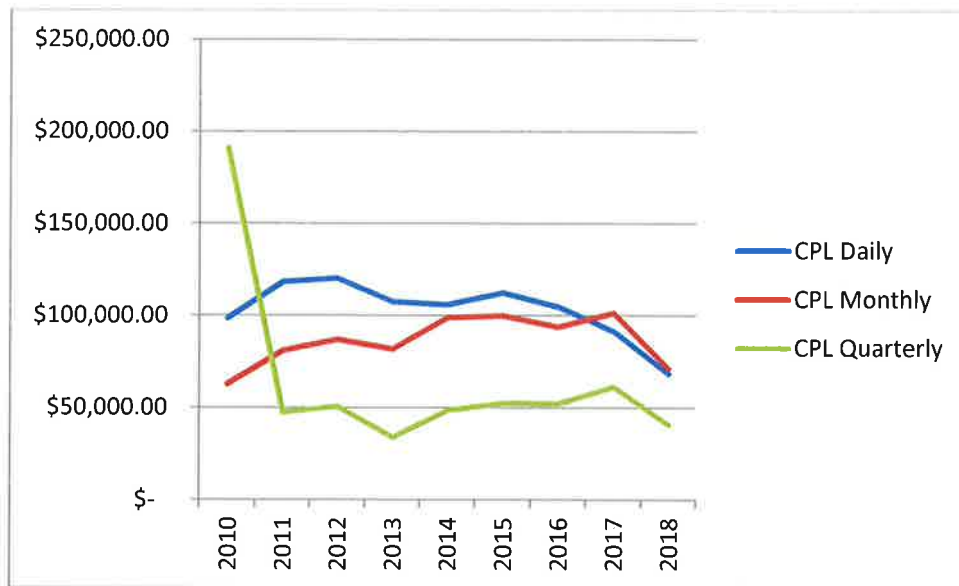
COMMUTER PARKING

The Village has three options for parking at the Metra station: Daily (2 lots one on east side of tracks, one on west side of tracks), Monthly Parking and Quarterly Parking. Monthly and Quarterly passes must be purchased at the Village Hall where the daily parking can be paid onsite or via a cellphone app.

May 1, 2018 Commuter Parking Rates

Daily	\$1.50
Monthly Parking Pass	\$32.00
Quarterly Parking Pass	\$85.00

Commuter Parking -Metra



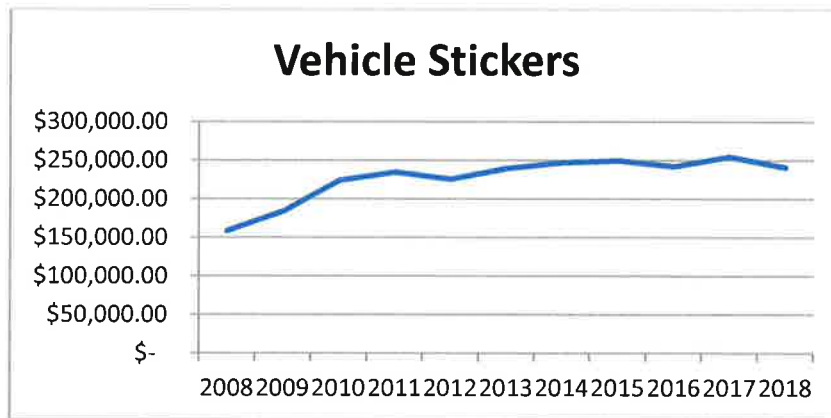
VEHICLE STICKERS

All residents that have a vehicle that is parked within Village limits must purchase a vehicle sticker.

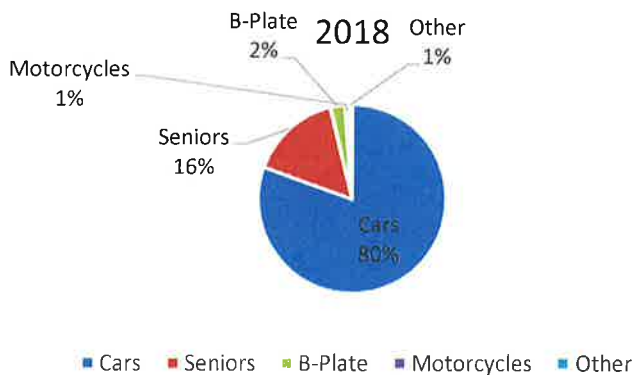
May 1, 2018 Vehicle Sticker Rates

Car	\$ 49.00
Motorcycle	\$ 40.25
Truck (A/B)	\$ 55.00
Truck (C or Higher)	\$ 77.50
RV	\$ 47.50
Disabled Vets/POW*	\$ 1.50
Vehicles Religious/Charitable	\$ 10.00
Seniors (65years+)*	Free

*Limit one discount per household



Fiscal Year 2018 Stickers Sold



Cars	4,646
Seniors	910
B-Plates	141
Motorcycles	46
Other	32
Total	5,775

The Village continues to solicit potential grants to help aid in the development of the Village and offset expenses. 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. The Village has just recently hired a new Community/Economic Development Director in hopes of bringing fresh ideas and experience to attract new businesses and/or developments. These are just a few things the Village is working on in order to help increase the population and increase future revenues.

3. Maintaining a Leadership Role in the Region

The Village maintains leadership positions in many organizations and associations. This involvement is acknowledged as one of the Village's five year goals to "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 to develop new leaders.

Organizations Richton Park is involved in:

- South Suburban Mayors and Managers Association
- SouthCom Combined Dispatch
- South Suburban Housing Collaboration
- South Suburban Land Bank Development Authority
- American Planning Association
- Chicago Metropolitan Agency for Planning
- Illinois Municipal League
- ILCMA: Illinois City/County Manager's Association
- ICMA: International City/County Manager's Association
- National League of Cities
- Metropolitan Mayors Caucus

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 sixty 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 \$1,521,727 of capital improvements are included in Fiscal Year 2018/2019 Budget. This includes \$906,000 for infrastructure improvements throughout the Village, \$155,000 for streetlight improvements, \$375,000 for new software and video surveillance for the Village Hall and the Metra parking lots, \$35,727 for vehicles and \$50,000 for contingencies. This agrees with the capital improvements within our Capital Improvement Plan (CIP).

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:

- New Vehicles Purchased
 - Fire Department: 2 new ambulances
 - Public Works: 1 one-ton truck
 - Police Department: 10 new vehicles, average two annually
 - Parks & Recreation: 5 new vehicles
 - Code Enforcement: 2 new vehicles
 - Building Department: 2 trucks
- Maple Avenue Culvert infrastructure project was started.
- CNN Railroad Sound Wall is constructed.
- Newly Constructed Community Center
- Latonia street resurfacing
- Meadowlake Drainage Improvement
- Library Improvements
- Sauk Trail Streetscape Project
- Lakewood Plaza Renovations
- Sauk trail west of Cicero- widened and resurfaced
- Metra Station- resurfaced and striped

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- New Retro Streetlights- project started in FY2018 and will continue this year.
- Water Infrastructure – work has been started on the well stations for updating, replacement and maintenance of the well stations. The Village has obtained a bond to help offset these costs and this is an ongoing project.

The proposed capital spending for 2018/2019 include costs associated with the following major projects:

- Water Infrastructure- the infrastructure needs of the water system now focus on water mains, the distribution system of water. The Village has obtained a bond to help offset the costs associated with major infrastructure updates needed in regard to our water infrastructure. These updates include: updating the well towers, updating the water plants, replacing old equipment and the upkeep of the waterlines. This is an ongoing major project for the Village. Each year the Village budgets to help replace large areas of water main. This year the area covered is from Karlov to Birch on Clark Drive.
- 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.
- Software and Surveillance Cameras- This year the Village is looking to replace their current financial software as it is outdated. The Village is currently working with software from 2004 that is in need of updating to stay up to date with technology. The Police Department is working on surveillance cameras to help increase safety at the Metra Commuter parking lot. Residents will also feel more secure knowing the lot is on video surveillance.
- MFT Projects-MFT projects are associated with our Motor Fuel Tax fund. For FY2019 the budget of \$190,000 is related to MFT projects such as sidewalks/curbs, roadway patching, crack sealing and structural overlay.

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 initiatives will continue.

ECONOMIC GROWTH INITIATIVES

In June 2016, the construction and occupancy of an approximately 183,000 square foot Walmart Supercenter was completed. The Village entered into an agreement that states 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 Walmart Supercenter.

In March 2016, the Village entered into a redevelopment agreement with Mack Companies whereby title to the Lakewood Plaza and the vacant parcels east of Lakewood Plaza were transferred to Mack with the expectation that they 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. Pan America Bank, financier for Mack Companies in regards to the Lakewood Plaza, is working to transition control of the Lakewood redevelopment. Furthermore Village staff is working with the new entity in an attempt to complete the project in conformance with the originally approved development agreement.

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 2018/2019.

In 2013, the village adopted the redevelopment plan for the Town Center TIF District, which calls for the increase of residential and commercial intensity (throughout 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

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beautification project and is currently exploring development opportunities. The Village did solicit a Request-for-Qualifications, and submittals were received at the end of March 2018. Staff is reviewing the qualifications and will be proceeding to interview and narrow the submitters in anticipation of a developer section in Quarter 3 of 2018.

Interest in development and redevelopment activity within the Town Center district as well as other areas throughout the Village has increased, along with the strengthening economy. A combination of single parcel and multi-parcel redevelopment proposals are currently in early stage discussions and include commercial/retail, multi-family residential, mixed-use, and industrial projects.

The Village undertook preparation and adoption of a Business Improvement District designation so as to further strengthen its available economic development incentive tool-kit. Use of the BID incentives will be available to the Village in Quarter 2 of 2018.

Staff continues to take an active role in Select Chicago Southland (SCS), a working group of Southland communities 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, web hosting, and mapping services to the SCS members. The group has participated in ReCon conventions for the past three years in Las Vegas and will be participating in 2018. 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 represents another economic development incentive that may be used to assist in "leveling the playing

field” for commercial and industrial business considering locating in the Village of Richton Park.

SSMMA has received a Local Technical Assistance project from CMAP to work with the Village of Park Forest, Hazel Crest, Richton Park and Lynwood on New Homes for a Changing Region Plan. 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 complete in 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 the properties, keeping in mind that Village ownership not only takes the properties off tax rolls, it redirects Village taxes to other property owners and increases tax rates. Working with the South Suburban Land Bank and through our own redevelopment activities the Village is aggressively working to return these underperforming properties to tax producing status. We continue to monitor targeted properties, and where appropriate, acquire and consolidate parcels for future development/redevelopment activities.

MARKETING AND PUBLIC RELATIONS

The Board approved the hiring of a full-time Media Coordinator May 2016. Since that initiative, the Village website has been enhanced, and the 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 were developed 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 Health 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 the key to having the ability to make decisions in advance of crisis. Another critical financial tool is monitoring fund balance. In FY2019, the Village has implemented new expense tracking when it comes to check requests. Each department will be responsible for tracking their budget balances each time a check is submitted. There is also a new software program called OpenGov that will give department heads another source to help monitor their department budgets. 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 that are completed. Reserves are used to give staff and elected officials time, resources and opportunities 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 2018/2019 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 2018/2019 is year three of the implementation of the Board’s five year goals.

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In 2018/2019 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. While maintaining emphasis on fiscal conservatism, the 2018/2019 Budget plans to accomplish several major capital improvements.

In short, the 2018/2019 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 and economic initiatives involving maintenance and crime control.

The budget document presented for your consideration is a line-item budget. Each section begins with descriptions of the department's function, an analysis of the accomplishment of prior year's objectives, objectives for the 2018/2019 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:

1. As a planning tool
2. As an instrument of control over expenditures
3. As a communication device.

TRANSMITTAL LETTER

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 viewing. 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 Brandi Margulin, Senior Financial Associate is worth noting.

In conclusion, we are pleased to transmit to the President and the Board of Trustees the 2018/2019 Budget for the Village of Richton Park.

Sincerely,



Regan Stockstell
Village Manager



David Sevier
Treasurer/Finance Director

**BUDGET MESSAGE
2018/2019**

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 2018/2019 Budget does not propose any new major initiatives. Rather, there are trends to shift resources from one area of the Village to the other areas and 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 and commuter parking passes.

Historically, conservative financial principles have been the backbone of the Village's fiscal planning. To this end, the 2018/2019 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 2018/2019 to maintain the standard services that have come to be expected by the community. 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 2018/2019 to keep up with the increasing volume of work. Implementation of a Village-Wide Sustainability Plan will also continue in 2018/2019.

The Village will also embark upon some areas of transition. For example, combining the Parks & Recreation and Community Services under the direction of the Finance Director. Over the past few years these two departments have had some profit but normally either break even or have a deficit. Under the direction of the Finance Director there is plan to have the Village become more aware of their spending and finding ways to help increase the profit for all events.

BUDGET MESSAGE

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 (ex. Program revenues) for various Village operations continue to dwindle, analysis will continue to be carried out on which services are more 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. The Village will continue its diligence in seeking grant funding from any number of state, regional and national sources.

The 2018/2019 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 2018/2019 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 Police Plan, Community Input, Strategic Planning Workshops and the development of a Capital Improvement Plan. Steps six through nine describe the budget adoption, implementation, and amendment and audit process.

1. THE STRATEGIC POLICY PLAN:

The Village's Strategic Policy Plan, entitled *Proud Past-Bright Future: Strategic Action Plan* was created in 2011 by a community planning process. 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 2011 planning project has expired, the Board goals for Fiscal Year 2018/2019 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 five year goals for 2016/2017 to 2020/2021, the Board re-affirmed 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 second and fourth 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 revenue for community input is the volunteer Boards/Commissions serving the 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 citizens initiatives to environmental programming and human relation issues. Additional statutory bodies such as the Planning 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 2018/2019 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 includes 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 be established as follows and will be worked toward through 2018/2022.

FIVE 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 2017, December 2017, 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 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. 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 reduce Capital Improvements Plan compared to recent fiscal years. After several years of deferring capital items, the 2018/2019 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 2017 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 the Senior Financial Associate review departmental budgets. They evaluate the departmental budgets based upon the Strategic Police 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 the public inspection at both the Village Clerk's Office in the 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 budgets' 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 23, 2018. 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 review.

8. BUDGET AMENDMENTS:

Actual costs and unanticipated expenditures are constantly evaluated against the 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 expenditures.
- 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 addition 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

BUDGET MESSAGE

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 2018/2019, the operating budget for the general funds contains \$9,800,959 of expenditures. This represents a 10% increase in expenditures from the prior year budget to General Fund. Revenues for the General Fund are \$9,034,913.

For Fiscal Year 2018/2019, the combined budget of all funds reflects \$20,518,710 of expenditures. This represents a 25% increase in expenditures for all funds. Budgeted revenues for all funds are \$20,614,235, although it is somewhat misleading to compare total revenues and expenditures for all funds since some funds utilize fund balance, such as the Motor Fuel Tax Fund which accumulated funds for roadway projects.

The Fiscal Year 2015/2019 Budget recommends a transfer of \$791,000 to Capital Projects, \$120,000 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 two 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 2017, which provides the property tax base for the 2018/2019 Budget, provided for a 2% growth in those departments, programs and services funded by general property taxes including capital expenditures. The 2018/2019 Budget funds the Board's goals of continued economic development, civic engagement, young programming and major infrastructure improvements across the Village. The 2018/2019 Budget includes a salary step increase for eligible employees with a 2.5% to 2.75% cost of living adjustment for all employees outside of the collective bargaining units. A 2.75% increase is in place of unionized personnel for both the FOP Union and the AFSCME union employees.

BUDGET MESSAGE

Following is a chart that depicts Full Time Equivalent (FTE) personnel, by department, from Fiscal Year 2014/2015 through Fiscal Year 2018/2019 projected.

Department*	FY2015	FY2016	FY2017	FY2018	FY2019
Administration	4.0	4.0	4.0	4.0	4.0
Building	2.2	2.2	2.2	1.2	1.2
Planning & Zoning	2.0	3.0	3.0	3.5	4.5
Code Enforcement	2.5	2.5	2.5	2.5	2.5
Community Services	2.0	6.0	6.0	7.0	11.5
Finance	8.5	8.5	7.0	7.2	7.2
Fire	22.0	22.5	22.5	22.5	22.5
Police	35.0	38.0	36.0	40.0	41.0
Public Works	11.0	12.0	11.0	12.0	17.5
Totals	89.2	98.7	94.2	99.9	111.9

*Does not include seasonal positions.

1. Fiscal Year 2016 includes an addition of 9.5 full-time positions: 1 in Community/Economic Development, 4 in Community Services (2 full, 4 part-time) 3 in Police Department, 1 (2part-time) in Public Works, and .5 in the Fire Department (1 part-time)
2. Fiscal Year 2017 shows a slight decrease of 4.5 full-time positions: 1.5 (1 full 1 part-timer) in Finance, 2 (4 part-timers) in Fire Department and 1 full-timer in Public Works.
3. Fiscal Year 2018 shows an increase of 5.7 full-time positions: Decrease of 1 full time position in Building Department, .5 increase in Community/Economic Development (part-time), 1 increase to Community Services, .2 increase in Finance (reduced 1 full timer to 2 part timers), 4 full timers added to Police Department and 1 full-timer to Public Works.
4. Fiscal Year 2019 shows an increase of 12 full-time positions: Increase 1 full-time Planning & Zoning Department development due to reclassification. 1 full-time officer added to the Police Department. Public Works is expected to be a full team this year with the increase of 5.5 (5 full-time positions and 1 part-time). Community Services increased 4.5 positions due to reclassification of that department under the direction of the Finance Director.

BUDGET MESSAGE

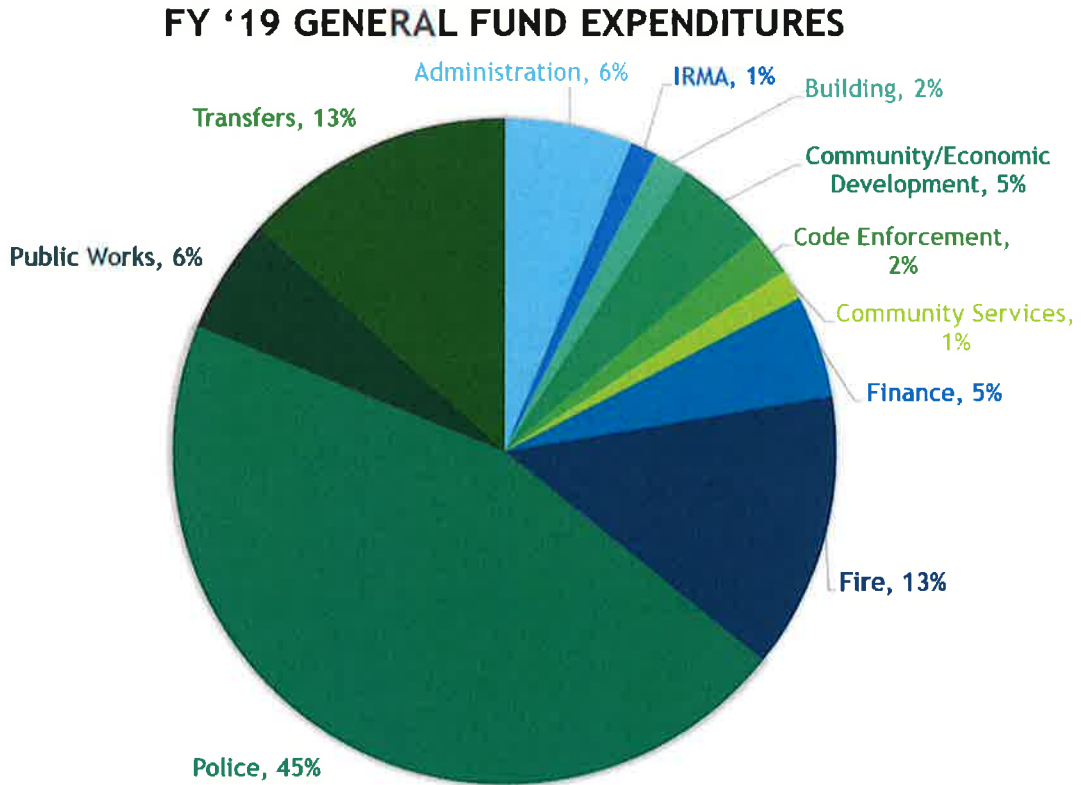
Each section of the Budget follows the same format. First, there is a description of the department and its function in the overall provision of services to the community. It is followed by accomplishments of the prior year's goals, a listing of the new fiscal year goals, performance measures, organizational charts, and 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 "Actual FY2016" which consists of final totals for Fiscal Year 2015/2016. The second column is labeled "Actual FY2017" which consists of final totals for Fiscal Year 2016/2017. The third column is "Budget FY2018" which gives the total amount budgeted for that line items last fiscal year. Fourth column is "Actual 2-28-18" which gives the totals as of 2-28-18 for Fiscal Year 2017/2018 which is when the budget spreadsheets were being created. The fifth column "Budget FY2019" is the amounts budgeted for the current Fiscal Year 2018/2019. The final column "% Change" compares the change from Fiscal Year 2017/2018 Budget to Fiscal Year 2018/2019 Budget. For example, if a department budgeted \$31,000 for overtime in 2017/2018, but believes it will actually spend \$50,000 that number will show up in Fiscal Year 2018/2019, the percentage change column would reflect the 61% increase compared from previous year.

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 3-42 to page 3-44.

BUDGET MESSAGE

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 58% of the General Fund Budget.



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.

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 2018/2019 are budgeted to increase by 2%. A recent history of health premium increases is depicted in the following table:

HEALTH PLAN YEAR	PREMIUM INCREASE
NOVEMBER 2011	5.8%
NOVEMBER 2012	7.9%
NOVEMBER 2013	6.0%
NOVEMBER 2014	3.3%
NOVEMBER 2015	1.2%
DECEMBER 2016	0.5%
DECEMBER 2017	25.6%
DECEMBER 2018	2.0%

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 2018/2019 are expected to increase nominally. An employee Health and Wellness Taskforce works to enhance employee wellness and this will continue into 2018/2019 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 premiums. The health and well-being benefits of the Task Force for the employees are many but there are benefits to the Village as well.

BUDGET MESSAGE

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, Twitter and Instagram.

The Village continually strives to be a model of governmental transparency. This includes full disclosure of employee compensation and a listing of all municipal invoices paid bi-monthly are posted on the website in addition to current and archived budgets, audits and strategic planning documents. During Fiscal Year 2019, a new OpenGov program is planned to be launched to the public which will help to show financials to the public in a more transparent way. All of these efforts strive to educate the public on where Village resources are being expended.

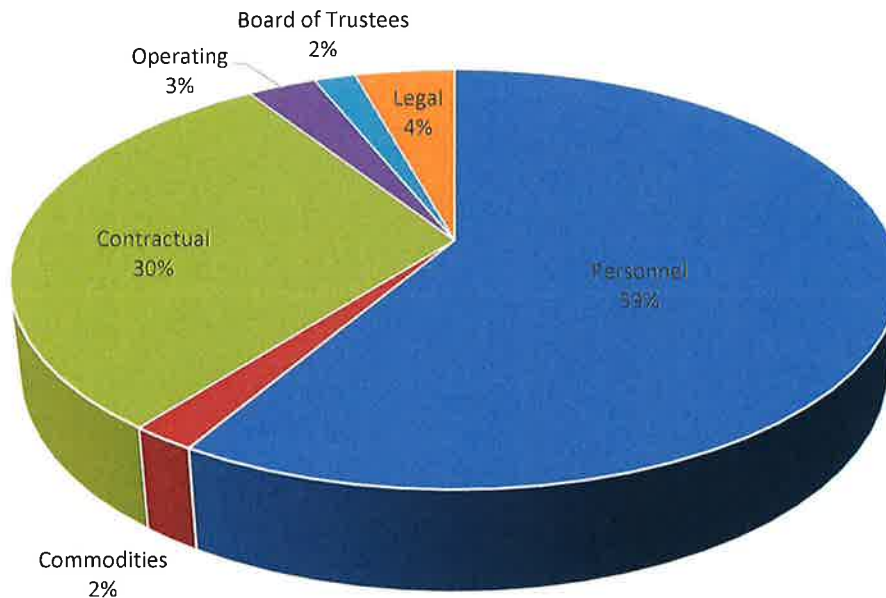
In 2018/2019, the Village Manager and Police Chief (Board Members) will serve on the SouthCom Executive Board capacities in the Village's participation and oversight of the joint emergency dispatch agency which serves the communities of Park Forest, Matteson, Olympia Fields and Richton Park. Pooling of resources are 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 in each department. This includes the costs of the Village Prosecutor, Village Attorney and a labor attorney. In 2018/2019, 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 to the volume of work that the Village Prosecutor carries out in municipal court.

BUDGET MESSAGE

The following graph shows the breakdown of the Administration Budget where 59% is spent on personnel and 30% on contractual expenses. As one can see the expenses related to the Board of Trustees, Legal, Operating and Commodities are small in relation to the full administration budget.

Administration Department Operating Expenditures



IRMA:

Liability and worker's compensation coverage rates through the Intergovernmental Risk Management Association (IRMA) are noted in Administration Budget but encompasses 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 2018/2019.

BUILDING:

The Building Department's focus is safety within the Village such as making sure houses and businesses are up to code. One event that has become a yearly event is the Building Safety Day where advice is given by the Department and other sources such as construction companies, ComEd, Nicor, etc.

PLANNING & ZONING/ECONOMIC DEVELOPMENT:

Economic Development and Planning and Zoning 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 2018/2019 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. In 2018/2019, the plan is to change this into a Fall Festival by moving the event to September and outdoors at the Metra Lot in hopes of the increased population.

Under this Department in the Community Relations division. Resident engagement events are coordinated by the Community Relations director. Resident appreciation events typically take place in March and June of each year. Community Relations also coordinates events with other departments and entities such as Police Department for Safe Halloween events and Commission of Human Relations for events such as Black History Month programming and ice cream social.

CODE ENFORCEMENT:

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:

The Community Services Department handles all rentals and the upkeep of the community center. In FY2019, this Department is restructuring under the direction of the Finance Director and looking for new renovated ideas for programs.

FINANCE:

The Finance Department is going to be lead on purchasing and implementation of new software for the entire Village. The current software is from 2004 and is lacking the new technologies and will work with all Village Departments to enhance efficiencies and cost containment.

Finance coordinated the inclusion of the budget for public view and use on the Village website at www.richtonpark.org. In 2018/2019, the Finance Department will continue with internal auditing procedures and will analyze the outstanding debt for possible recommendations for new debt issuance and refinancing that save the Village significant interest and expedited debt payment. In 2017/2018, the refinancing of the Water Bond was completed in order to help offset costs associated with the long needed water well upgrades.

FIRE:

The Fire Department's budget does not include a cost for the Village's share of the 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 2017/2018, the Fire Department continued its decorated track record for obtaining grants. This included a multi-town grant with Park Forest, Matteson, and University Park for new radios that would replace the outdated equipment. Several other grant applications have been submitted with funding decisions expected in 2018/2019.

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 2018/2019.

The 2018/2019 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:

The Public Works Department works closely with the Village's Engineer to upkeep the infrastructure of Richton Park which includes items such as: sidewalk replacement, road repairs/replacements, water main repairs/replacements, lighting, etc. These repairs will continue with the 2018/2019 Budget.

Last fiscal year the Department was able to obtain a volunteer group known as the AmeriCorps that helped with many projects throughout the Village such as: paint environmental messages on storm water inlets, pass flyers on storm water pollution, cleared trees and brush from Village sidewalk cut through areas, cleaned out the Village's creeks and Lake George. This is one group the Village is hoping to get back in 2018/2019 fiscal year for additional sources in assisting the Village.

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. Last year one large project that was completed was the resurfacing of the bike path in Greenfield Subdivision.

CAPITAL PROJECTS:

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 vehicles throughout all Village Departments.

In 2018/2019 the Capital Project fund is budgeted to complete the following projects: portable video surveillance for the Police Department, new security cameras and paving at the Commuter Parking Lots, new software for the entire Village, water main replacement along Clark Drive (Karlov to Birch), and many water projects such as water valve replacement, sanitary sewer lining, and water main replacements.

PARKS AND RECREATION:

In recent years, youth basketball and summer 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 Youth Basketball League have become tremendously popular.

In 2018/2019, 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 carried out in partnership with the Richton Park Parks and Recreation Commission, which includes Sister City, Trail of Treats, Polar Express, etc.

The overall goal is to provide quality programming and services to our residents to ensure longevity and increased levels of programs. In 2018/2019 a new Sports Camp is being added to the summer camp programs in hope to keep kids active and a fresh camp for older children.

COMMUTER PARKING LOT:

Our Commuter Parking Lot allows for quarterly, monthly and daily parking. We allow residents to purchase parking passes for monthly or quarterly at the Village Hall. Daily parking is paid onsite by the Metra Building before boarding the train. A new option for riders is to pay via an app on their phones called PassPort.

Last fiscal year new lighting was installed at the Commuter Parking Lots, paving of the parking lots and the roads surrounding the lots were completed, the numeric signs

BUDGET MESSAGE

above parking spots were fixed/replaced, and the parking lot was freshly stripped. The upkeep around the lot is always kept clear by the Public Works Department.

For 2018/2019, the Village is looking to install new security camera equipment around the Commuter Lots to help commuters feel safer. Also, more focus on decorations during the holiday season will be completed.

REFUSE:

The Village provides refuse pickup for the residents of Richton Park. The Village encourages recycling and hosts programs/options of where to dispose of items that are not allowed to be placed at the curb for pickup such as: electronics (hosted an electronic pickup spot for months), medicines/pills (drop box at the Village Hall), and encourage recycling by placing "Pods" behind the Village Hall for donation drop offs.

WATER & SEWER:

The Village has ongoing projects related to the infrastructure of the water mains throughout Richton Park. Each year a budget is set to replace sections of these water mains and in 2018/2019 Clark Drive is the focus point from Karlov to Birch.

Starting in 2017/2018 fiscal year, the Village obtained a Bond to help assist the costs related to the improvements of the water towers throughout the Village and to implement a new water meter system which includes new "smart" meters to all residents and also the option to obtain reads via a tower to help detect leaks, issues and also to make the utility billing process more efficient.

TAX INCREMENTAL FINANCING (TIFs):

The Tax Incremental Financing (TIF) accounts for revenues and expenditures associated with the Village's Tax Increment Financing Districts. Since 2008, the TIFs have consistently underperforms 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 to redo our Lakewood Development in another TIF.

BUDGET MESSAGE

In 2018/2019, with the help of a newly hired on Community and Economic Development Director, more time and money is being spent in these TIF districts in hopes to attract new businesses, or revenue generating options.

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 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.

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 2018/2019 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.

BUDGET MESSAGE

- Grant revenues are budgeted only for approved grants. Budget amendments are made for any pending grants subsequently awarded.
 - Revenues derive 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 2017/2018 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 2018/2019 Budget will provide for salary steps. It will also provide for a 2.75% annual salary increase for all Village union employees and 2.5-2.75% 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 2018/2019 will be identified. Fiscal savings identified in the 2017/2018 budget will not be permitted to “carry over” into the 2018/2019 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

BUDGET MESSAGE

- Entry Age Normal
 - Target 100% Amortization
 - Salary increases of 2.75%
 - 30-year amortization period (28 years remaining)
 - Inflation of 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 the 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.
- a. Water rates were increased effective March 1, 2018 and the following subsequent increases were adopted.

FISCAL YEAR	RATE PER 100 CUBIC FEET
2018	\$5.86 per 1,000 gallons
2019	\$6.03 per 1,000 gallons

- b. Sewer rates were increased effective March 1, 2018 and the following subsequent increases were adopted.

FISCAL YEAR	RATE PER 100 CUBIC FEET
2018	\$1.95 per 1,000 gallons
2019	\$2.01 per 1,000 gallons

BUDGET MESSAGE

- c. 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 determined by CPI.

CALENDAR YEAR	QUARTERLY RATE
2018	\$80.36
2019	\$80.36

- d. The Village Board approved storm water rate increased in 2017. Rates will be reviewed annually.

CALENDAR YEAR	QUARTERLY RATE
2018	\$19.78
2019	\$20.17

- 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 the Finance Director and Board Approval and 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 receive 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.

BUDGET MESSAGE

15. The Village will spend the most restricted dollars before less restricted, in the following order:
 - a. Non-spendable (if funds become spendable)
 - b. Restricted
 - c. Committed
 - d. Assigned
 - e. 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 the 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 Debt 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 2018/2019 will be \$847,047.85. Of this amount \$0 was levied in December 2017.

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 streetlights and poles for a four year annual payment of \$165,460.

For Fiscal Year 2019, \$1,221,000 worth of capital expenditures will be made. Due to 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 repairs and replacements to water mains, sewer lines, and roadways.

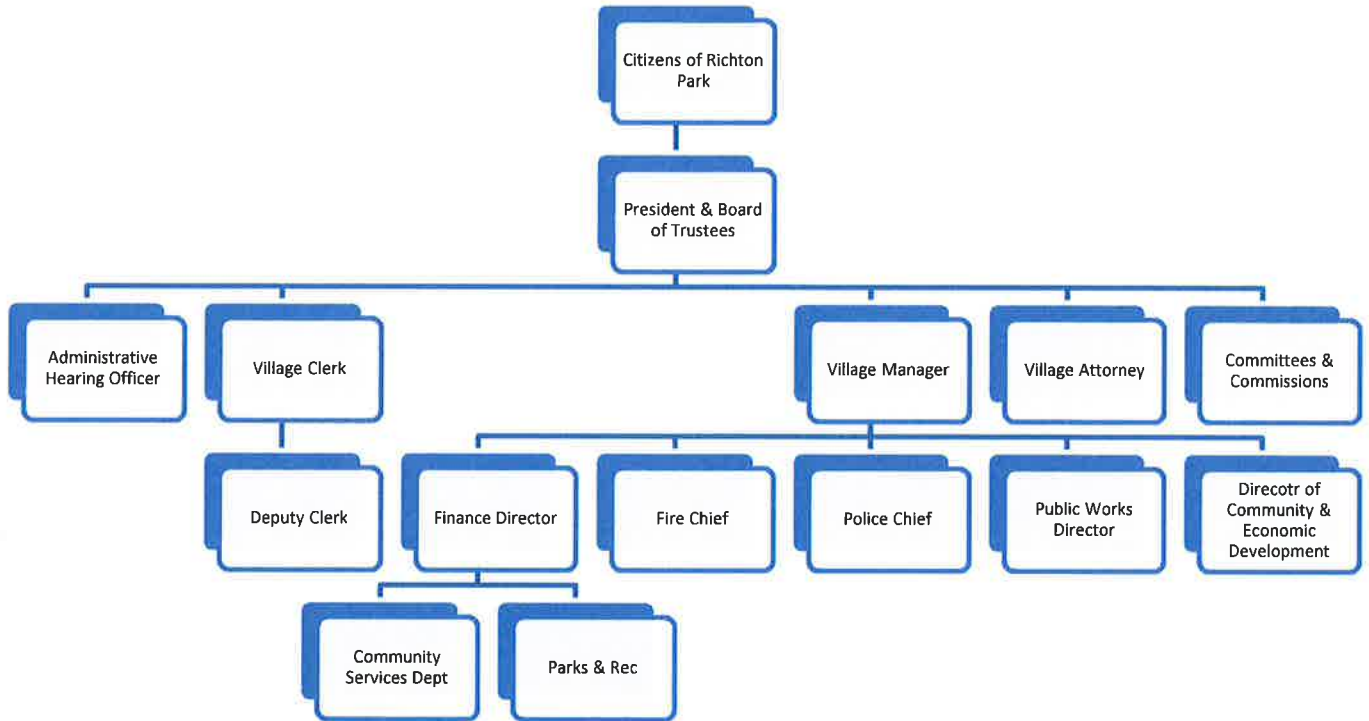
BUDGET MESSAGE

2018/2019 BUDGET SCHEDULE

September 25 th	Present 2016/2017 Audit to the Board
November 14 th	Six Month Review with Department Head, Village Manager and Finance Director
December 11 th	2017 Tax Levy Adopted
January 8 th	Preliminary Budget Schedule presented to the Board
January 31 st	Meeting with Fire Department and Community Services Department regarding budget review.
February 7 th	Meeting with Parks & Recreation Department and the Police Department regarding budget review.
February 8 th	Meeting with Administration department regarding budget review.
February 8 th	Budget Review with Manager and Finance Director.
February 12 th	Budget Meeting: Admin, Parks and Recreation and Police Department Budgets are presented.
February 16 th	Meeting with Public Works Department regarding budget review.
March 5 th	Budget Meeting: Community/Economic Development, Police, Public works and Other Administration Budgets presented.
March 12 th	Budget Meeting: Major Revenues, Capital Improvement Plan, 5-Year Projection, and Overall Budget Presented.
March 26 th	Distribute Draft Budget to Board, place on file with Village Clerk.
March 26 th	Public Introduction of Budget at Rules Meeting
March 26 th	Budget Meeting: FY2019 Village Wide Budget presented.
March 29 th	Legal Notice for Public Hearing
April 23 rd	Budget Meeting: Hold Public Hearing/Budget Review by Board
April 23 rd	Introduce Budget (First Reading)
April 23 rd	Adopt Budget

VILLAGE OF RICHTON PARK

ORGANIZATIONAL CHART



Village of Richton Park
2018/2019 Budget

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

FINANCIAL STATUS-END OF FISCAL YEAR 2016/2017

For the audited fiscal year that ended April 30, 2017, which is the most current audited financial year, revenues in the General Fund increased from the 2016 level of \$8,311,217 to \$8,536,800, an increase of \$225,583. The change in the revenue position as the result of an increase in state shared revenues received.

Operating expenditures in the General Fund for the same time period totaled \$9,626,927. This represented a 12% increase over the prior year, which was due to the capital outlay expenditures. 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 lower than budget as a result of continued cost containment measures, and reduce IRMA costs.

The unassigned General Fund balance as of April 30, 2017 was \$258,496. After a surplus of \$430,099 for the 2016/2017 Budget, this represented a 1month reserve. 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 2017, 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. In 2017, a new bond was issued to help with costs of operations related to the water wells, towers and new meters. Detail about the General Obligation Bonds and loans outstanding can be found in the Supplement Section - Debt Schedule.

In summary, at the end of Fiscal Year 2016/2017, the Village's audit revealed a slight recovery in the economy and increase in revenues. The Village Board increased the 2017

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 2018/2019 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 2018/2019 Budget presents an ending General Fund Balance of 1.1 month expenditure reserve.

FINANCIAL PROJECTION- 2018/2019 BUDGET

The Village will face several major financial challenges and issues in Fiscal Year 2018/2019. Following is a list of the most critical. These five areas are thoroughly explained in the transmittal letter. In short, they are as follows:

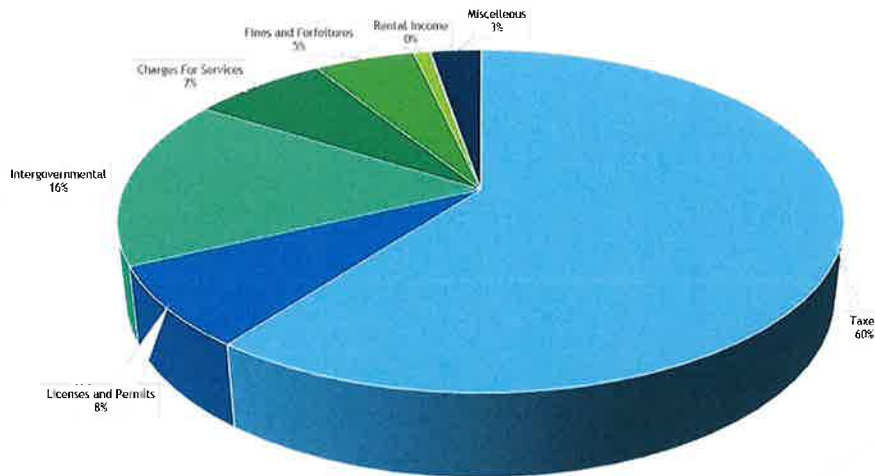
1. Identifying and assessing core vs non-core services utilizing the triple bottom line approach.
2. Controlling major expenditure categories, and revenue protection and enhancement.
3. Maintaining a leadership role in the region.
4. Village infrastructure and maintenance.
5. Continuation and resolution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

The Financial Summary chapter of the Budget contains revenue assumptions, graphic presentation 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.

REVENUE SUMMARY

Below is a graphic presentation of revenue allocations followed by the revenue assumptions:

General Fund FY '19 Revenues



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 2017 support the 2018/2019 Budget. In as much as the property tax 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 2017 of \$3,262,320 represented an overall 5.0% increase over the prior year's extended levy. The Budget includes 96% of the original levy amount allowing for uncollected taxes.

EXECUTIVE REPORT TO THE PUBLIC FOR FINANCIAL SUMMARY

	2016 Levy	2017 Levy	2017 Levy @ 96%
General Corporate	\$643,133	\$698,883	\$670,928
Police Pension	\$1,059,652	\$1,100,640	\$1,056,614
Fire Protection	\$647,264	\$675,000	\$648,000
Police Protection	\$647,264	\$675,000	\$648,000
Park Maintenance	\$52,997	\$52,997	\$50,877
Handicapped Fund	\$56,957	\$59,800	\$57,408
Bonds	\$0	\$0	\$0
	\$3,107,267	\$3,262,320	\$3,131,827

Tax Levy Increase 5.0%

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 services. Pension funding represents 34% of the overall tax levy.

For the 2018/2019 Budget, the 2017 levy increase allows for a 2-2.75% 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.

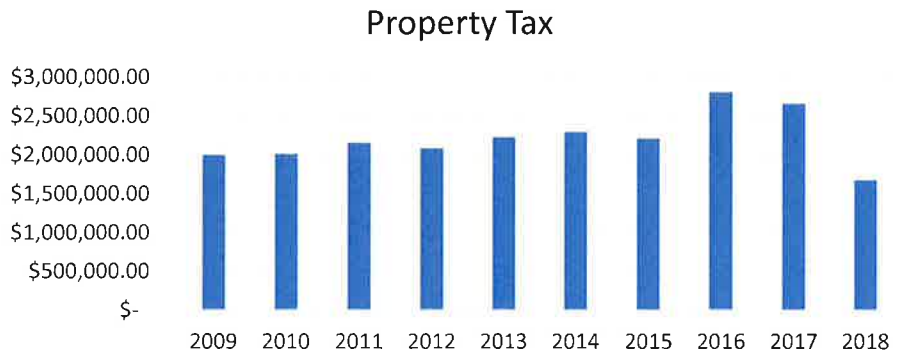
Tax rate increases are impacted by changes in the Equalized Assessed Valuation (EAV) of the Village. As the chart below shows, values in the Village increased an additional 9%. The 2016 EAV was \$137,716,515 and increased to \$149,956,151 for 2017. This is indicative of the overall national increase 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 involve. 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 2016 taxes payable in 2017.

EXECUTIVE REPORT TO THE PUBLIC FOR FINANCIAL SUMMARY

Tax Distribution

School Districts	75.72%
Richton Park	11.27%
Rich Township	2.29%
Cook County	3.13%
Library	5.37%
Others	2.22%

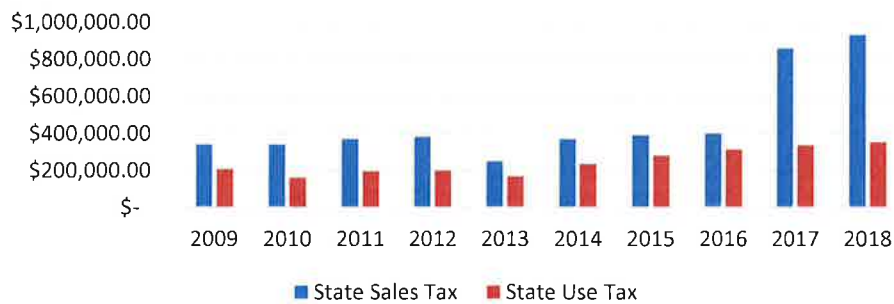


SALES AND USE TAX:

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 revenues. The new businesses over the same time period include: Dollar General, Family Dollar, Walmart Supercenter, Red Star and Flavor Restaurants, and 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.

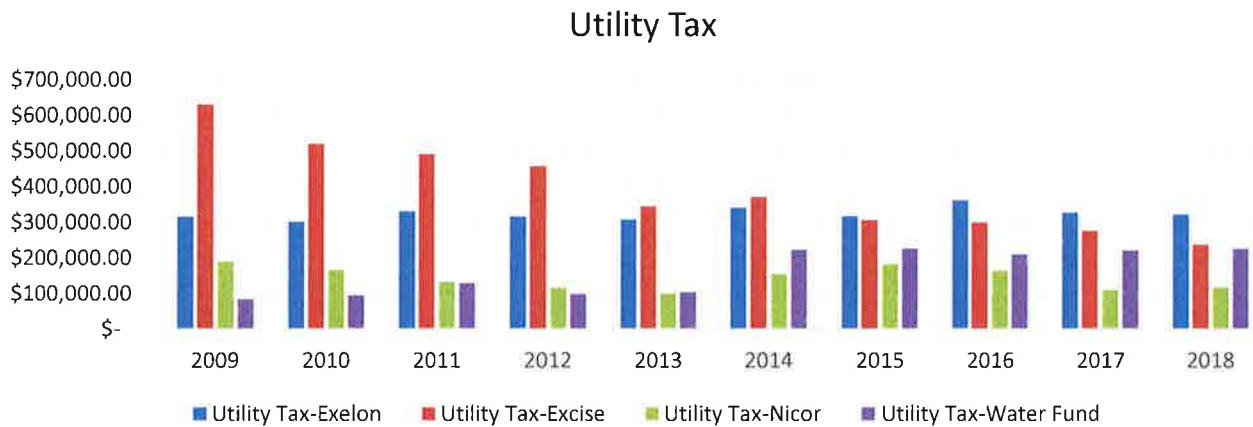
For Fiscal 2018/2019, sales tax revenue is expected to increase, just as it did for 2017/2018, due to the new Walmart Supercenter. The Village’s efforts to attract new retail businesses to the Town Center as well as future efforts in other commercial areas, will be targeted to increase sales tax. The following is a ten year depiction of sales and use tax revenue.

10 YEAR SALES & USE TAX RECEIVED



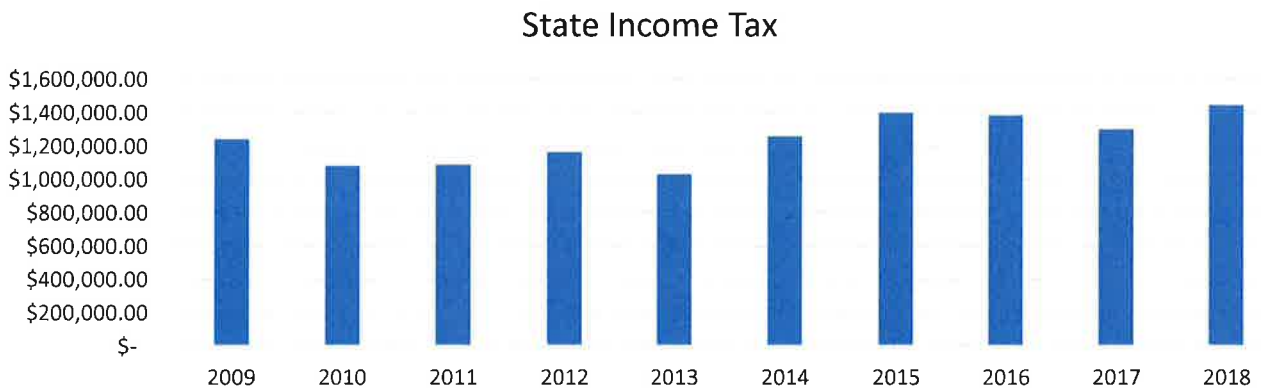
UTILITY TAX

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 services. 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 for the 2010 census indicated that population increased from 12,533 to 13,646. Since 2009, when our income tax revenue was \$1,241,255, we saw a decline to \$1,081,831 in 2010 to a \$1,259,261 increase in 2014. Since 2014, the income tax revenue has been between \$1.4 and \$1.3 million annually. Revenues have stabilized and increased slightly and in 2014 are finally recovering back to their 2009 level. The economy has improved slightly and unemployment has declined.



OTHER TAXES:

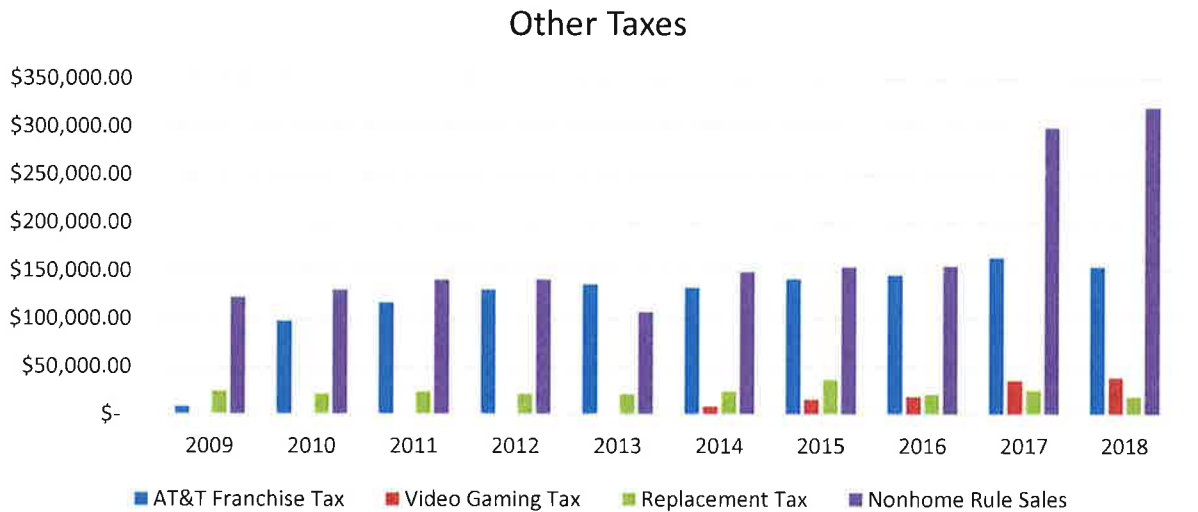
The Village receives other random taxes such as Non-Home Rule Sales tax, AT&T Franchise Tax, Video Gaming Tax, and Replacement Tax.

Non-Home Rule Sales Tax is a tax imposed upon all persons engaged in the business of selling tangible personal property at retail in the Village. In the past three years this amount has increased from \$154,749 in FY2015 to \$320,056 in FY2018 which is more than doubled the totals.

Video Gaming Tax comes from the Act that was enacted in July 2009 that allows up to five Video Gaming Terminals in licenses Retail Establishments, Truck Stops, Veteran and Fraternal Establishments. The Village started receiving funds in 2013 and each year the amount has increased. As of today, there are seven establishments in Richton Park.

Replacement Taxes are revenues collected by the state and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. This number is consisted in the past ten years.

AT&T Franchise Tax are taxes imposed on the customer related to their AT&T bills that are passed on to the Village of Richton Park. As shown below this amount has increased over the ten years from \$8,512 in 2009 to \$154,258 in 2018.



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: \$1,675,000. The Community Development Block Grant fund is expecting \$1,600,000 where some funds will be used on the water main upsizing project. \$75,000 is expected which is the Abandoned Property Grant to help offset costs associated with abandoned properties throughout Richton Park.

TRANSFERS TO 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 the 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 transfer from the enterprise funds and component units to the General Fund that are planned in the 2018/2019 Budget would be:

Standard Overhead Transfers	2018/2019 Transfer
Water & Sewer	\$1,367,855
Refuse	\$373,455
Governor/Sauk Trail TIF	\$223,775
Commuter Parking	\$8,100
Total	\$1,973,184

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 stayed the same from last fiscal year at a rate of \$48 for the basic sticker, while the stickers sold to senior and disabled individuals stayed free for one vehicle per household. Last year 5,775 stickers were sold with a profit of \$240,932.50. For 2018/2019 Budget year the Village budgeted 2% profit of \$264,200.

Business and Liquor licenses are expected to total \$37,600, and Contractors Licenses \$52,000. Community Center Rentals are expected to make \$20,000.

PERMITS AND FEES

The major revenue in this category comes from building permits and since the economy seems to have some increase the Village is hoping this number will increase and budgeted \$127,000. Other permits and as follows: Health Inspection Fee \$11,500, and Alarm Permit fees of \$2,500.

CHARGES FOR SERVICES:

This category total budget is \$646,200 which includes Ambulance Billing of \$370,000, Cable Franchise Fees of \$160,000 and Tower Rentals of \$110,000.

ASSET SALES:

The Village participates in regional auctions through South Suburban Mayors and Mangers. 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 in 2018/2019 fiscal year will be the Red Light Camera Violations budgeted at \$100,000. The second source related to the Police Department is part of the Debt Recovery Act from the Secretary of State involving attaching debt owed to the Village to income tax refunds. This is expected to generate \$100,000. Other fines would come from Code Enforcement Fines of \$40,000, Ordinance Violations of \$150,000 and revenue related to court fines/administrative hearings.

EXECUTIVE REPORT TO THE PUBLIC FOR FINANCIAL SUMMARY

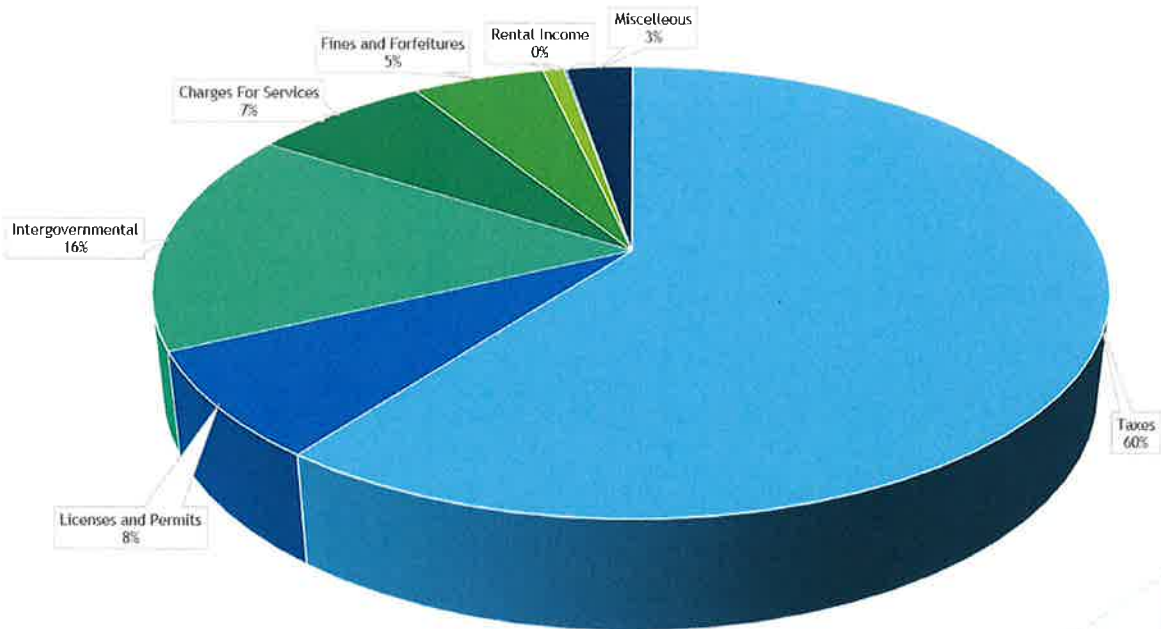
The following pages are graphs showing first the General Fund Revenues and Expenditures and following that are the overall Village Revenues and Expenditures by fund type.

EXECUTIVE REPORT TO THE PUBLIC FOR FINANCIAL SUMMARY

GENERAL FUND REVENUES:

General Fund		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
	Taxes	\$ 4,879,672	\$ 5,289,565	\$ 4,810,000	\$ 2,856,308	\$ 5,446,413	13%
	Licenses & Permits	\$ 725,695	\$ 652,860	\$ 630,850	\$ 612,168	\$ 690,350	9%
	Intergovernmental	\$ 1,404,581	\$ 1,327,294	\$ 1,323,000	\$ 1,011,109	\$ 1,445,000	9%
	Chargers for Services	\$ 622,084	\$ 611,778	\$ 665,000	\$ 569,996	\$ 646,200	-3%
	Fines & Forfeitures	\$ 404,597	\$ 408,242	\$ 413,000	\$ 292,576	\$ 482,700	17%
	Miscellaneous	\$ 180,340	\$ 164,551	\$ 186,000	\$ 176,025	\$ 240,250	29%
	Grants	\$ -	\$ -	\$ 517,867	\$ 617,277	\$ 75,000	-86%
	Rental Income	\$ -	\$ -	\$ -	\$ 7,500	\$ 9,000	100%
	Revenues	\$ 8,216,969	\$ 8,454,289	\$ 8,545,717	\$ 6,142,959	\$ 9,034,913	6%

General Fund FY '19 Revenues

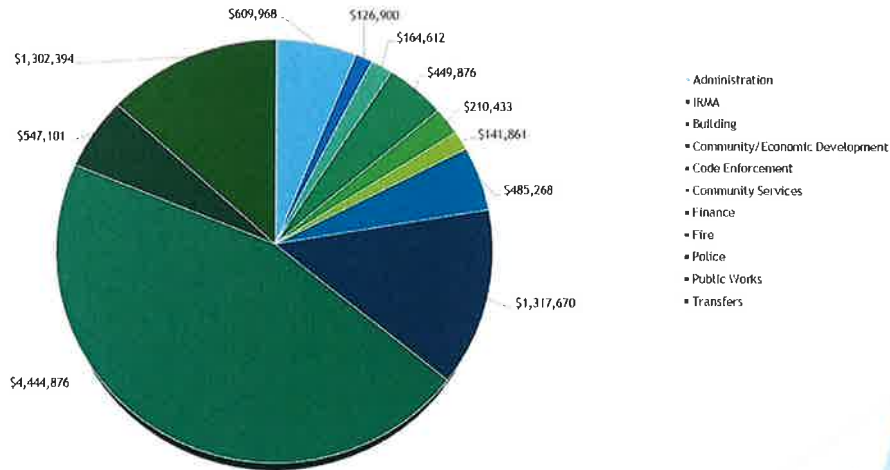


EXECUTIVE REPORT TO THE PUBLIC FOR FINANCIAL SUMMARY

GENERAL FUND EXPENDITURES

General Fund		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
	Administration	\$ 531,710	\$ 523,907	\$ 593,007	\$ 507,190	\$ 609,968	3%
	IRMA	\$ 121,887	\$ 108,607	\$ 165,624	\$ 137,813	\$ 126,900	-23%
	Building	\$ 197,683	\$ 215,487	\$ 142,039	\$ 164,580	\$ 164,612	16%
	Planning & Zoning	\$ 160,161	\$ 190,503	\$ 413,626	\$ 228,886	\$ 306,182	-26%
	Code Enforcement	\$ 152,515	\$ 166,765	\$ 194,662	\$ 164,253	\$ 210,433	8%
	Community Relations	\$ 106,708	\$ 110,607	\$ 127,388	\$ 86,826	\$ 140,643	10%
	Economic Development	\$ 2,279	\$ 2,586	\$ 6,268	\$ 4,144	\$ 3,051	100%
	Community Services	\$ 66,189	\$ 108,885	\$ 186,694	\$ 144,994	\$ 141,861	-24%
	Finance	\$ 308,650	\$ 432,220	\$ 404,606	\$ 386,181	\$ 485,268	20%
	Fire	\$ 1,149,025	\$ 1,284,836	\$ 1,284,276	\$ 1,159,554	\$ 1,317,670	3%
	Police	\$ 4,016,574	\$ 4,061,940	\$ 4,341,150	\$ 3,597,996	\$ 4,427,376	2%
	Police Administrative Hearing	\$ 8,081	\$ 11,101	\$ 11,000	\$ 8,051	\$ 17,500	59%
	Public Works	\$ 473,039	\$ 403,821	\$ 513,676	\$ 428,848	\$ 547,101	7%
	Transfers	\$ 184,892	\$ 126,819	\$ 565,000	\$ 145,503	\$ 1,302,394	131%
	Expenses	\$ 7,479,393	\$ 7,748,082	\$ 8,949,016	\$ 7,164,820	\$ 9,800,959	10%

FY '19 General Fund Expenditures



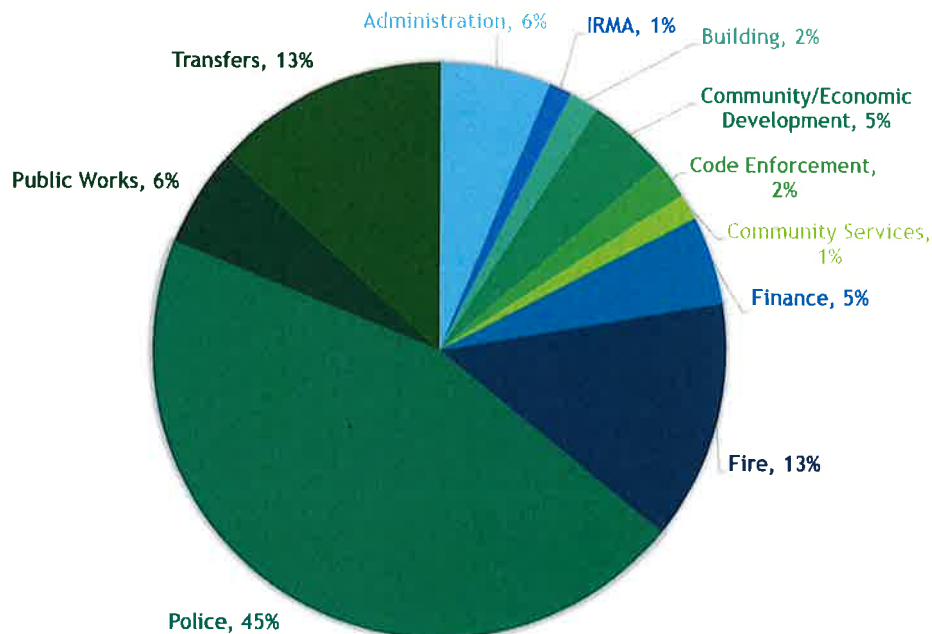
EXECUTIVE REPORT TO THE PUBLIC FOR FINANCIAL SUMMARY

**GENERAL FUND EXPENNDITURE CATEGORY SUMMARY
FY2018/2019 BUDGET**

	ADMINISTRATION	BUILDING	PLANNING & ZONING	CODE ENFORCEMENT	COMMUNITY RELATIONS	ECONOMIC DEVELOPMENT
PERSONNEL COSTS	\$ 649,132.00	\$ 110,412.00	\$ 271,332.00	\$ 148,983.00	\$ 93,093.00	\$ 83,812.00
COMMODITIES	\$ 22,450.00	\$ 31,750.00	\$ 4,100.00	\$ 4,250.00	\$ 2,450.00	\$ 2,500.00
CONTRACTUAL	\$ 384,250.00	\$ 21,950.00	\$ 30,000.00	\$ 56,600.00	\$ 45,100.00	\$ 66,250.00
OPERATING	\$ 53,200.00	\$ 500.00	\$ 750.00	\$ 600.00		
DEBT						
CAPITAL						
TOTAL	\$ 1,109,032.00	\$ 164,612.00	\$ 306,182.00	\$ 210,433.00	\$ 140,643.00	\$ 152,562.00
OVERHEAD	\$ (499,064.00)	\$ -	\$ -	\$ -		\$ (149,511.00)
TOTAL	\$ 609,968.00	\$ 164,612.00	\$ 306,182.00	\$ 210,433.00	\$ 140,643.00	\$ 3,051.00

	COMMUNITY SERVICES	FINANCE	FIRE	POLICE	PUBLIC WORKS	TRANSFERS
PERSONNEL COSTS	\$ 209,979.00	\$ 639,895.00	\$ 1,068,044.00	\$ 3,713,776.00	\$ 891,680.00	\$ 7,880,138.00
COMMODITIES	\$ 7,000.00	\$ 5,600.00	\$ 48,500.00	\$ 94,500.00	\$ 43,700.00	\$ 266,800.00
CONTRACTUAL	\$ 25,700.00	\$ 186,310.00	\$ 86,500.00	\$ 572,600.00	\$ 238,400.00	\$ 1,713,660.00
OPERATING	\$ 15,250.00	\$ 45,500.00	\$ 24,500.00	\$ 46,500.00	\$ 42,000.00	\$ 228,800.00
DEBT			\$ 90,126.00			\$ 90,126.00
CAPITAL		\$ 5,000.00				791,000 \$ 796,000.00
TOTAL	\$ 257,929.00	\$ 882,305.00	\$ 1,317,670.00	\$ 4,427,376.00	\$ 1,215,780.00	\$ 791,000.00 \$ 10,975,524.00
OVERHEAD	\$ (116,068.00)	\$ (397,037.00)			\$ (668,679.00)	\$ (1,830,359.00)
TOTAL	\$ 141,861.00	\$ 485,268.00	\$ 1,317,670.00	\$ 4,427,376.00	\$ 547,101.00	\$ 791,000.00 \$ 9,145,165.00

FY '19 GENERAL FUND EXPENDITURES

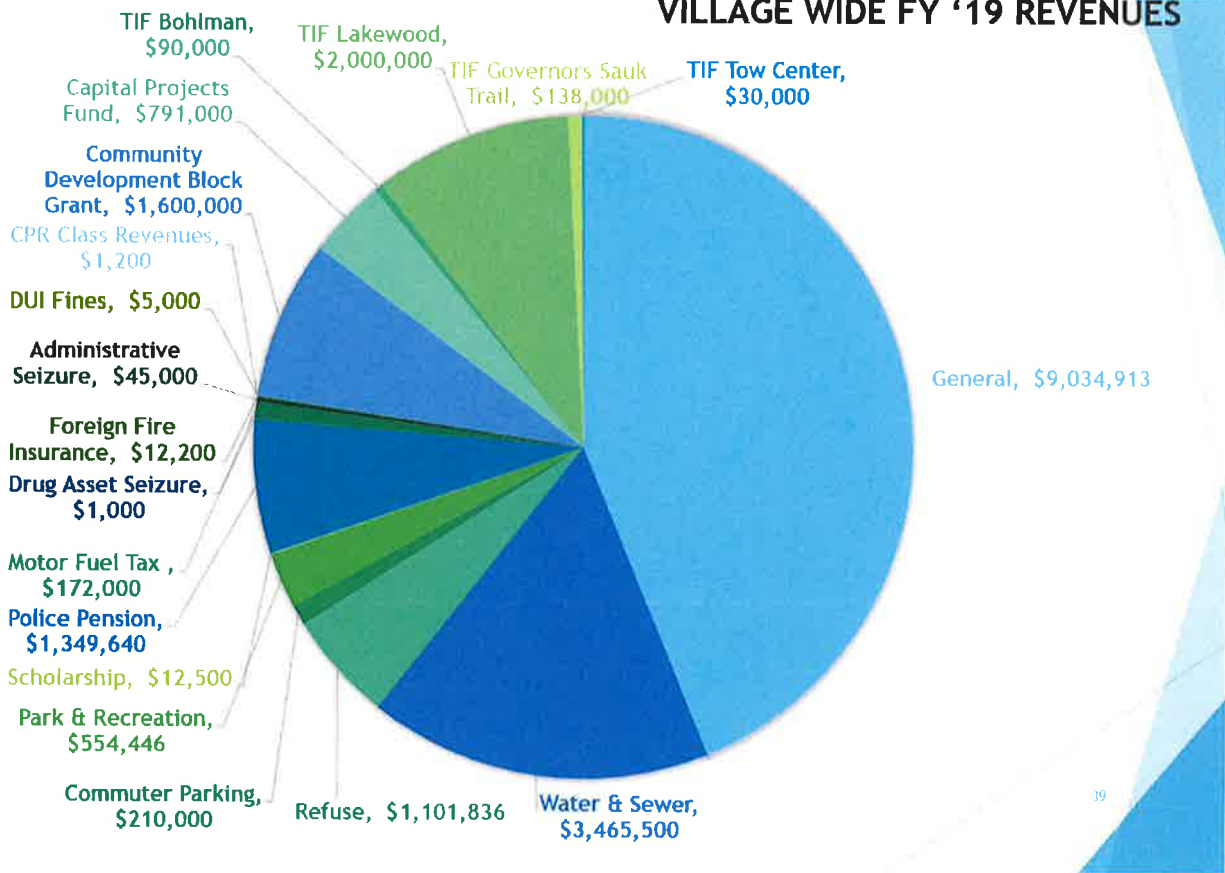


REVENUE AND EXPENDITURE BY FUND SCHEDULE

Budget FY 18-19		Actual	Actual	Surplus or
Fund	Revenues	Expenditures	Deficit	
General	\$ 9,034,913	\$ 9,800,959	\$ (766,046)	
Water & Sewer	\$ 3,465,500	\$ 3,158,459	\$ 307,041	
Refuse	\$ 1,101,836	\$ 1,024,445	\$ 77,391	
Commuter Parking	\$ 210,000	\$ 184,297	\$ 25,703	
Park & Recreation	\$ 554,446	\$ 554,446	\$ -	
Scholarship	\$ 12,500	\$ 10,000	\$ 2,500	
Police Pension	\$ 1,349,640	\$ 1,047,100	\$ 302,540	
Drug Asset Seizure	\$ 1,000	\$ 500	\$ 500	
Motor Fuel Tax	\$ 172,000	\$ 166,000	\$ 6,000	
Administrative Seizure	\$ 45,000	\$ 42,000	\$ 3,000	
Foreign Fire Insurance	\$ 12,200	\$ 10,000	\$ 2,200	
DUI Fines	\$ 5,000	\$ -	\$ 5,000	
CPR Class Revenues	\$ 1,200	\$ 1,000	\$ 200	
Community Development Block Grant	\$ 1,600,000	\$ 1,700,000	\$ (100,000)	
Capital Projects Fund	\$ 791,000	\$ 791,000	\$ -	
TIF Crossings	\$ -	\$ -	\$ -	
TIF Governors Highway	\$ -	\$ -	\$ -	
TIF Bohlman	\$ 90,000	\$ 77,005	\$ 12,995	
TIF Lakewood	\$ 2,000,000	\$ 1,852,000	\$ 148,000	
TIF Governors Sauk Trail	\$ 138,000	\$ 44,000	\$ 94,000	
TIF Tow Center	\$ 30,000	\$ 29,000	\$ 1,000	
TIF Sauk West	\$ -	\$ 26,500	\$ (26,500)	
Total	\$ 20,614,235	\$ 20,518,710	\$ 95,525	

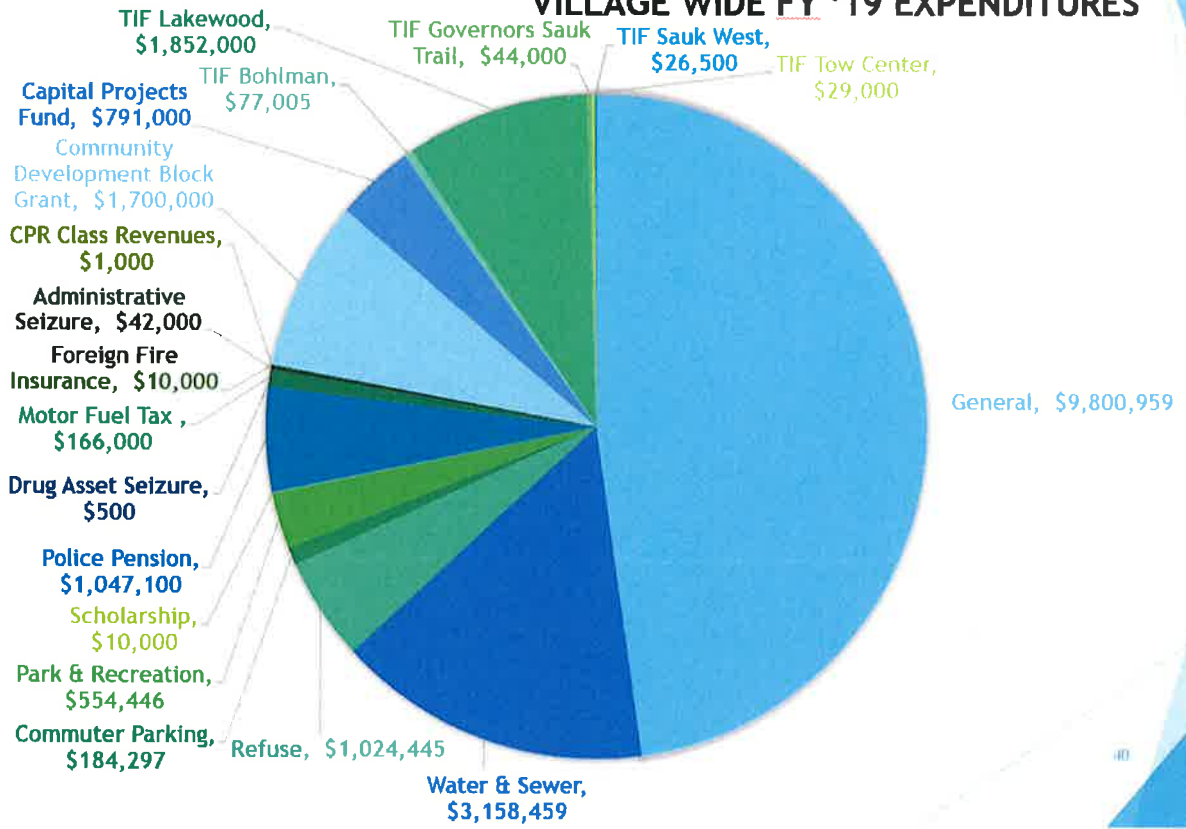
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VILLAGE WIDE FY '19 REVENUES

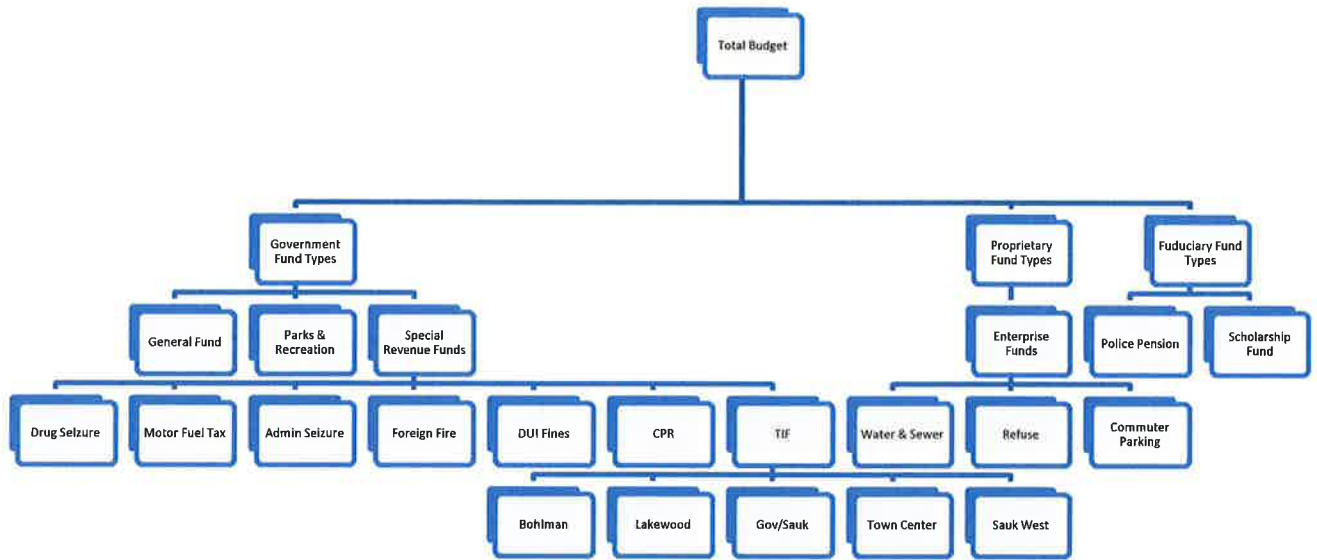


EXECUTIVE REPORT TO THE PUBLIC FOR FINANCIAL SUMMARY

VILLAGE WIDE FY '19 EXPENDITURES



EXECUTIVE REPORT TO THE PUBLIC FOR FINANCIAL SUMMARY



***Village of Richton Park
2018/2019 Budget***

ADMINISTRATIVE 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
- Planning & Zoning
- Code Enforcement
- Community Relations
- Economic Development
- Community Services
- Finance
- Fire
- Police
- Public Works
- Parks & Recreation
- Commuter Parking
- Water & 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 serves as Vice-Chair to the SouthCom Regional Emergency Dispatch and is a member of the South Suburban Mayors and Managers Association.

The 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, administering the Village's responsibilities related to the Village's five active Tax Increment Financing Districts (TIFs) and serves as Village Treasurer and as the Treasurer to 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 Human Resources Generalist handles all aspects of personnel functions 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. The Human Resources Generalist holds the 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-risk management pool), chairs the Village's Safety Committee/Accident Review Board, co-manages the Health and Wellness Taskforce and is part of the Employee Resource Program (ERP) implementation team.

The Media Coordinator 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 Media Coordinator coordinates the poster program, the Village Website, the Village's social media efforts including email marketing, YouTube video clips and the overseeing of social networking sites such as Twitter and Facebook, all in a uniform marketing approach. The overall approach is to include the planning and coverage of special events, publications, advertising, news releases, etc. The Media Coordinator also assists in facilitating communication from elected officials and Village departments to residents. The Media Coordinator is also responsible for updating the Village's Public Announcements on cable access channels 4 and 19 (Comcast).

ACCOMPLISHMENT OF 2017/2018 GOALS:

VILLAGE MANAGER

1. Generate Economic and Business sustainability for the Village

In FY18, creation of the Village's first Business Development District which should help in the funding of development within Richton Park.

Annexation of 300 acres of agricultural land.

Hired a new Community and Economic Development Director to assist with economic development activities related to business retention and attraction.

Contracted with an economic development professional services firm to assist with business attraction.

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

In 2017, along with the Department Heads, the Village Manager created the Village's first Capital Improvement Plan (CIP) in 2017. Fiscal year 2018 was the first year of the Capital Improvement Plan and many projects were completed such as the Metra Parking Lot Lighting Upgrades, Water Main replacements, new sidewalks, etc.

Due to the Fire Department grant the department was able to obtain the Portable Radio Replacement and with the sale of an old ambulance new Thermal Imaging Cameras were purchased. These two projects were projected to be completed in FY19.

3. Develop a renewed, contemporary youth program.

During FY18, the Teen Internship Program was created and tested. This was very successful. The Village hired teens between the ages of 15-18 to assist with various departments during the summer months.

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

There are many services that are provided by the Village that are outside the normal activities or operations of the Village such as Municipal Parking Lots and Parks & Recreation and their related programs and infrastructure.

These services are being evaluated using the "Triple Bottom Line" approach, defined as capturing the essence of sustainability by measuring the impact of an organization's activities on the world, including both its profitability and shareholder values and its social, human and environmental capital. 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. Last year some improvements were made by looking at specific events and/or programs and finding new ways to host these events/programs to attract more residents/customers.

5. 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.

This effort is ongoing whereby staff prepares the Board agendas that includes formal review and approval of Board meeting minutes, approval of the list of bills for each billing period, new policies, annual budget and budget amendments as necessary and contractual agreements. The Board Agenda is broken down into three sections: Consent, New Business and Work Session items. All Board action items require placement on either the work session or new business sections of the agenda prior to approval. Board agenda items include staff reports prepared by the appropriate staff member/department for which the consideration is being asked. Supporting materials vary depending on the issue but include items such as survey research data, cost comparisons, federal and state statutes, municipal-level legislative comparable, etc.

6. Provide Staff assistance to the Board's Strategic planning efforts.

The Board's Strategic Planning efforts are administered by staff including the Village Manager and Department. Specific strategic planning goals and objectives are assigned to each department. Each department head is responsible for implementation and completion of each strategic goal assigned to their department. The Village Manager monitors all strategic planning goals and the activities/assignments of each department.

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

To accomplish this effort, the Village Manager meets weekly with all Department Heads collectively to go over business matters concerning the previous Board Meeting and upcoming Board Meeting Agendas, trainings, events, staff scheduling and participation for Homeowner Association meetings, interdepartmental issues/request and general discussion items.

All Department Heads are required to generate bi-weekly department reports on department activities.

Follow up with the Department Heads on weekly responses of inquiries from the Village President and Trustees.

8. Inspire Village Staff to a high level of professionalism, integrity and service delivery.

Provide staff training opportunities for the following topics in FY2018: Harassment, Customer Service, and Management.

Created new positions to allow for continued growth and upward mobility including the following: Senior Financial Associate, Building Department Confidential Secretary, new Supervision Roles in the Community Center and Parks and Recreation, etc.

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

All commissions or committees are assigned a staff liaison who is responsible for preparation of meeting agendas as well as preparing meeting minutes for review approval.

10. Respond to public inquiries and complaints.

The Village's Service Request Tracker system is used for tracking all citizen service request and complaints. During the past year, the Village received and responded to 2,235 service requests.

11. Monitor state and federal legislative activities as they affect local governments.

Legislative activities are tracked by the Board, Village Manager and Department Heads. These efforts are done through the assistance of both a Federal and State lobbyist who represents the Village specifically. The Village is also part of the South Suburban Mayors and Managers (SSMMA) and Council of Governments (COG) who also has a lobbyist representing the COG on legislative matters at the State level.

President Reinbold serves as the SSMMA COG Legislative Chair and provides monthly updates of legislative activity to the COG as well as the Richton Park Board of Trustees and staff. He also participates on the Illinois Municipal League Legislative Committee.

Both President Reinbold and the Village Manager participate in a weekly legislative call-in to receive updates to pending legislative that impacts the community.

As needed, staff including the Village Manager and/or Department Heads interact with Federal, State and Local (County) Legislators and their staff as well as agency staff members to express the Village's concerns about proposed legislation and to provide support for or against legislation as recommended by the Board and our federal, state and local representatives.

12. Monitor grant opportunities for the Village

The Village Manager monitors grant opportunities at the federal, state and local levels. The Village's federal lobbyist provides routine updates of federal grant opportunities. The grants are shared with all department heads for review and follow up.

Federal grant opportunities are also monitored by Department Heads for grant opportunities specific to the functions and responsibilities of their departments. Some common annual grants are: Cops Grant and FEMA for public safety and emergency services.

State grant opportunities are also monitored by the Village Manager, Department Heads and the Village's engineer. Many state grants are monitored by department via the specific agency responsible for the funds. Many state grants issue "Call for Projects" as notification for upcoming grant application filings. Grants as such are usually forwarded directly to the Village Manager, Department Heads and the Village Engineer. Examples: IDOT (transportation), IEPA (environmental) and IDNR (parks and recreation).

13. 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.

SSMMA participation including serving as co-chair of the management and finance committee and manager liaison to the Mayors executive committee.

Serves as Vice-Chair to the SouthCom Regional Emergency Dispatch

Active participant in CMAP regional planning efforts.

Active participant in IML and SSMMA annual Lobby Day.

2018/2019 GOALS & OBJECTIVES

VILLAGE MANAGER

Ensure implementation of the Village Board's Goals as stated in its five-year strategic vision, Goals 1-6 are below. In addition to the implementation of the Board's goals the Village Manager will accomplish goals 7-16.

1. Continue to Address the Fiscal and Financial Sustainability of the Village
2. Promote, retain and create economic development growth.
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 the residents of Richton Park.
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 including update of the current strategic plan.
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. Provide feedback to legislators regarding legislation that affects local governments.
14. Monitor grant opportunities for the Village.
15. Monitor fiscal condition of the Village to ensure long-term viability.
16. Participate in regional or state-wide initiatives of benefits to the Village of Richton Park, the South Suburbs, the State of Illinois and the profession of municipal government management.

PERFORMANCE MEASURES

VILLAGE MANAGER

The Village Manager has many accomplishments during FY2018 such as the hiring of a new director of Community and Economic Development which is the first step in increasing economic growth in Richton Park, creation of a new Capital Improvement Plan and the changing of positions to show growth within the Village of Richton Park. These are just a few of the major accomplishments received throughout the year. Some ongoing projects are development of businesses, overseeing the connection between the Village Board and the employees within, and creating new events and or policies to make the Village a better place to not only work, but a place to call your home.

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.

ACCOMPLISHMENT OF 2017/2018 GOALS:

HUMAN RESOURCE GENERALIST

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

Recruitment happens by posting via the Richton Park website, job fairs, Indeed website and depending on the position will recruit through organizations. The HR position assists departments during interviewing processes and then hiring and having the new employees with benefits paperwork. Last year 41 total new employees were hired: Summer help in public works, camp counselors for the summer, the internship program, public works director, assistant public works director, and the community and economic development director.

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.

During FY18, the Village hosted the annual Employee Health and Benefits Fair. At this fair, vendors from Richton Park, local communities and those related to employees health and benefits package attend the fair to provide knowledge and resources related to these benefits. Vendors also spend the time to answer questions, provide new materials and promote new benefits employees can take advantage of. Over 20 vendors attended such as a representative from Horton, the insurance broker, BlueCross, MetLife, IMRF, financial planners, etc.

3. Implement, evaluate and monitor the Village's personnel policies to assure compliance with changing personnel laws, employment laws and general needs of the Village.

Many new policies were written to update the policies of the Village due to changing laws and the needs of the Village such as:

- *Cell Phone Policy (Personal and Village phones): This policy was written due to the update of the state law of hands-free cell phone usage while driving per the Illinois State Law. The Village also updated the use of cell phones while on the job unless it is work-related.*
 - *IT Policy: This policy updated the usage of internet, email and computer usage on a work laptop/computer.*
 - *Sexual Harassment Policy: Written to update the policy handbook and laws.*
4. Attend professional training to keep up to date with new laws/regulations related to employee rights and related to collective bargaining processes. Negotiate collective bargaining contracts.

Currently a member of the following associations and attend numerous trainings and/or conferences related to these groups.

- *Society for Human Resource Management (SHRM): World's largest Human Resource professional society, representing 285,000 members in more than 165 countries. The Society has been the leading provider of resources serving the needs of HR professionals and advancing the practice of human resource management.*
- *National Public Employer Labor Relations Association (NPELRA): A national organization designed for public sector labor relations and human resource professionals. NPELRA is a network of state and regional affiliates with over 2,200 members around the country. Assists with management of union contract negotiations, working with arbitrators under grievance and arbitration procedures and networking among members.*
- *Illinois Public Employer Labor Relations Association (IPELRA): provides exceptional and valued resources for professional development and advocacy in labor relations and human resources for public sector employers.*

5. 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.

HR attends IRMA Board Meetings, Safety Committee meetings and ensures Village Departments attend trainings related to safety. Also assists the department heads in finding training for their employees within their departments.

2018/2019 GOALS & OBJECTIVES

HUMAN RESOURCE GENERALIST

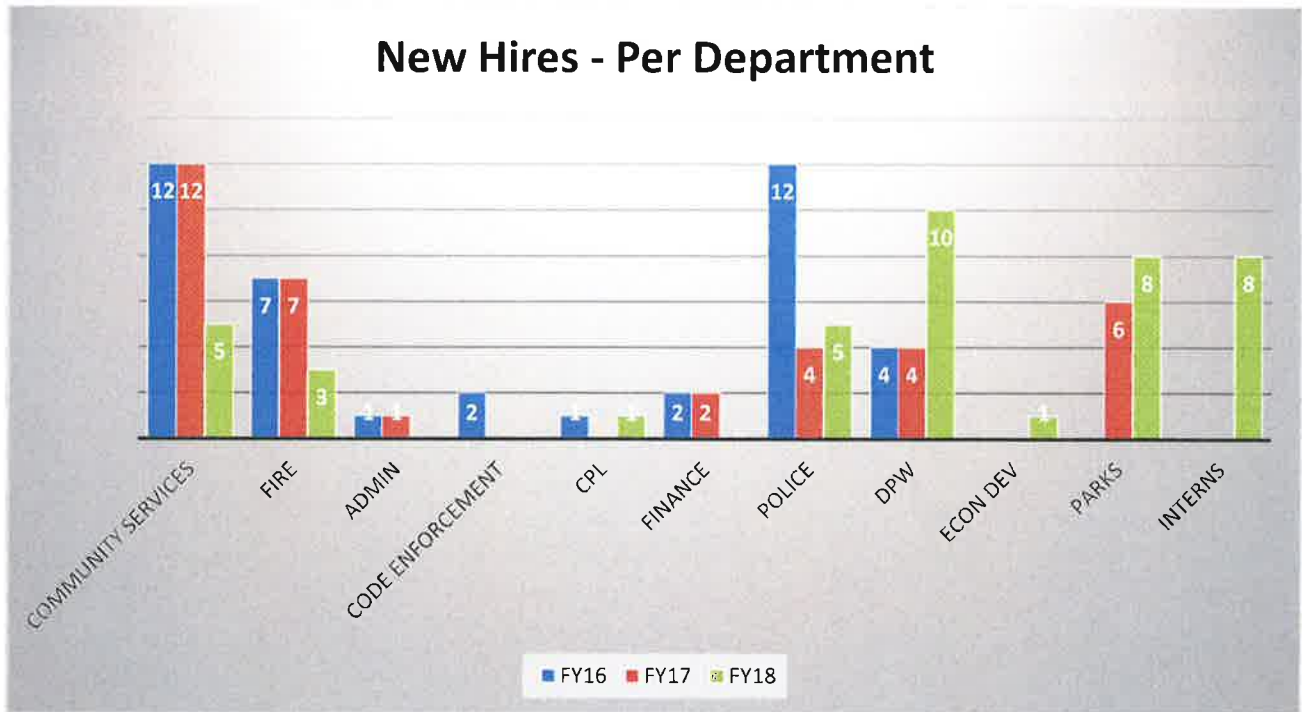
1. Update the Employee Handbook to ensure compliance with changing of laws and the general needs of the Village.
2. Host an Educational Fair for the employees and residents of the Village.
Education Fairs are beneficial to both employees and the residents by providing a network of universities to help make informed decisions on their future education endeavors. Other benefits to the employees would be increasing morale, prove commitment to your employees future and progressive education opportunities.
3. Host a Job Fair: This give residents a chance to meet other professionals and discuss potential job and/or internship opportunities.

PERFORMANCE MEASURES

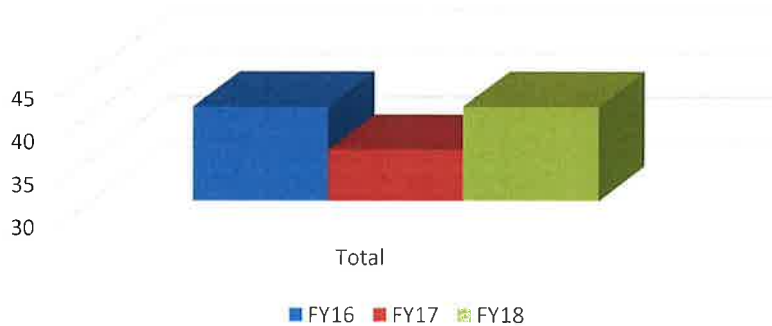
HUMAN RESOURCE GENERALIST

A total of 41 new hires occurred in FY2018 mostly including summer help for the camp programs in Parks & Rec Department, summer help for Public Works and the Interns that participated in the Teen Internship Program over the summer. Each hire goes through a process before hiring-interviewing and a background check.

For the updating of personnel policies, HR updated a total of three policies and distributed either at meetings or individually to the new hires.



New Hires



ACCOMPLISHMENT OF 2017/2018 GOALS:

MEDIA COORDINATOR

1. Create and Implement a comprehensive media marketing/public relations plan to help promote awareness of Village services, accomplishments, events and news.

- *Created specific campaigns to educate citizens on everything about Richton Park such as: National Night Out, Junior Fire Academy, Resident Appreciation Day, Tornado Safety, etc.*
- *Maintained various Village social media outlets integrating such campaign materials. These social media outlets are: Facebook, Instagram, Constant Contact, YouTube, Twitter and LinkedIn.*

2. Create, design and manage the first official Village Publication Magazine, "Richton Park Review".

This magazine will include news and what's happening from the entire Village of Richton Park. Contributions for content of the magazine will come from departments within the Village, Richton Park Library, Youth Baseball Association of Richton Park (YBARP), Raiders Football Team, and School District 162 and 159, etc. This publication will replace the "Richton Report" and is scheduled for its first publication to be released July 2018.

3. Implementation of new Village Branding and Signage

The Village of Richton Park received a new branding & logo in June 2016. Due to the new branding, the Village is working on creating signage to go along with this new logo and tag line "Your Home". The Metra Station Signage and Wayfinding started last year and was completed in November 2017. The next phase is the Sauk Trail Banner System that was started in December 2017 and Phase I completion is expected to be of June 2018.

2018/2019 GOALS & OBJECTIVES

MEDIA COORDINATOR

1. Create short video series for various specific non-event campaigns.
2. Implementation of Village Branding & Signage:
 - a. Entry-Way Signage System- expected completion date of fall 2018.
 - b. Viaduct Underpass Branding/Signage System- the design is done and expected completion is summer 2018.
 - c. Village Hall façade, both indoor and outdoor, Branding/Signage System – design for the outdoor signage is complete, expected completion is summer 2018-summer 2019.
3. Creating of an official Village Media Communication Policy (internal) which includes social media guidelines and tactics, employee/user conduct, and response and handling.
4. Create an action plan and budget with the Village IT Department to overhaul the Village Public Access Channel, rebranding it to “RP/TV”.

PERFORMANCE MEASURES

MEDIA COORDINATOR

Facebook Basic Analytics:

<i>Date/Year</i>	<i>Total Likes</i>	<i>New Likes</i>	<i>Paid Promotion Occurrences</i>	<i>Avg. Reach/Week</i>
<i>January 2015</i>	691	91	0	1246
<i>August 2016</i>	1213	522	1	6300
<i>August 2017</i>	1866	653	1	7805
<i>August 2018</i>	2260	394	0	4200

The New Richton Park Magazine (First Issue) - Views (1st 3 weeks):

<i>Date/Year</i>	<i>Total Clicks (Reads)</i>	<i>Total Reach</i>
<i>July 1st-July 21st</i>	742	1844

Email Blast Subscriptions:

<i>Date/Year</i>	<i>Open Rate (Desktop/Mobile)</i>	<i>Click Rate</i>
<i>Jan 2018-July 2018</i>	46% / 54%	51%

***Village of Richton Park
2018/2019 Budget***

***ADMINISTRATIVE
BOARD OF TRUSTEES/ELECTED OFFICIALS***

DEPARTMENT FUNCTION:

The Village of Richton Park has operated under the Village Manager Form of Government, in which an elected Village Board, consisting of a president and six trustees, hires a professional manager to oversee the daily operation of government services and programs since its inception in 1926. The Village Board appoints the Village Manager, Treasurer, and Attorney. The President, 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 7:30pm on the second and fourth Mondays of each month. This meeting schedule is new from years past in that the Board revises its meeting approach annually.

The President 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 Village Clerk is the keeper of the original records and documents of the Village. With the assistance of the Deputy Village Clerk, the position 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.

ACCOMPLISHMENT OF 2017/2018 GOALS:

VILLAGE PRESIDENT

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

The Village President facilitates all yearly Village Board meetings conducted according to the Board's Rules of Procedures that are designed to encourage and offer citizen engagement.

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

Facilitation of the Board of Trustee meetings twice a month whereby citizens are given the opportunity to give input on all fiscal and other policy related matters provided to the public as part of the consent, new business, and work session agenda.

Bi-monthly the Village President hosts a "Coffee with the President" where residents have the chance to discuss with the Village President any issues and/or questions over a cup of coffee which gives a social setting for discussion.

Other communications between the Board and the residents happens via social media outlets such as Facebook and Twitter, the Village website, and through the Richton Park report which is an electronic bi-weekly newsletter production.

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

The Village President meets weekly with the Village Manager to discuss policy and fiscal matters, otherwise communication is done via emails and phone calls.

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

The Village President is very involved in many committees and associations that will help keep him up to date on the changing legislations.

- *Serves on the South Suburban Mayors and Manager Board*
- *Serves on the SSMMA Executive Committee as the Legislative Chair*
- *South Suburban Land Bank Development Authority Board Member*
- *Serves on the IL Municipal League Legislative Committee*
- *Serves on the Chicago Metropolitan Agency (CMAP) for the Planning Board.*
- *Active member of the Metropolitan Mayors Caucus.*

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

The Village President maintains communications with many organizations, other taxing bodies of the Village, throughout the year such as:

- *State of Illinois*
- *Cook County*
- *Rich Township*
- *Prairie State College*
- *School Districts 159,162 and 227*
- *Metropolitan Water reclamation District*

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

Through regional involvement, the Village President actively seeks economic development opportunities on behalf of the Village. This year the Village President assisted with the successful annexation of 300 acres of land in the Village's future growth area west of Interstate 57.

He was also heavily involved in the fight against Cook County's Policy changes to their property tax incentive programs designed to help stimulate new economic growth and sustainability.

The Village President participates in all Chicago Southland Economic Development Council quarterly forums, Chicago Southland Chamber of Commerce and Chicago Southland Convention and Visitors Bureau Economic development activities.

2018/2019 GOALS & OBJECTIVES

VILLAGE PRESIDENT

1. Foster and maximize participation in the policy-making and deliberative functions of the Village Board.
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.
3. Facilitate communication between the legislative and administrative functions of the Village government.
4. Serve as a liaison between the Village of Richton Park and the regional associations of municipal government.
5. Foster communications between the Village of Richton Park and the other taxing bodies of the Village.
6. Encourage economic development both in terms of new development as well as retention and expansion.

PERFORMANCE MEASURES:

VILLAGE PRESIDENT

The Village President's performance measures will be reflected on the day-to-day contact with residents and his involvement with the many committees he participates in. The Village President is well known throughout the Village and makes appearances at as many events as possible. With his help the Village annexed 300 acres of land for development and assisted with the hiring of a Community and Economic Development Director which will help aid in the economic growth of the Village.

ACCOMPLISHMENT OF 2017/2018 GOALS:

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.

This was accomplished through the adoption of the Village Board's Strategic Plan which includes a combination of short and long range goals focused on fiscal responsibility and accountability, economic development, public safety, infrastructure improvement, municipal facility usage and recreation program involvement.

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

As part of the strategic planning process the Village Board and staff worked together to create implementation tactics for each established Village Board strategic planning goals.

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.

The services provided, and that would affect the residents, even with the constraints of the budget have not changed that would affect our residents. When areas of the budget are expected to be cut the Board tries to find areas that would not be resident related, or that would have a later effect on the residents.

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

The Board worked with staff including the Village Manager and Department Heads on the coordination of plans related to the provision of services. This was done so by way of approving the fiscal year budget that references the dollars allocated for various village services (ex. water/sewer, snow removal, road resurfacing, refuse, recreation programs, senior programs, etc.)

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

The Board evaluates all municipal services annually as part of the budget review process whereby input is given on the performance of service per department to determine where improvements are needed.

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

The Board participates in all business meetings where citizens are encouraged to give their input on agenda items before rendering their decisions. This effort also includes the vetting of policy issues by some of the volunteer Commissions and Committees (ex. planning and zoning) who make recommendations to the Board of Trustees for them to take under consideration.

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

The Board supported the efforts of staff in soliciting for new volunteer Commission and Committee membership. These efforts including advertising vacancies on the Village's website, public access channel and social media outlets. Board members also respond to public inquiries about the process for getting involved by attending homeowner association and other community meetings throughout the year.

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

The Board met with representatives of other taxing bodies (State of Illinois, Cook County, Rich Township, Metropolitan Water Reclamation District, School Districts, etc.) on numerous occasions throughout the fiscal year as part of meetings that are coordinated independently or regionally.

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

The Board of Trustees are provided routine legislative updates provided by the Illinois Municipal League, South Suburban Mayors and Managers and a federal lobbyist. As needed, Board members will submit Witness Slips in support of or opposition to proposed State Legislation to the Village's legislators and legislators outside the districts. The Board of Trustees attended the IML Lobby Day in Springfield, where they took time to meet with various legislators and agency executives to discuss legislative policy supported and opposed by the Board.

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

The Village Board evaluates the Village Manager's performance related to the Board's strategic planning goals and policies annually as part of the annual budget process. Strategic Planning goals are monitored by the board through routine reporting given by the Village Manager and Department Heads on a bi-weekly basis.

2018/2019 GOALS & OBJECTIVES

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
2. Work with Village Staff in the development of implementation strategies for Board goals.
3. Work within budget constraints to provide the services necessary to create a good quality of life for the residents of Richton Park.
4. Cooperate with Village Staff in coordinating plans for all aspects of the provision of Village services.
5. Evaluate all municipal services on a yearly basis to assure the efficient delivery of said services.
6. Seek the advice and consent of the people through open meetings and through all avenues of communication.
7. Recruit as many residents as possible to serve on Committees and Commissions, providing input and advice to the legislative process.
8. Develop closer communications with the other taxing bodies of the Village.
9. Monitor the legislative activities of State and Federal officials to assist in the adoption of legislations beneficial to the Village.
10. Evaluate the Village Manager on the implementation of the Village Board's goals and policies.

PERFORMANCE MEASURES:

BOARD OF TRUSTEES

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

ACCOMPLISHMENT OF 2017/2018 GOALS:

TREASURER

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

The Treasurer oversees the Village's finances to ensure there is enough funds to cover all expenditures. In FY18, the Village, with the assistance of the Treasurer obtained a Bond of 6.7 million dollars in order to pay off a previous bond and expand to cover all expenses related to the water towers and new meters in the Village. This investment overall will provide extra income and better water quality to the residents.

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

The Police Pension is handled by Lauterbach and Amen, auditors for Police Pension. The Treasurer is in charge of the funds related to this Police Pension and ensures the proper accounting and recording of all funds.

2018/2019 GOALS & OBJECTIVES

TREASURER

1. Maximize the Village's return on investments in a risk-free, collateralized environment.
2. Update the Village's investment policy as needed.
3. Review all financing contracts of the Village.
4. Monitor the Village Debt Schedule
5. Provide investment and financial assistance to the Police Pension

PERFORMANCE MEASURES:

TREASURER

These goals will be measured by oversight of the 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. The policy will be updated as needed and this policy handbook is found within the Finance Department.

ACCOMPLISHMENT OF 2017/2018 GOALS:

VILLAGE CLERK/DEPUTY CLERK

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

The Village Clerk/Deputy Clerk is responsible for taking minutes at all meetings and ensuring all Board Packets are uploaded to the BoardDocs in a timely fashion. The meeting minutes are also uploaded to our Village website for public viewing via our Media Department. In FY2018, the following minutes were recorded by the Village Clerk:

- *20 Regular Board Meetings*
- *4 Special Board Meetings*
- *11 Executive Session Meetings*

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

All the municipal records for the Village are securely kept in a filing room and all documents are properly labeled. The process to scan all documents in order to have an electronic backup started this year.

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

All information is uploaded to the website and is made accessible to the public. The Village is in a process of cleaning up old data to make sure information is correct and will be uploaded this data to the website as well.

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

Early voting is advertised by placing information on the Village website and having information available for residents when they visit the Village Hall.

Citizens can visit the Village Hall, to register via the Cook County Clerk's website. Registration is not done over the phone. The Village Clerk will input the voter's information and have the individuals sign the original form which will get mailed to the Clerk's office.

The role of the Clerk during election is to ensure each polling location is running smoothly and to answer any questions residents will have such as a listing of locations for voting.

2018/2019 GOALS & OBJECTIVES

VILLAGE CLERK/DEPUTY CLERK

1. Facilitation of Voter's Registration Drive
2. Go Paperless- working to have all documents scanned into the system and stored electronically.
3. Facilitate an event during Clerk's Week to inform the public of the duties of a Municipal Clerk
4. Attend any trainings and/or conferences that will not only advance positions within the Village, but to keep updated with current changing laws. The Village Clerk and Deputy Clerk will attend the Municipal Clerks of Illinois Conference as well as monthly clerks meetings to stay up to date on the new rules and regulations of a Municipal Clerk.
5. Provide public access to municipal records and documents, including meeting the requirements of the Americans with Disabilities Act and Freedom of Information Act. The goal is to have all requests answered within the deadline of five business days.

PERFORMANCE MEASURES

VILLAGE CLERK/DEPUTY CLERK

Freedom of Information Requests Processed:

<i>Calendar Year</i>	2011	2012	2013	2014	2015	2016	2017
<i>Number</i>	33	59	49	38	62	48	2,275

**2017 was the first year the FOIA requests were available online*

Sets of Minutes Produced:

<i>Calendar Year</i>	2011	2012	2013	2014	2015	2016	2017
<i>Number</i>	33	45	36	45	36	38	35

***Village of Richton Park
2018/2019 Budget***

**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, business owners, home owners, and village staff volunteer to staff committee and commissions and seek to enhance the quality of Richton Park for its residents.

The Village has the following Committee and Commissions:

- Beautification Committee
- Economic Development Commission
- Fire & Police Commission
- Parks & Recreation Commission
- Planning & Zoning Commission
- Scholarship Committee
- Senior Citizen Advisory Committee
- Sister City Committee
- Veterans Committee

BEAUTIFICATION COMMITTEE

The coordination and planning of the Village's annual Beautification Awards Ceremony works toward the common goal of making Richton Park a better place to live and do business. The committee duties include determining the type of awards to be given, observation and identification of properties to be considered for special recognition, selection of properties to determine winners, reporting of winners to the Board of Trustees and hosting the annual awards picnic.

ECONOMIC DEVELOPMENT COMMISSION

The function of the committee is to assist staff with strategies to proactively pursue the types of commercial, retail, industrial, and mixed-use desired by the community. This includes providing community input regarding the long term growth and retention of businesses and employment opportunities in the Village. Assist where appropriate with direct business recruitment and retention efforts throughout the year. Consider for its beneficial impact to the Village, requests for utilization of various economic finance incentives in support of desired commercial and industrial uses.

POLICE & FIRE COMMISSION

The function of the Fire & Police Commission is to hire new police officers and to give the final decision of promotions to corporal and sergeant. To accomplish this, the commission must test, conduct oral interviews and establish an eligibility list for police officers, corporal and sergeant promotions. Commissioners also attend the state wide conferences twice a year for training purposes and case law rulings. The commission hold quarterly meetings and when needed, special meetings.

PARKS & RECREATION COMMISSION

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 & ZONING COMMISSION

The function of the committee is to develop the comprehensive plan and land use map for the Village, reviews all request for land use changes, and makes recommendations to the Board of Trustees to ensure consistency with the plan and land use map. Interpret and provide recommendations to the Village Board on land use, zoning, regulatory, and other issues impacting existing and proposed uses and development within the Village's municipal boundaries and its abutting statutory planning jurisdiction.

SCHOLARSHIP COMMITTEE

The function of the committee is to find ways to raise funds to give away as scholarships, look through applications that are received, and award as many scholarships as possible each year.

SENIOR CITIZENS ADVISORY COMMISSION

This commission is established to enhance the quality of life for senior citizens and advises the Board of Trustees on matters pertaining to seniors in the Village.

SISTER CITY COMMITTEE

The goal of the committee is to foster knowledge and understanding between the people of the Village of Richton Park and the people of Cat Island, Bahamas. Both cities are working on establishing the following goals and values: School, partnership between both cities, cultural exchanges, fundraising activities, and raise awareness of diverse global interest.

VETERANS COMMITTEE

The purpose of this committee is to acknowledge and honor veterans who previously or currently reside in the Village. Committee is responsible for the planning and implementation of the community's annual Veterans Day Ceremony to ensure the events reflects Richton Park's respect and appreciation of the many sacrifices made by our honorable military personnel on behalf of our country. Also oversee the future planning and erection of a permanent Veterans Memorial site within the Village.

ACCOMPLISHMENT OF 2017/2018 BUDGET OBJECTIVES:

BEAUTIFICATION COMMITTEE

Provide awards to properties within the Village of Richton Park to recognize the interest and continuing efforts of residents and property owners to maintain and improve their property and neighborhood.

ECONOMIC DEVELOPMENT COMMISSION

Continually provided invaluable oversight and recommendations regarding advancing the various economic development, business attraction and retention, and synergistic project opportunities within the Village so as to diversify and strengthen the financial, employment, and quality of life for community residents and business owners.

FIRE & POLICE COMMISSION

The commissioners finalized an entry level police officer eligibility list, a corporal promotional list and the sergeant promotional list. One candidate was placed through the process and was hired. The commission also promoted two officers to corporal and promoted one corporal to sergeant.

PARKS & RECREATION COMMISSION

Oversees the scholarship committee and helps with fundraising efforts. The Parks & Recreation commission hosted the first "Bowling for Scholarship" fundraiser at Lakewood Bowling alley. The goal each year is to increase the programs number of participants and this was shown in a few programs such as the Daddy/Daughter Dance. The commissioners also have input in updating the parks and this year some new equipment was ordered for Glacier Park.

PLANNING & ZONING COMMISSION

Provide input and direction regarding updates to the Village Comprehensive Plan, Zoning, and Subdivision regulations. Ensured conformity with land use and development and high quality design and aesthetic standards adopted by the Village. Where appropriate, provided specific regulatory relief in unique situations so as to ensure necessary development flexibility in line with the intent of the zoning and subdivision regulations.

SCHOLARSHIP COMMITTEE

The committee's goal each year is to help raise funds and get as many applications as possible to reward as many individuals' scholarships within budget constraints. During FY18, the Village received 10 applications for the scholarship and awarded a total of 5. The committee also assisted with the Bowling Fundraiser event at Lakewood Bowling Alley.

SENIOR CITIZENS ADVISORY COMMISSION

The purpose each year is to increase membership by outreaching more senior citizens within the Village to participate. The Commission hosted two "Senior Fun Day" events which include lunch, games and interaction with others. At this event money is collected in order to be used toward gift cards, gifts and awards each year for their events.

SISTER CITY COMMITTEE

The goal of this committee is to learn from our sister city, Cat Island, Bahamas. By visiting between the two cities, each could learn and comprehend their global goals, government and school systems; to determine its compatibility in terms of international cooperation, educational and cultural exchanges that will lead to future educational opportunities, increase economic development and more. This year was spent re-establishing partnership/relationship by visiting the Cat Islands to meet their new leadership. Some funds were raised in order to bring some monetary resources out to the students on the islands.

VETERANS COMMITTEE

The Veterans Committee's goal last year was to create a Veterans Commission which is an ongoing project to be completed early FY19. Each year the veteran committee plans the Veterans Day Parade and to outreach to more Village Veterans. This committee is working to bring the Red Tails Exhibit to the Village of Richton Park, which is another ongoing project to be completed in FY19. A Veterans Memorial is also ongoing and in the works to build a memorial in the front of the Village Hall.

2018/2019 GOALS & OBJECTIVES

BEAUTIFICATION COMMITTEE

To continue to encourage residents and property owners to strive to maintain and improve their property and their neighborhood. Acknowledge these efforts by awarding ribbons to those who worked each year to meet these goals.

ECONOMIC DEVELOPMENT COMMISSION

Select one or more developers to initiate the first Town Center redevelopment project in conformance with the goals and objectives of the Village Comprehensive Plan.

Actively identify and solicit prospective commercial and industrial entities to locate on available development and redevelopment parcels throughout the Village.

Where appropriate, consider strategic acquisition of parcels which may be combined so as to create meaningful redevelopment opportunities attractive to new business and developer entities.

FIRE & POLICE COMMISSION

Establish new entry level police officer eligibility list and update a sergeant's promotional list.

PARKS & RECREATION COMMISSION

To increase the number of participants in the Parks & Recreational programs with new fresh ideas. Working on increasing the funds raised at the Bowling Fundraiser with the goal to raise more than the previous year. Continue to upgrade outdated equipment at the parks and look to install new restrooms at Glacier Park which is one of the largest used parks within the Village.

PLANNING & ZONING COMMISSION

Review and consider amendments to Village regulatory zoning and subdivision documents, and where appropriate, to ensure the delivery of a business and enhancement friendly municipal environment. Continue to promote the development of highly marketable and economically resilient uses on and around key target areas including west of I-57, Lakewood Plaza, Sauk Trail/Cicero commercial node, Town Center, and along Sauk Trail east of Governors Highway.

SCHOLARSHIP COMMITTEE

To increase the number of applications and awards annually. The first step would be to find new fundraising activities and to increase participation in current fundraising activities such as the Bowling Event at Lakewood Bowling Alley.

SENIOR CITIZENS ADVISORY COMMISSION

Add youth initiatives with the purpose of interacting with seniors which is healthy for both generations. Add Grandparents Day Celebration to honor grandparents with their grandchildren. Host the first Thanksgiving Dinner at the Community Center, in past years this was hosted with the church. The commission is looking to host at the Community Center which would pay for food, transportation, baskets, etc. for the event. Looking to hold more Senior Fun Days which will also increase the raising of money for specific benefits.

SISTER CITY COMMITTEE

Continued partnership with Cat Islands, Bahamas. Looking to raise more money to benefit the islands such as raising money for school supplies. The goal is to establish a school partnership between both cities and an exchange program with the universities nearby.

VETERANS COMMITTEE

Create a Veterans Memorial near the Village Hall and outreach to other Veterans within the Village of Richton Park. Looking to create a Veterans Commission which should be complete at the beginning of FY19. Bring the Red Tails traveling exhibit to the Village alongside increasing the Veterans Day Parade and increasing number of participants.

PERFORMANCE MEASURES

Based on the 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 the volunteers by number of participants both at the events or joining the committees or commissions.

BEAUTIFICATION COMMITTEE

Continue issuing awards yearly to the residents within Richton Park that are taking the extra steps to make their communities and properties look good. Increase membership of the committee and participants.

ECONOMIC DEVELOPMENT COMMISSION

New economic opportunities and new businesses within the area such as the new development activity within the Village Town Center area via the Sauk Trail/Governors Highway Development Site.

FIRE & POLICE COMMISSION

The Board of Fire & Police Commissioners will regularly update its Rules and Regulations as may be necessary in accordance with the Illinois State Laws.

Commission will complete the process to establish Fire and Police Department promotional eligibility lists and the new hire eligibility list.

PARKS & RECREATION COMMISSION

The Parks & Recreation Board will monitor the Village's Parks and Recreation System and update the Parks and Recreation Plan.

PLANNING & ZONING COMMISSION

The 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.

SCHOLARSHIP COMMITTEE

Measured by the amount of fundraising activities, number of participants applying for the scholarship and the amount of awards issued yearly.

SENIOR CITIZENS ADVISORY COMMISSION

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.

SISTER CITY COMMITTEE

Will continue to partner with the Cat Islands, Bahamas to create programs beneficial to both cities. Raise funds to help with the schools and update the Board the progress of this relationship.

VETERANS COMMITTEE

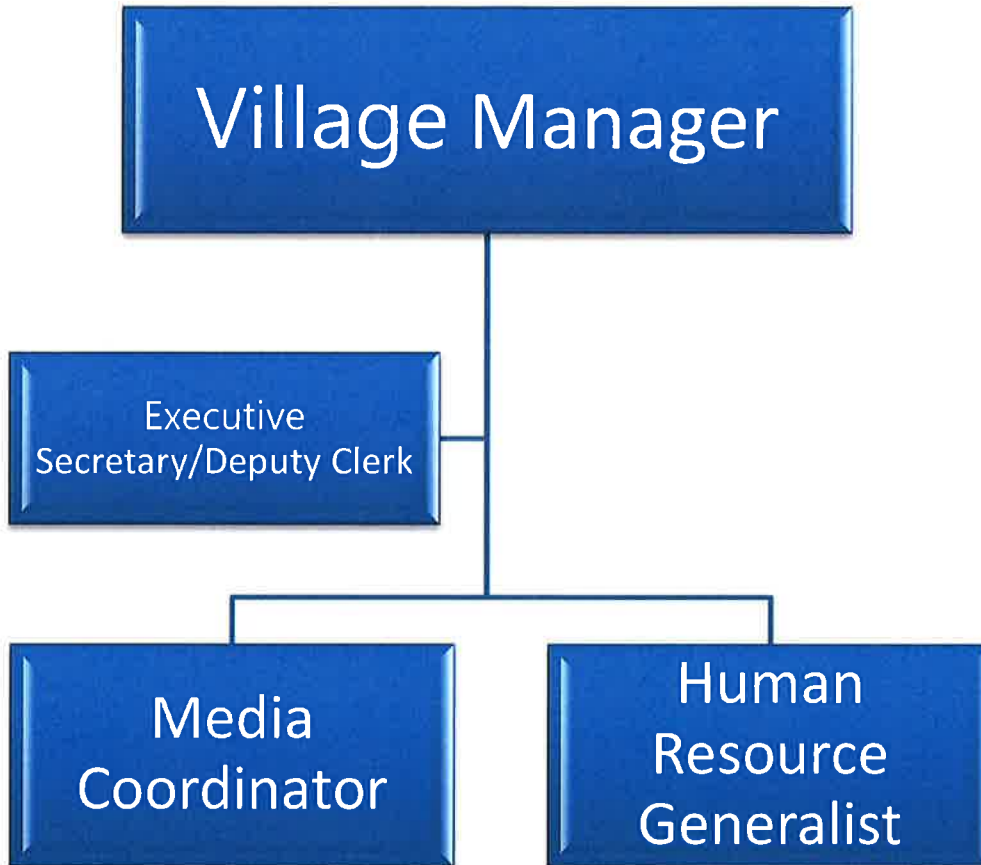
Measured by the amount of Veteran participants and outreach to others within the Village. The creation of a Commission, a veteran's memorial, and an increase participation at the Veterans Parade

STAFFING

Administration	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Village Manager	1	1	1	1	1	1
Executive Secretary	1	1	1	1	1	1
Media Coordinator	1	1	1	1	1	1
Assistant Village Mgr.	1	1	1	-	-	-
Human Resource Generalist	-	-	-	1	1	1
Total	4	4	4	4	4	4

ORGANIZATION CHART

ADMINISTRATION



ADMINISTRATIVE DEPARTMENT

BUDGET SUMMARY

General Fund		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
01-100-31-101	Property Tax	\$ 2,809,350	\$ 2,659,363	\$ 2,415,000	\$ 940,904	\$ 2,481,413	3%
01-100-31-130	State Use Tax	\$ 315,004	\$ 336,462	\$ 300,000	\$ 220,004	\$ 350,000	17%
01-100-31-131	State Sales Tax	\$ 398,507	\$ 859,107	\$ 525,000	\$ 613,915	\$ 850,000	62%
01-100-31-132	Utility Tax-Exelon	\$ 361,994	\$ 327,499	\$ 365,000	\$ 260,951	\$ 350,000	-4%
01-100-31-133	Utility Tax-Excise	\$ 299,711	\$ 276,632	\$ 315,000	\$ 162,799	\$ 250,000	-21%
01-100-31-134	Utility Tax-Nicor	\$ 164,792	\$ 110,811	\$ 175,000	\$ 89,282	\$ 175,000	0%
01-100-31-135	Utility Tax-Water Fund	\$ 210,922	\$ 221,440	\$ 253,000	\$ 169,327	\$ 225,000	-11%
01-100-31-136	Nonhome Rule Sales Tax	\$ 154,750	\$ 298,928	\$ 225,000	\$ 209,585	\$ 250,000	11%
01-100-31-137	AT&T Telephone Franchise Tax	\$ 145,380	\$ 163,477	\$ 200,000	\$ 154,258	\$ 175,000	-13%
01-100-31-138	Video Gaming Tax	\$ 19,262	\$ 35,847	\$ 37,000	\$ 35,283	\$ 40,000	8%
01-100-31-139	Business District Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ 300,000	100%
Taxes		\$ 4,879,672	\$ 5,289,565	\$ 4,810,000	\$ 2,856,308	\$ 5,446,413	13%
01-100-32-106	Community Center Rentals	\$ 13,941	\$ 18,103	\$ 23,000	\$ 14,677	\$ 20,000	-13%
01-100-32-110	Gym Rentals	\$ 3,970	\$ 13,150	\$ 17,000	\$ 15,064	\$ 17,000	0%
01-100-32-211	Business License	\$ 26,245	\$ 29,344	\$ 29,000	\$ 22,985	\$ 27,600	-5%
01-100-32-212	Liquor License	\$ 20,510	\$ 22,960	\$ 10,000	\$ 300	\$ 10,000	0%
01-100-32-213	Vehicle License	\$ 242,081	\$ 254,496	\$ 260,000	\$ 240,265	\$ 264,200	2%
01-100-32-214	Vehicle License Penalties	\$ 9,126	\$ 11,233	\$ 5,500	\$ 8,728	\$ 9,500	73%
01-100-32-215	Health Inspection Fee	\$ 5,900	\$ 7,720	\$ 8,000	\$ 10,740	\$ 11,500	44%
01-100-32-218	Elevator Inspections	\$ 3,016	\$ 2,278	\$ 1,500	\$ 5,325	\$ 5,800	287%
01-100-32-219	Pet Licenses	\$ 305	\$ 310	\$ 350	\$ 165	\$ 350	0%
01-100-32-220	Contractors License	\$ 43,500	\$ 42,900	\$ 40,000	\$ 47,960	\$ 52,000	30%
01-100-32-221	Building Permit	\$ 217,995	\$ 136,441	\$ 115,000	\$ 117,337	\$ 127,000	10%
01-100-32-222	Alarm Permit	\$ 3,330	\$ 2,935	\$ 3,000	\$ 1,615	\$ 2,500	-17%
01-100-32-223	Alarm Incident	\$ 5,200	\$ 4,600	\$ 3,500	\$ 3,060	\$ 3,500	0%
01-100-32-224	Solicitor Permit Fee	\$ 498	\$ 600	\$ -	\$ 370	\$ 400	100%
01-100-32-225	Occupancy Inspection	\$ 48,075	\$ 47,125	\$ 45,000	\$ 46,175	\$ 50,000	11%
01-100-32-230	Prop Maintenance/Admin Revenues	\$ 19,533	\$ 22,352	\$ 25,000	\$ 32,013	\$ 35,000	40%
01-100-32-240	Property Lien Revenue	\$ 62,470	\$ 36,313	\$ 45,000	\$ 45,390	\$ 54,000	20%
License & Permits		\$ 725,695	\$ 652,860	\$ 630,850	\$ 612,168	\$ 690,350	9%
01-100-33-301	State Income Tax	\$ 1,383,193	\$ 1,301,658	\$ 1,300,000	\$ 1,000,326	\$ 1,425,000	10%
01-100-33-305	Replacement Tax	\$ 21,388	\$ 25,636	\$ 23,000	\$ 10,782	\$ 20,000	-13%
Intergovernmental Revenue		\$ 1,404,581	\$ 1,327,294	\$ 1,323,000	\$ 1,011,109	\$ 1,445,000	9%
01-100-34-412	Copying & Publication	\$ 2,356	\$ 2,861	\$ 3,000	\$ 2,836	\$ 3,200	7%
01-100-34-413	Planning & Zoning Fees	\$ -	\$ 1,450	\$ 1,000	\$ -	\$ 1,000	0%
01-100-34-418	Cable Franchise Fee	\$ 130,511	\$ 142,011	\$ 160,000	\$ 143,912	\$ 160,000	0%
01-100-34-420	Tower Rental	\$ 139,581	\$ 96,311	\$ 140,000	\$ 89,443	\$ 110,000	-21%
01-100-34-424	Ambulance Billing	\$ 349,636	\$ 368,645	\$ 360,000	\$ 333,454	\$ 370,000	3%
01-100-34-427	Junior Fire Academy	\$ -	\$ 500	\$ 1,000	\$ 350	\$ 2,000	100%
Charges for Services		\$ 622,084	\$ 611,778	\$ 665,000	\$ 569,996	\$ 646,200	-3%
01-100-35-510	Code Enforcement Fines	\$ 45,197	\$ 28,179	\$ 40,000	\$ 34,757	\$ 40,000	0%
01-100-35-511	Court Fines	\$ 20,001	\$ 22,320	\$ 27,000	\$ 18,863	\$ 21,000	-22%
01-100-35-512	Ordinance Violations	\$ 156,364	\$ 172,015	\$ 165,000	\$ 117,390	\$ 150,000	-9%
01-100-35-514	Administrative Hearing	\$ 83,249	\$ 74,155	\$ 55,000	\$ 42,500	\$ 55,000	0%
01-100-35-515	Local Ordinance Violations	\$ 6,225	\$ 9,300	\$ 8,000	\$ 10,705	\$ 12,000	50%
01-100-35-516	Warrant Fee Disbursement	\$ 700	\$ 1,190	\$ 15,000	\$ 70	\$ 1,200	-92%
01-100-35-517	Bond Processing Fee	\$ 3,660	\$ 3,100	\$ 3,000	\$ 2,850	\$ 3,500	17%
01-100-35-518	Debt Recovery Act	\$ 89,201	\$ 97,984	\$ 100,000	\$ 65,441	\$ 100,000	0%
01-100-35-519	Red Light Camera Violations	\$ -	\$ -	\$ -	\$ -	\$ 100,000	100%
Fines & Forfeitures		\$ 404,597	\$ 408,242	\$ 413,000	\$ 292,576	\$ 482,700	17%

ADMINISTRATIVE DEPARTMENT

01-100-36-365	Richton Park Festival	\$ 1,260	\$ 2,886	\$ 2,500	\$ 6,850	\$ 8,000	220%
01-100-36-366	I Make a Difference	\$ -	\$ -	\$ 250	\$ -	\$ 250	0%
01-100-36-601	Interest Income	\$ 249	\$ 1,115	\$ 4,575	\$ 1,270	\$ 2,000	-56%
01-100-36-602	Business Directory Ads	\$ 704	\$ 325	\$ 500	\$ 150	\$ 500	0%
01-100-36-608	National Night Out Donations	\$ 4,230	\$ 9,640	\$ 3,000	\$ 1,975	\$ 5,000	67%
01-100-36-610	Rich Township Gasoline Purchases	\$ 46,990	\$ 23,833	\$ 50,000	\$ 29,506	\$ 40,000	-20%
01-100-36-619	Unclaimed Prisoner Property	\$ -	\$ -	\$ -	\$ 35	\$ -	0%
01-100-36-641	Income From Sale of Assets	\$ 2,836	\$ -	\$ 3,000	\$ 6,120	\$ 5,000	67%
01-100-36-650	Health Insurance Premiums	\$ 121,965	\$ 110,515	\$ 105,000	\$ 77,914	\$ 125,000	19%
01-100-36-651	Community Garden	\$ -	\$ -	\$ 500	\$ -	\$ 500	0%
01-100-36-661	Fingerprinting Processing Fee	\$ 495	\$ 438	\$ 675	\$ 489	\$ 500	-26%
01-100-36-676	Gasoline Tax Rebate	\$ -	\$ 3,813	\$ -	\$ -	\$ 3,000	100%
01-100-36-677	Donations	\$ -	\$ 500	\$ 500	\$ -	\$ 5,000	900%
01-100-36-685	Register Over/Short	\$ (96)	\$ (340)	\$ -	\$ 106	\$ -	0%
01-100-36-699	Miscellaneous Income	\$ 1,582	\$ 11,826	\$ 15,000	\$ 28,027	\$ 20,000	33%
	Miscellaneous	\$ 180,215	\$ 164,551	\$ 185,500	\$ 152,442	\$ 214,750	16%
01-100-38-600	Abandoned Property Program	\$ -	\$ -	\$ -	\$ 16,354	\$ 75,000	100%
	Grants	\$ -	\$ -	\$ -	\$ 16,354	\$ 75,000	100%
01-100-39-602	Rental Income-PODS	\$ -	\$ -	\$ -	\$ 7,500	\$ 9,000	100%
	Rental Income	\$ -	\$ -	\$ -	\$ 7,500	\$ 9,000	100%
01-110-36-300	IRMA Claims Revenue	\$ -	\$ -	\$ -	\$ 23,503	\$ 25,000	100%
01-215-36-696	Sister City Revenues	\$ 125	\$ -	\$ 500	\$ 80	\$ 500	0%
	Dept Revenues-Miscellaneous	\$ 125	\$ -	\$ 500	\$ 23,583	\$ 25,500	100%
01-500-38-300	Fire Dept Grants	\$ -	\$ -	\$ -	\$ 399,892	\$ -	0%
01-600-38-300	Police Dept Grants	\$ -	\$ -	\$ -	\$ 45,969	\$ -	0%
01-700-38-674	Retro Lighting Grant	\$ -	\$ -	\$ 132,867	\$ 155,062	\$ -	0%
01-705-38-675	Maple Avenue Culvert Grant	\$ -	\$ -	\$ 385,000	\$ -	\$ -	0%
	Dept Revenues-Grants	\$ -	\$ -	\$ 517,867	\$ 600,923	\$ -	-100%
	Total General Fund Revenues	\$ 8,216,969	\$ 8,454,289	\$ 8,545,717	\$ 6,142,959	\$ 9,034,913	6%

ADMINISTRATIVE DEPARTMENT

Administration		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
01-100-41-101	Supervision	\$ 135,427	\$ 58,040	\$ 188,728	\$ 131,853	\$ 147,938	-22%
01-100-41-103	Clerical	\$ 94,031	\$ 124,631	\$ 104,748	\$ 133,251	\$ 163,360	56%
01-100-41-104	Part-Time	\$ 451	\$ -	\$ -	\$ -	\$ 18,000	100%
01-100-41-105	Emergency Overtime	\$ 42,712	\$ 30,682	\$ 50,000	\$ 45,951	\$ 50,000	0%
01-100-41-106	ICMA Benefit	\$ (6,836)	\$ -	\$ 5,104	\$ -	\$ 5,313	4%
01-100-41-107	Village Officials Salaries	\$ 92,290	\$ 96,528	\$ 115,788	\$ 83,494	\$ 97,464	-16%
01-100-41-120	IMRF	\$ 27,200	\$ 20,092	\$ 23,569	\$ 30,860	\$ 41,807	77%
01-100-41-121	Social Security	\$ 21,977	\$ 19,277	\$ 32,321	\$ 23,400	\$ 32,398	0%
01-100-41-125	Health Insurance	\$ 62,851	\$ 52,453	\$ 79,736	\$ 66,585	\$ 92,852	16%
Personnel		\$ 470,103	\$ 401,702	\$ 599,994	\$ 515,393	\$ 649,132	8%
01-100-42-220	Office Supplies	\$ 13,393	\$ 11,611	\$ 7,000	\$ 10,910	\$ 10,000	43%
01-100-42-232	Motor Fuels & Lubricants	\$ -	\$ 1,001	\$ -	\$ 596	\$ -	0%
01-100-42-235	Maintenance Supplies	\$ 1,559	\$ 51	\$ 1,000	\$ 724	\$ 1,000	0%
01-100-42-239	Operating Supplies	\$ 201	\$ 1,462	\$ 1,000	\$ 1,497	\$ 1,000	0%
01-100-42-290	Uniforms	\$ 227	\$ 407	\$ 700	\$ 319	\$ 450	-36%
01-100-42-291	Publications	\$ 130	\$ 142	\$ 500	\$ 1,050	\$ 9,000	1700%
01-100-42-292	Other Supplies	\$ 1,589	\$ 974	\$ 1,000	\$ 297	\$ 1,000	0%
Commodities		\$ 17,099	\$ 15,649	\$ 11,200	\$ 15,393	\$ 22,450	100%
01-100-43-300	Legal Services	\$ 65,723	\$ 66,290	\$ 60,000	\$ 38,351	\$ 48,000	-20%
01-100-43-305	Unemployment Expense	\$ -	\$ 2,317	\$ 500	\$ 4,359	\$ 5,000	900%
01-100-43-307	Other Professional Services	\$ 135,630	\$ 143,586	\$ 155,000	\$ 76,655	\$ 80,000	-48%
01-100-43-309	Janitorial	\$ 14,697	\$ 15,885	\$ 12,000	\$ 12,816	\$ 15,000	25%
01-100-43-311	Interest Expense	\$ -	\$ 25,909	\$ -	\$ 29,245	\$ 25,000	100%
01-100-43-320	Telephone	\$ 107,973	\$ 107,520	\$ 83,000	\$ 85,441	\$ 105,000	27%
01-100-43-321	Utilities	\$ 2,041	\$ 3,948	\$ 3,500	\$ 2,255	\$ 3,000	-14%
01-100-43-327	Training & Travel	\$ 10,572	\$ 14,496	\$ 9,500	\$ 12,427	\$ 15,000	58%
01-100-43-330	Advertising	\$ 435	\$ 137	\$ 3,700	\$ 2,388	\$ 3,500	-5%
01-100-43-331	Printing	\$ 14,166	\$ 8,761	\$ 9,000	\$ 9,013	\$ 7,000	-22%
01-100-43-335	Postage & Meter Rental	\$ 18,515	\$ 18,209	\$ 13,000	\$ 16,614	\$ 14,500	12%
01-100-43-345	Dues	\$ 9,915	\$ 11,304	\$ 12,000	\$ 22,834	\$ 21,000	75%
01-100-43-346	Subscriptions	\$ 10,746	\$ 1,785	\$ 4,000	\$ 1,323	\$ 2,000	-50%
01-100-43-350	Bank Fees	\$ 14,863	\$ 16,058	\$ 15,000	\$ 14,702	\$ 15,000	0%
01-100-43-354	Vehicle Maintenance Outside	\$ 132	\$ 111	\$ 250	\$ 16	\$ 250	0%
01-100-43-360	Building Maintenance Outside	\$ 1,361	\$ 229	\$ 500	\$ 1,811	\$ 1,000	100%
01-100-43-363	Equipment Maintenance Outside	\$ 5,919	\$ 6,741	\$ 4,000	\$ 11,817	\$ 4,500	13%
01-100-43-391	Events	\$ 11,849	\$ 5,931	\$ 13,500	\$ 6,128	\$ 13,500	0%
01-100-43-392	Employee Committee Functions	\$ -	\$ 4,827	\$ 6,000	\$ 3,178	\$ 6,000	0%
01-100-43-396	Credit Card Fraudulent Charges	\$ (402)	\$ 1,483	\$ -	\$ -	\$ -	0%
Contractual		\$ 424,135	\$ 455,526	\$ 404,450	\$ 351,371	\$ 384,250	-5%
01-100-44-453	Public Transportation	\$ 81	\$ -	\$ 1,200	\$ -	\$ 1,200	0%
01-100-44-454	Vehicle Maintenance	\$ 328	\$ 1,563	\$ 1,300	\$ 1,425	\$ 500	-62%
01-100-44-459	Donations	\$ 2,245	\$ -	\$ 1,000	\$ -	\$ 500	-50%
01-100-44-460	Building Improvements	\$ 963	\$ 262	\$ 750	\$ -	\$ 500	-33%
01-100-44-482	Employee Assist Program	\$ 2,137	\$ -	\$ 5,000	\$ 2,329	\$ 3,000	-40%
01-100-44-483	President's Expenses	\$ 4,642	\$ 4,297	\$ 4,000	\$ 3,788	\$ 4,000	0%
01-100-44-484	Board Events	\$ 6,965	\$ 8,682	\$ 8,300	\$ 482	\$ 5,000	-40%
01-100-44-486	Board Training & Travel	\$ 7,793	\$ 13,977	\$ 15,000	\$ 15,593	\$ 15,000	0%
01-100-44-487	Manager's Expenses	\$ 2,114	\$ 4,064	\$ 2,500	\$ 855	\$ 1,500	-40%
01-100-44-489	Commissioners Dinner	\$ 5,373	\$ 3,129	\$ 6,000	\$ 1,955	\$ 5,000	-17%
01-100-44-490	Awards/Holiday Dinner	\$ 8,853	\$ 8,993	\$ 13,000	\$ 11,540	\$ 13,000	0%
01-100-44-494	Miscellaneous	\$ 13,915	\$ 34,714	\$ 4,500	\$ 2,039	\$ 4,000	-11%
Operating		\$ 55,409	\$ 79,680	\$ 62,550	\$ 40,007	\$ 53,200	-15%
Total Administration		\$ 966,746	\$ 952,558	\$ 1,078,194	\$ 922,164	\$ 1,109,032	3%
Overhead Distribution							
35%	Water & Sewer	\$ 338,361	\$ 333,395	\$ 377,368	\$ 322,757	\$ 388,161	3%
10%	Refuse	\$ 96,675	\$ 95,256	\$ 107,819	\$ 92,216	\$ 110,903	3%
Total Overhead Distribution		\$ 435,036	\$ 428,651	\$ 485,187	\$ 414,974	\$ 499,064	3%
Net Administration		\$ 531,710	\$ 523,907	\$ 593,007	\$ 507,190	\$ 609,968	3%

ADMINISTRATIVE DEPARTMENT

SALARY DETAIL

ADMINISTRATION

		FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance			
Last Name	First Name	Union	Title	Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Stockstell	Regan	No	Village Manager	\$ 132,825	\$ 147,938	\$ 132,825			\$ 13,713		\$ 1,400	\$ 15,113	
Davis	Dawn	No	Human Resource Generalist	\$ 52,788	\$ 54,768	\$ 54,768						\$ -	
Brown	Amanda	No	Administrative Secretary	\$ 48,920	\$ 55,877	\$ 50,877			\$ 5,000			\$ 5,000	
Ray	Adam	No	Media Coordinator	\$ 50,328	\$ 52,715	\$ 52,215					\$ 500	\$ 500	
Interns		No	Admin	\$ -	\$ 18,000	\$ 18,000						\$ -	
				\$ 284,861	\$ 329,298	\$ 308,685	\$ -	\$ -	\$ -	\$ 18,713	\$ -	\$ 1,900	\$ 20,613

		80.00%				13.43%		28.20%		1.45%		6.20%	
		Insurance				Police		Pension		Social			
Last Name	First Name	Medical	Dental	Vision	Life	Benefits	IMRF	Pension	ICMA	Benefits	Medicare	Security	Taxes
Stockstell	Regan	\$ 24,845	\$ 1,214	\$ 207	\$ 350	\$ 26,616	\$ 19,868		\$ 5,313	\$ 25,181	\$ 2,145	\$ 9,172	\$ 11,317
Davis	Dawn	\$ 13,370	\$ 832	\$ 129	\$ 221	\$ 14,552	\$ 7,355			\$ 7,355	\$ 794	\$ 3,396	\$ 4,190
Brown	Amanda	\$ 8,236	\$ 364	\$ 99	\$ 22	\$ 8,721	\$ 7,504			\$ 7,504	\$ 810	\$ 3,464	\$ 4,275
Ray	Adam	\$ 8,236	\$ 364	\$ 99	\$ 228	\$ 8,927	\$ 7,080			\$ 7,080	\$ 764	\$ 3,268	\$ 4,033
Interns						\$ -				\$ -	\$ 261	\$ 1,116	\$ 1,377
		\$ 54,687	\$ 2,774	\$ 534	\$ 821	\$ 58,816	\$ 41,807	\$ -	\$ 5,313	\$ 47,120	\$ 4,775	\$ 20,416	\$ 25,191

Total		
Last Name	First Name	Compensation
Stockstell	Regan	\$ 211,052
Davis	Dawn	\$ 80,865
Brown	Amanda	\$ 76,377
Ray	Adam	\$ 72,754
Interns		\$ 19,377
		\$ 460,426

ADMINISTRATIVE DEPARTMENT

BOARD

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives
Babka	Valerie	No	Trustee	\$ 6,300	\$ 14,536	\$ 6,300				\$ 8,236		\$ 8,236
Butler	Cynthia	No	Trustee	\$ 6,300	\$ 6,664	\$ 6,300				\$ 364		\$ 364
Artis	Jennifer	No	Trustee	\$ 6,300	\$ 14,900	\$ 6,300				\$ 8,600		\$ 8,600
Alexander	Julian	No	Trustee	\$ 6,300	\$ 6,664	\$ 6,300				\$ 364		\$ 364
Holden	Monica	No	Trustee	\$ 6,300	\$ 14,900	\$ 6,300				\$ 8,600		\$ 8,600
Coleman	Brian	No	Trustee	\$ 6,300	\$ 14,900	\$ 6,300				\$ 8,600		\$ 8,600
Canady	Joe	No	Village Clerk	\$ 6,300	\$ 6,300	\$ 6,300				\$ -		\$ -
Reinbold	Richard	No	Village President	\$ 18,000	\$ 18,600	\$ 18,000				\$ 600		\$ 600
				\$ 62,100	\$ 97,464	\$ 62,100	\$ -	\$ -	\$ -	\$ 35,364	\$ -	\$ 35,364

Last Name	First Name	Medical	Dental	Vision	Life	80.00%	13.43%	28.20%	Pension	ICMA	1.45%	6.20%	Taxes	
						Insurance	Police	Benefits			IMRF	Benefits		Medicare
Babka	Valerie		\$ 364			\$ 364					\$ -	\$ 183	\$ 781	\$ 964
Butler	Cynthia	\$ 8,236				\$ 8,236					\$ -	\$ 91	\$ 391	\$ 482
Artis	Jennifer					\$ -					\$ -	\$ 183	\$ 781	\$ 964
Alexander	Julian	\$ 8,236				\$ 8,236					\$ -	\$ 91	\$ 391	\$ 482
Holden	Monica					\$ -					\$ -	\$ 183	\$ 781	\$ 964
Coleman	Brian					\$ -					\$ -	\$ 183	\$ 781	\$ 964
Canady	Joe	\$ 8,236	\$ 364			\$ 8,600					\$ -	\$ 183	\$ 781	\$ 964
Reinbold	Richard	\$ 8,236	\$ 364			\$ 8,600					\$ -	\$ 270	\$ 1,153	\$ 1,423
		\$ 32,944	\$ 1,092	\$ -	\$ -	\$ 34,036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,367	\$ 5,840	\$ 7,207

Total		
Last Name	First Name	Compensation
Babka	Valerie	\$ 15,864
Butler	Cynthia	\$ 15,382
Artis	Jennifer	\$ 15,864
Alexander	Julian	\$ 15,382
Holden	Monica	\$ 15,864
Coleman	Brian	\$ 15,864
Canady	Joe	\$ 15,864
Reinbold	Richard	\$ 28,623
		\$ 138,707

***Village of Richton Park
2018/2019 Budget***

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

DEPARTMENT FUNCTION:

Community and Economic Development provides guidance to property owners, developers, citizens and other units of government on planning and zoning issues. The Director staffs the Plan Commission and assists with comprehensive planning, strategic planning and plan reviews for new developments.

The Community and Economic Development Department consists of five distinct divisions working together to provide information, services, and education to our residents, business owners, developers, contractors, and others. The divisions include:

- Planning and Zoning
- Economic Development
- Building
- Code Enforcement
- Community Relations

Goals and Responsibilities:

The comprehensive goal of the department is to deliver exceptional customer service so that individuals are able to accomplish their goals in relation to department functions.

The primary responsibilities of the department include:

- Building permitting and inspections
- Business and contractor's license administration
- Property maintenance/code enforcements administration
- Property occupancy (point of sale) inspections
- Zoning administration

DEPARTMENT FUNCTION:

PLANNING & ZONING

The Planning and Zoning Division is responsible for administrative work involving current and long-range planning activities for residential, commercial, industrial, and public land use development. This division performs a variety of routine and complex administrative, technical, and professional work activities concerning the preparation and implementation of the village's adopted land use planning policies, zoning administration, development plan reviews, programs, and services.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

PLANNING AND ZONING

1. Find new and innovative ways to increase the function of the Planning and Zoning Department.

During 2017/2018 the Village adopted the new Business District Plan which will help increase opportunities of businesses to the Village.

In March of 2018, the Village hired a new Director of Economic and Community Development to oversee the department with new initiatives and priorities of the unified divisions of Economic Development, Planning, Building, Code Enforcement and Community Relations.

2. Update new ordinances and or codes as needed.

Implemented adoption of amendments and updates to various zoning, building, permitting and Code Enforcement regulations to ensure statutory compliance, industries best practices, and/or municipally specific issues and challenges.

3. Define areas in Richton Park to either start new development or help to re-develop these areas to attract businesses.

Continued advancing the Village's Town Center Redevelopment Strategy through acquisition of key parcels, refinement of implementation initiatives to align with market opportunities and resources, and work with existing owners to demonstrate potential available via public and private collaboration.

COMMUNITY & ECONOMIC DEVELOPMENT

4. Organize events and/or workshops to education residents and business owners the opportunities and education in Richton Park.

Organized and facilitated numerous social and topical events throughout the year including but not limited to Resident Appreciation Day, Beautification Committee, Building Safety Day, Woman's and Men's Stress less Workshop, networking breakfasts, new business grand opening celebrations, etc.

2018/2019 GOALS AND OBJECTIVES:

PLANNING AND ZONING

1. Enhance municipal pride through continued and consistent application and enforcement of regulatory requirements in regards to property maintenance (Residential, Commercial, and Industrial).
2. Enhance the administrative efficiency and turnaround time for processing/approval of permitting and licensing requests from residents, contractors, business owners and managers, and developers.
3. Increase the total number of occupied residential units (ex. single family, multi-family, etc.) within the Village.
4. Increase the diversity of residential housing opportunities (ex. owner occupied, renter occupied, senior, assisted living, etc.) to promote the ability for residence to "age in place" within Richton Park.
5. Continue implementation of the Village's ongoing storm water impact mitigation and planning along the Butterfield (ex. in Town Center) and Hickory Creek (ex. west of I-57) watersheds.
6. Undertake and complete the assessment requirements so as to establish a new Tax Increment Financing District (TIF) to include at a minimum the partially completed Las Fuentes subdivision.

PERFORMANCE MEASURES:

PLANNING AND ZONING

Planning and Zoning Department just hired a director in charge of Community and Economic Development in hopes to increase focus in this department to attract more businesses to Richton Park and to ensure the Village keeps those businesses already in place to want them to stay.

The Village adopted a new Business District Plan to re-develop areas within Richton Park city limits which include acquisition of land, new zoning areas, etc. to attract new businesses to Richton Park.

Last fiscal year focus was on the Village's Town Center Re-development Strategy. New key parcels of land were acquired, new marketing opportunities, and fresh ways to attract business to this area. New banners were purchased to place around the Village as well to promote the Village's fresh look.

DEPARTMENT FUNCTION:

ECONOMIC DEVELOPMENT

The Economic Development Division of Richton Park works to promote, attract, retain and assist commercial and industrial development within the village. Services provided through this department include assistance to 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.

The Village of Richton Park is a lively and diverse suburban community, just 30 minutes southwest of the City of Chicago, home to approximately 15,000 residents, and offers numerous serene parks, vibrant neighborhoods, and an active business community. Adjacent communities include Matteson and Olympia Fields that when combined, create a core retail trade area of over \$830 million dollars of annual retail sales. In addition to over 70,000 daily vehicles that travel through Richton Park on Interstate 57, Richton Park's three other commercial corridors average approximately 20,000 daily vehicles per each roadway. Over 800 daily riders also utilize the village's Metra Electric District station. Our local leadership in both the private and public sectors work closely together to establish Richton Park as a great place to work, live and play.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

ECONOMIC DEVELOPMENT

1. Support existing businesses with educational and marketing opportunities.

Staff selects on a monthly basis, 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.

COMMUNITY & ECONOMIC DEVELOPMENT

2. Generate Economic and Business sustainability for the Village.

Conducted ongoing outreach to existing business and property owners to inquire about methods through which enhanced service delivery may be successfully accomplished.

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

Attended various commercial real estate focused conferences and events (local, regional and national) to identify possible retail and corporate entities for recruitment to the Village.

Continually fielded inquires and made introductions between prospective business operators and existing property owners/managers to facilitate new business location and/or relocation throughout the Village.

2018/2019 GOALS AND OBJECTIVES:

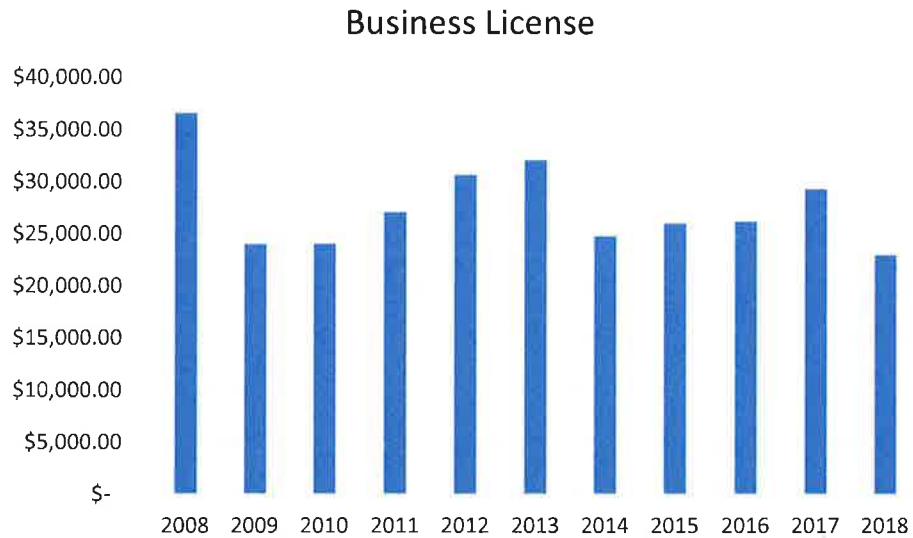
ECONOMIC DEVELOPMENT

1. Work with existing business and property owners/managers to implement physical and aesthetic enhancements to existing commercial properties with particular focus for those located along Sauk Trail and Governors Highway.
2. Work with commercial/retail property owners and managers to comprehensively reduce the total percentage of commercial vacancy throughout the Village.
3. Return a minimum of three formerly under-utilized and/or vacant properties in the Village to active, tax revenue producing status (Ex. Town Center, Lakewood, East Sauk Trail, and Governors Highway).
4. Implement a formal business visitation and retention program utilizing the assistance of members of the Merchant's Chamber and Economic Development Commission.

PERFORMANCE MEASURES:

ECONOMIC DEVELOPMENT

Few businesses were new to the Village last fiscal year but more focus was placed on hiring of a new director and attending many workshops and conferences to bring more business to the Village.



DEPARTMENT FUNCTION:

BUILDING

Whether installing a deck or constructing a new home, the Village of Richton Park's Building Division is committed to ensuring quality construction through the enforcement of the Village's Building Codes. The codes provide the minimum standard to safeguard life, health, and property by regulating and controlling the design, construction, quality of material, use and occupancy of buildings and structures in Richton Park.

The building department ensures the standards are provided for the minimum requirements to safeguard life, limb, health and public welfare. It renders interpretations of the codes and adopts policies and procedures in order to clarify the application of its provisions. The Building Official receives applications, reviews construction documents for compliance to the zoning and building codes, and issues permits for the erection, alteration, and modification of buildings and properties. Inspection services are provided for structural, electrical, plumbing, mechanical, ADA compliance and annual elevator certifications. The premises for which permits are issued are inspected and compliance is enforced to applicable codes. Additionally, the department maintains a living record on all structures in the village. The adopted village codes are the International Residential Code 2000 with amendments, International Building Code 2000 with amendments, National Electric Code 1999 with amendments, International Mechanical Code 2000, International Property Maintenance Code 2000, and Illinois State Plumbing Code 1998. Also a standard of construction adopted by the village for fences, decks, patios and masonry mailboxes.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

BUILDING

1. Throughout the Village, inspect and maintain residential and commercial infrastructures to ensure safety of residents and individuals visiting the area.

In 2017/2018 over 1,965 inspections were completed.

Demolished an abandon house at 21616 Richton Road.

2. Research and find ways of alternative revenues to help offset costs within the department.

In 2017/2018 the Village was awarded with an Abandoned Property Grant to help offset costs associated with abandoned homes such as grass cutting, board-ups and maintenance. The Building Supervisor administered the APP Road 2 for the Grant and also prepared a grant application and was awarded a \$75,000 Grant for Round 3 of the program.

3. Apply and receive awards based on performance in the building department.

Participated and achieved the Silver Status in the Sol Smart Program. The Sol Smart Program is designed to recognize communities that have taken key steps to address local barriers to solar energy and foster the growth of mature local solar markets.

Received an award from the International Code Council that supports the ICC National Building Safety Month.

4. Host an annual event to educate residents and businesses on building safety.

Organized and held Building Safety Day and Events for the residents that had companies such as ComEd, Construction Safety, Nicor, Assistance Programs and a Group that educates the Plant Growth and Rain Re-use. Several Village Departments were involved to teach safety such as: Building Department, Code Enforcement, Police Department and Fire Department.

2018/2019 GOALS AND OBJECTIVES:

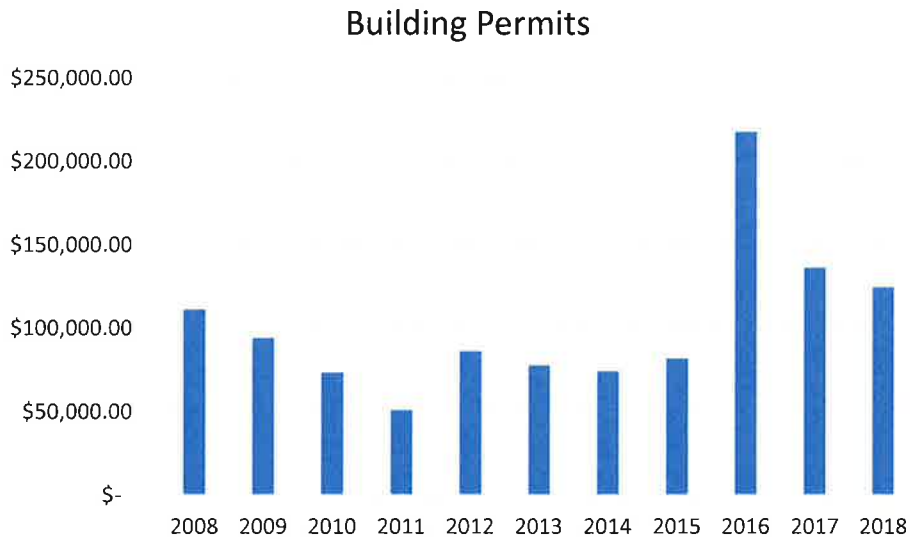
BUILDING

1. Increase inspection and close out building permits in a timely fashion.
2. Hire a temp or part-time to assist in completion of data entry and combine the existing permit computer programs into one.
3. Study permit and inspection fees in the local area and find ways to increase to be consist with surrounding towns.
4. Implement a new computer program that is user friendly.

PERFORMANCE MEASURES:

BUILDING

1,965 inspections were completed in 2017/2018 fiscal year.



DEPARTMENT FUNCTION:

CODE ENFORCEMENT

Code Enforcement Department promotes life, health, fire prevention, building safety and helps maintain property value. This is achieved by inspecting existing structures at change of occupancy and patrolling the neighborhoods to identify properties not complying with the property maintenance code. This Department also provides assistance to the Health Department with inspections of food and health establishments, the building and zoning department by identifying work being conducted without permits, and inspections on home improvements. It enforces compliance by issuing tickets through administrative court, and contracting work from an outside source.

Other duties in the department are receiving and investigating complaints by residents, ticketing abandoned cars on properties, and follow up investigation on violation of the property maintenance code. They also are liaison for the beautification committee, handle correspondence, awards and the budget.

Mission Statements:

The goal of the Code Enforcement Division is to eliminate blight, improve the appearance of residential and commercial areas, and create a community where all those who live, work, or visit can experience a sense of pride and well-being. While our goals may sound simple, partnership is needed to make them reality.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

CODE ENFORCEMENT

1. Improve code compliance based on existing studies and innovative solutions.

Code Enforcement officers are always finding ways to update old ordinances and/or codes of compliance. These officers attended trainings and workshops to learn of new codes related to not just the Village but the County and State as well.

2. Ensure the properties throughout Richton Park are compliant with ordinances that the Village Board has set.

Code Enforcement officers will drive around the Village to ensure the Village is safe and also to encourage residents to upkeep their properties. Last fiscal year a total of 238 tickets were issued.

3. Inspect and ensure residential homes are safe for individuals to occupy.

936 properties were inspected last fiscal year.

2018/2019 GOALS AND OBJECTIVES:

CODE ENFORCEMENT

1. Ensure the properties throughout Richton Park are compliant with ordinances that the Village Board has set.
2. Inspect and ensure residential homes are safe for individuals to occupy.
3. Implement a new computer software program that will increase the ability to complete work in the field and also at the office.

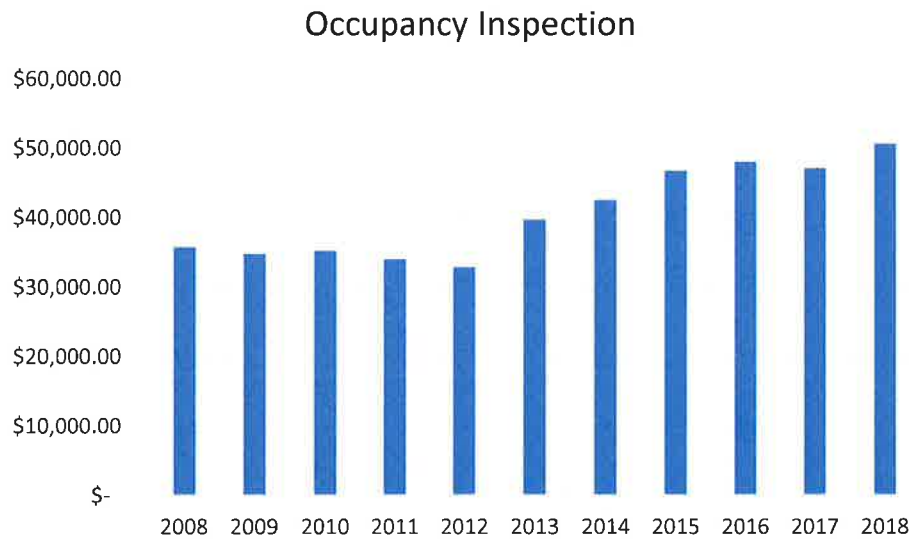
PERFORMANCE MEASURES:

CODE ENFORCEMENT

Personal Contacts: 1,564

Tickets Issued: 238

Properties Inspected: 936



DEPARTMENT FUNCTION:

COMMUNITY RELATIONS

The Community Relations division of Community and Economic Development serves the community by planning, coordinating, and hosting Village programs, events, workshops, etc. Evoking citizen engagement is vital for a community to thrive, and through these various ventures, Richton Park is a better place to live. Community Relations enforces the Village's Human Rights Ordinance and Fair Housing Policy, encourages block organizing, community safety and multi-cultural training, mediates landlord/tenant and neighbor disputes and provides resident training in community outreach.

- Build and maintain relationships with Village neighbors and local organizations.
- Make local and state governmental and service resources available to the community.
- Connect Village programs and events to specific community needs.

Some events hosted by the Community Relations Division are:

- **Coffee with the President:** every second Wednesday of every other month, residents get the chance to sit with President Rick Reinbold to discuss important issues that affect the community or the residents directly. Free coffee and refreshments are provided to all who attend.
- **President's Golf Outing:** Annual golf outing is to support raising funds for local scholarships and youth programming. The proceeds go to the Fleming Scholarship Fund and the more money raised, the more awards that could be given out.
- **Senior Fun Day:** With help of the Richton Park Senior Advisory Committee, host senior fun days to reach out to the seniors of Richton Park to attend a fun-filled day of games including bingo, card games, board games, treats, lunch and prizes.
- **Clean-up Day:** This is a community engagement event that is normally teamed with Comcast Cares and held on Earth Day each year. When teamed with Comcast Cares, which requires application to Comcast, they will help offset costs by donating supplies and volunteers to the event. This event gets residents, volunteers, and employees out in the town to help clean up areas that need the attention.

COMMUNITY & ECONOMIC DEVELOPMENT

- ***I Make a Difference Awards:*** This is a Village Recognition program to recognize individuals who dedicate their time and effort to improving the community through ways such as volunteer involvement, community services such as assisting seniors, youth, neighbors, or other citizens.
- ***Veterans Day Parade:*** This parade is held to bring together Elected Officials, residents, businesses, organizations, schools, bands and our neighboring communities to celebrate and to show our heartfelt appreciation to our veterans and active duty military for their sacrifices and protection.
- ***Stress Less Workshops:*** Richton Park Stress-Less workshops are free, wonderful, informational and a fun night out for either men or women only. The objective is to raise awareness about the lack of care many women/men deny themselves as it relates to stress. The workshop has tons of activities, giveaways, food, beverages and great information. Also offers strategies and techniques to prevent stress including mini-massages, heart screenings, and a Holistic Practitioner.
- ***Resident Appreciation Day:*** This event is made to celebrate the residents of Richton Park with a day-long event which brings together residents from various neighborhoods. The event includes, free food, games, movie in the park and other activities.
- ***Commissioners and Volunteers Dinner:*** The dinner honors Village of Richton Park volunteers and commissioners. Honored are the many committees and groups who work throughout the year to make a difference in our community.
- ***Diversity Dinners:*** This dinner brings people of difference races, ethnicity, religions, lifestyles and ages together to share a meal, discuss their common goals, under their differences, address misconceptions and offer solutions to strengthen our communities.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

COMMUNITY RELATIONS

Accomplishments of community relations department is based on how many events are held on a yearly basis and the amount of residential outreach. Such events as follows:

- **Coffee with the President**
 - *This event was held six times this year with an average of 15-20 residents that show up with the chance to discuss important issues.*
- **President's Golf Outing**
 - *This is an annual golf outing to raise money for scholarships. This year we had a total of 20 golfers and raised \$8,445.00 in funds.*
- **Senior Fun Day**
 - *This event was hosted twice this year, May and December with increased participation and events.*
- **Clean-up Day**
 - This year we were awarded the application for assistance from Comcast Cares and had over 100 volunteers and cleaned up garbage, planted flowers, raked leaves, etc. throughout the Village.
- **I Make a Difference Awards**
 - This year the program added the Youth Bright Future section to include and encourage young adults. 100 hours of community service hours were required in order to be nominated. A total of eight senior students were nominated and one award was given in the amount of \$200 to one student.
- **Veterans Day Parade**
 - This was the fourth year we held the parade and had numerous participation either via standing in the parade or those that gave support along the parade route.
- **Stress Less Workshop**
 - Last year only one workshop was held and it was a men's stress-less. Approximately 30 men attended the event.

COMMUNITY & ECONOMIC DEVELOPMENT

- **Resident Appreciation Picnic**
 - Large turn-out of residents and homeowners associations came together to this event and enjoyed a day together at the park. This year it was moved to Glaeser Park which is one of the largest and most commonly used parks within Richton Park.
- **Commissioners and Volunteers Dinner**
 - Each year more participation is attended at this dinner. The citizen of the year award was given which is kept a secret and revealed at this event. Citizen of the Year award is given to a new individual yearly to encourage volunteerism in the Village.
- **Diversity Dinners**
 - Great conversations were held here with numerous contributions to help offset the costs of the dinner.

2018/2019 GOALS AND OBJECTIVES:

COMMUNITY RELATIONS

Goals of the Community Relations will be set according to the individual events with the main goal is to increase participation at all events.

- **Coffee with the President:** Increase the number of participation. Looking to reach out to more residents via the website advertising, posters, Facebook, etc. that will encourage others to attend.
- **President's Golf Outing:** Next year this will move under the Parks and Recreation Department- goal is to increase participation and money raised.
- **Senior Fun Day:** Increase participation and this year to Plan and Host the Giving Thanks Luncheon at the Community Center.
- **Clean Up Day:** Apply for assistance with Comcast and increase the amount of participations and work that will be completed.
- **I Make A Difference Awards:** To increase participation in the normal program and also the Youth Bright Future category.
- **Veterans Day Parade:** To increase participation for both the parade or along the parade route. Increase recognition during Veterans Day that will include surrounding communities as well as local residents and employees.

COMMUNITY & ECONOMIC DEVELOPMENT

- **Stress-Less Workshops:** Plan to host two workshops this year, one for men, one for women with an increased participation.
- **Resident Appreciation Picnic:** Increase participation and advertising to attract more residents. Find cost efficient ways to offset costs such as asking Homeowner Associations for donations (prize or monetary). Change of entertainment to keep interest such as adding the Game Truck.
- **Commissioners and Volunteers Dinner:** Increase participation of volunteers in the community.
- **Diversity Dinner:** One of the goals each year is to introduce people to one another. Guests are invited purposely selected by age, gender, race and ethnicity to create a diverse environment that encourages an exchange of different perspectives and ideas.

PERFORMANCE MEASURES:

COMMUNITY RELATIONS

The Community Relations 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 Community Relations Department programs.

Performance Measures are based on participation of the following events:

- **Coffee with the President:** 15-20 residents attended each session.
- **President's Golf Outing:** \$8,445.00 was raised through sponsors with a participation of 20 golfers the day of the event.
- **Senior Fun Day:** More participation this year from seniors that are residents and non-residents.
- **Clean Up Day:** Had 100+ volunteers, with Comcast Cares, they donated money to the Friends of the Village Foundation. Cleaned up Glaeser Park (painting, mulching, garbage, clean the stream), Viaduct on Sauk Trail, Walmart and open space area, the Community Center and other neighborhood areas that include small wooded areas.

COMMUNITY & ECONOMIC DEVELOPMENT

- ***I Make a Difference Award:*** Eight Students were nominated with one being chosen and presented a \$200 award.
- ***Veterans Day Parade:*** This is based on awareness and participation. This being the fourth year we have noticed an increase in participation each year.
- ***Stress-Less Workshop:*** 30 men attended the workshop.
- ***Resident Appreciation Picnic:*** Increased participation from homeowners associations and residents.
- ***Commissioners and Volunteers Dinner:*** New "Citizen of the Year" was awarded recognizing a valued individual for their volunteer work throughout Richton Park.
- ***Diversity Dinner:*** Increased participation and contributions were received.

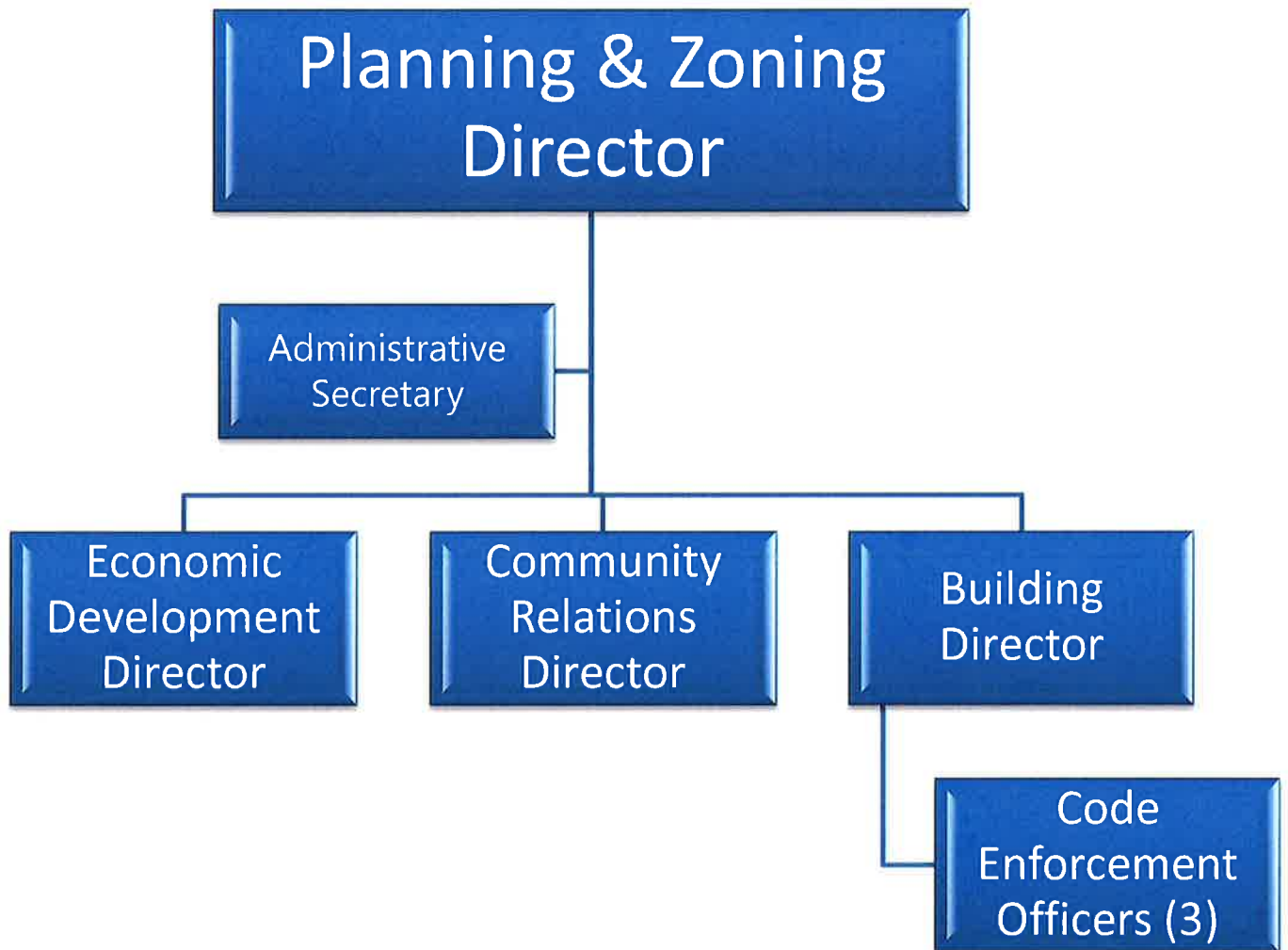
COMMUNITY & ECONOMIC DEVELOPMENT

STAFFING

Administration	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Community/Economic Director	2	1	1	1	1	1
Economic Development Coordinator	1	1	1	1	1	1
Building Commissioner	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Community Relations Director	1	1	1	1	1	1
Code Enforcement Officer	2	2	2	3	3	3
Total	8	7	7	8	8	8

ORGANIZATION CHART

COMMUNITY/ECONOMIC DEVELOPMENT



COMMUNITY & ECONOMIC DEVELOPMENT

BUDGET SUMMARY

PLANNING & ZONING

Planning & Zoning		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
01-205-41-101	Supervision	\$ 107,898	\$ 85,000	\$ 95,000	\$ -	\$ 118,163	24%
01-205-41-103	Clerical	\$ -	\$ -	\$ 121,928	\$ 100,647	\$ 47,709	-61%
01-205-41-104	Part Time	\$ -	\$ -	\$ -	\$ -	\$ 31,310	100%
01-205-41-120	IMRF	\$ 12,537	\$ 9,032	\$ 15,304	\$ 11,526	\$ 26,482	73%
01-205-41-121	Social Security	\$ 7,877	\$ 5,758	\$ 16,375	\$ 8,008	\$ 15,084	-8%
01-205-41-125	Health Insurance	\$ 20,622	\$ 11,830	\$ 44,469	\$ 25,598	\$ 32,584	-27%
	Personnel	\$ 148,934	\$ 111,620	\$ 293,076	\$ 145,780	\$ 271,332	-7%
01-205-42-220	Office Supplies	\$ 869	\$ 1,783	\$ 2,000	\$ 2,130	\$ 1,000	-50%
01-205-42-232	Motor Fuels & Lubricants	\$ 1,074	\$ 1,001	\$ 2,000	\$ 1,702	\$ 1,000	-50%
01-205-42-290	Uniforms	\$ -	\$ -	\$ 600	\$ -	\$ 500	-17%
01-205-42-291	Publications	\$ 237	\$ -	\$ 5,200	\$ 513	\$ 1,600	-69%
	Commodities	\$ 2,179	\$ 2,784	\$ 9,800	\$ 4,344	\$ 4,100	-58%
01-205-43-300	Legal Services	\$ 7,489	\$ 58,644	\$ 30,000	\$ 24,827	\$ 10,000	-67%
01-205-43-302	Engineering Services	\$ (21,174)	\$ -	\$ 2,500	\$ 544	\$ 2,500	0%
01-205-43-307	Other Professional Services	\$ 17,921	\$ 16,036	\$ 15,000	\$ 4,934	\$ 12,000	-20%
01-205-43-327	Training & Travel	\$ 2,528	\$ 43	\$ 18,000	\$ 17,156	\$ 3,000	-83%
01-205-43-330	Advertising	\$ 485	\$ 169	\$ 40,000	\$ 19,836	\$ 1,000	-98%
01-205-43-331	Printing	\$ 176	\$ 436	\$ 2,000	\$ 927	\$ 500	-75%
01-205-43-345	Dues	\$ 1,448	\$ 770	\$ 3,000	\$ 10,484	\$ 1,000	-67%
	Contractual	\$ 8,873	\$ 76,099	\$ 110,500	\$ 78,707	\$ 30,000	-73%
01-205-44-454	Vehicle Maintenance	\$ -	\$ -	\$ 250	\$ -	\$ 250	0%
01-205-44-485	Business Expense	\$ 175	\$ -	\$ -	\$ 55	\$ 500	100%
	Operating	\$ 175	\$ -	\$ 250	\$ 55	\$ 750	200%
	Total Planning & Zoning	\$ 160,161	\$ 190,503	\$ 413,626	\$ 228,886	\$ 306,182	-26%

COMMUNITY & ECONOMIC DEVELOPMENT

BUDGET SUMMARY

BUILDING

Building		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
01-200-41-101	Supervision	\$ 68,978	\$ 72,111	\$ 73,901	\$ 62,540	\$ 76,287	3%
01-200-41-103	Clerical	\$ 39,633	\$ 42,832	\$ -	\$ -	\$ -	0%
01-200-41-120	IMRF	\$ 12,698	\$ 13,616	\$ 5,156	\$ 7,485	\$ 10,245	99%
01-200-41-121	Social Security	\$ 7,731	\$ 8,372	\$ 5,516	\$ 4,338	\$ 5,836	6%
01-200-41-125	Health Insurance	\$ 26,839	\$ 26,614	\$ 16,316	\$ 14,043	\$ 18,044	11%
	Personnel	\$ 155,879	\$ 163,544	\$ 100,889	\$ 88,406	\$ 110,412	9%
01-200-42-220	Office Supplies	\$ 783	\$ 350	\$ 500	\$ 413	\$ 500	0%
01-200-42-232	Motor Fuels & Lubricants	\$ 1,074	\$ 1,001	\$ 1,000	\$ 851	\$ 1,000	0%
01-200-42-235	Maintenance Supplies	\$ -	\$ 14	\$ 500	\$ 32	\$ 250	-50%
01-200-42-237	Elevator Inspections	\$ 3,592	\$ 5,426	\$ 3,800	\$ 5,151	\$ 5,500	45%
01-200-42-238	Cook County Health Inspections	\$ 6,498	\$ 15,800	\$ 6,500	\$ 11,700	\$ 7,500	15%
01-200-42-239	Operating Supplies	\$ -	\$ 38	\$ 250	\$ -	\$ 250	0%
01-200-42-257	Electrical Insepction	\$ 8,160	\$ 5,840	\$ 6,000	\$ 4,920	\$ 6,000	0%
01-200-42-258	Plumbing Inspection	\$ 6,475	\$ 6,160	\$ 4,000	\$ 10,160	\$ 8,000	100%
01-200-42-290	Uniforms	\$ 480	\$ 416	\$ 250	\$ -	\$ 250	0%
01-200-42-291	Publications	\$ -	\$ -	\$ 2,500	\$ 486	\$ 2,500	0%
	Commodities	\$ 27,062	\$ 35,045	\$ 25,300	\$ 33,713	\$ 31,750	25%
01-200-43-300	Legal Services	\$ 2,048	\$ 4,068	\$ 2,500	\$ 10,268	\$ 4,000	60%
01-200-43-307	Other Professional Services	\$ 575	\$ 1,123	\$ 3,000	\$ 17,572	\$ 5,000	67%
01-200-43-310	Payment Verification	\$ 5,318	\$ 6,997	\$ 5,700	\$ 5,223	\$ 6,000	5%
01-200-43-327	Training & Travel	\$ 942	\$ 654	\$ 1,200	\$ 472	\$ 1,000	-17%
01-200-43-330	Advertising	\$ 34	\$ -	\$ 250	\$ 215	\$ 250	0%
01-200-43-331	Printing	\$ 5,176	\$ 2,172	\$ 1,200	\$ 6,500	\$ 3,000	150%
01-200-43-345	Dues	\$ 210	\$ 330	\$ 400	\$ 135	\$ 400	0%
01-200-43-354	Vehicle Maintenance-Outside	\$ (179)	\$ -	\$ 250	\$ 515	\$ 500	100%
01-200-43-391	Events	\$ 618	\$ 1,555	\$ 850	\$ 1,561	\$ 1,800	112%
	Contractual	\$ 14,742	\$ 16,899	\$ 15,350	\$ 42,462	\$ 21,950	43%
01-200-44-454	Vehicle Maintenance	\$ -	\$ -	\$ 500	\$ -	\$ 500	0%
	Operating	\$ -	\$ -	\$ 500	\$ -	\$ 500	0%
	Total Building	\$ 197,683	\$ 215,487	\$ 142,039	\$ 164,580	\$ 164,612	16%

COMMUNITY & ECONOMIC DEVELOPMENT

CODE ENFORCEMENT

Code Enforcement		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
01-210-41-102	Labor	\$ 80,290	\$ 83,544	\$ 87,128	\$ 75,876	\$ 91,861	5%
01-210-41-104	Part-Time	\$ 10,866	\$ 14,045	\$ 30,472	\$ 19,952	\$ 31,310	3%
01-210-41-120	IMRF	\$ 8,118	\$ 9,732	\$ 8,253	\$ 8,840	\$ 14,542	76%
01-210-41-121	Social Security	\$ 7,090	\$ 7,451	\$ 8,830	\$ 7,068	\$ 9,423	7%
01-210-41-125	Health Insurance	\$ 3,369	\$ 2,099	\$ 2,379	\$ 1,535	\$ 1,847	-22%
	Personnel	\$ 109,733	\$ 116,872	\$ 137,062	\$ 113,271	\$ 148,983	9%
01-210-42-220	Office Supplies	\$ 1,152	\$ 1,306	\$ 900	\$ 1,154	\$ 1,200	33%
01-210-42-232	Motor Fuels & Lubricants	\$ 1,248	\$ 835	\$ 900	\$ 905	\$ 1,000	11%
01-210-42-239	Operating Supplies	\$ 104	\$ 87	\$ 250	\$ -	\$ 250	0%
01-210-42-290	Uniforms	\$ 1,769	\$ 1,551	\$ 1,500	\$ 1,592	\$ 1,800	20%
	Commodities	\$ 4,273	\$ 3,779	\$ 3,550	\$ 3,650	\$ 4,250	20%
01-210-43-306	Beautification	\$ 2,390	\$ 2,276	\$ 8,000	\$ 3,409	\$ 8,000	0%
01-210-43-307	Other Professional Services	\$ 5,032	\$ 3,652	\$ 6,000	\$ 3,200	\$ 4,000	-33%
01-210-43-327	Training & Travel	\$ 1,485	\$ 350	\$ 2,000	\$ 429	\$ 2,000	0%
01-210-43-331	Printing	\$ 1,990	\$ 1,443	\$ 1,400	\$ 1,972	\$ 2,000	43%
01-210-43-339	Property Maintenance Assistance	\$ -	\$ 258	\$ 1,500	\$ -	\$ 750	-50%
01-210-43-345	Dues	\$ -	\$ -	\$ 100	\$ -	\$ 100	0%
01-210-43-346	Subscriptions	\$ -	\$ -	\$ 250	\$ -	\$ 250	0%
01-210-43-354	Vehicle Maintenance-Outside	\$ 361	\$ (137)	\$ 500	\$ 1,066	\$ 1,500	200%
01-210-43-357	Property Maintenance	\$ 26,978	\$ 37,962	\$ 34,000	\$ 36,396	\$ 38,000	12%
	Contractual	\$ 38,236	\$ 45,805	\$ 53,750	\$ 46,471	\$ 56,600	5%
01-210-44-454	Vehicle Maintenance	\$ 273	\$ 309	\$ 300	\$ 861	\$ 600	100%
	Operating	\$ 273	\$ 309	\$ 300	\$ 861	\$ 600	100%
	Total Code Enforcement	\$ 152,515	\$ 166,765	\$ 194,662	\$ 164,253	\$ 210,433	8%

COMMUNITY & ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT

Economic Development		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
01-225-41-103	Clerical	\$ 49,582	\$ 51,449	\$ 121,928	\$ 98,936	\$ 54,662	-55%
01-225-41-120	IMRF	\$ 5,798	\$ 5,960	\$ 15,304	\$ 11,526	\$ 7,341	-52%
01-225-41-121	Social Security	\$ 3,497	\$ 3,475	\$ 16,375	\$ 8,195	\$ 4,182	-74%
01-225-41-125	Health Insurance	\$ 14,097	\$ 14,713	\$ 44,469	\$ 25,598	\$ 17,627	-60%
	Personnel	\$ 72,974	\$ 75,597	\$ 198,076	\$ 144,255	\$ 83,812	-58%
01-225-42-220	Office Supplies	\$ 2,877	\$ 1,388	\$ 2,000	\$ 1,698	\$ 1,000	-50%
01-225-42-232	Motor Fuels & Lubricants	\$ 1,074	\$ 1,001	\$ 2,000	\$ 1,702	\$ 1,000	-50%
01-225-42-290	Uniforms	\$ -	\$ -	\$ 600	\$ -	\$ 500	-17%
	Commodities	\$ 3,951	\$ 2,389	\$ 4,600	\$ 3,400	\$ 2,500	-46%
01-225-43-300	Legal Services	\$ 5,888	\$ 5,400	\$ 30,000	\$ 11,607	\$ 10,000	-67%
01-225-43-307	Other Professional Services	\$ 5,587	\$ 1,227	\$ 15,000	\$ 3,639	\$ 1,500	-90%
01-225-43-327	Training & Travel	\$ 12,073	\$ 16,050	\$ 18,000	\$ 13,970	\$ 15,000	-17%
01-225-43-330	Advertising	\$ 4,123	\$ 19,950	\$ 40,000	\$ 11,991	\$ 27,000	-33%
01-225-43-331	Printing	\$ -	\$ 35	\$ 2,000	\$ 927	\$ 750	-63%
01-225-43-345	Dues	\$ 4,255	\$ 2,615	\$ 3,000	\$ 10,271	\$ 3,800	27%
01-225-43-346	Subscriptions	\$ 2,313	\$ 4,840	\$ -	\$ -	\$ 1,700	100%
01-225-43-375	RP Festival	\$ 2,764	\$ 1,131	\$ 2,700	\$ 7,117	\$ 5,000	85%
01-225-43-391	Events	\$ -	\$ 59	\$ -	\$ -	\$ 1,500	100%
	Contractual	\$ 37,002	\$ 51,306	\$ 110,700	\$ 59,522	\$ 66,250	-40%
	Total Economic Development	\$ 113,927	\$ 129,293	\$ 313,376	\$ 207,177	\$ 152,562	-51%
Overhead Distribution							
98%	TIFs	\$ 111,649	\$ 126,707	\$ 307,108	\$ 203,034	\$ 149,511	-51%
	Total Overhead Distribution	\$ 111,649	\$ 126,707	\$ 307,108	\$ 203,034	\$ 149,511	-51%
	Net Economic Development	\$ 2,279	\$ 2,586	\$ 6,268	\$ 4,144	\$ 3,051	-51%

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY RELATIONS

Community Relations		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
01-220-41-101	Supervision	\$ 71,993	\$ 75,800	\$ 78,271	\$ 46,542	\$ 70,632	-10%
01-220-41-120	IMRF	\$ 5,040	\$ 5,306	\$ 5,479	\$ 3,258	\$ 9,486	73%
01-220-41-121	Social Security	\$ 5,507	\$ 5,799	\$ 5,988	\$ 3,560	\$ 5,403	-10%
01-220-41-125	Health Insurance	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,572	1%
	Personnel	\$ 90,040	\$ 94,404	\$ 97,238	\$ 60,860	\$ 93,093	-4%
01-220-42-220	Office Supplies	\$ 305	\$ 496	\$ 750	\$ 500	\$ 750	0%
01-220-42-232	Motor Fuels & Lubricants	\$ 1,074	\$ 916	\$ 1,200	\$ 851	\$ 1,200	0%
01-220-42-290	Uniforms	\$ 26	\$ 17	\$ 500	\$ 172	\$ 500	0%
	Commodities	\$ 1,405	\$ 1,429	\$ 2,450	\$ 1,523	\$ 2,450	0%
01-220-43-327	Travel & Training	\$ 2,676	\$ 2,480	\$ 3,000	\$ 2,950	\$ 5,000	67%
01-220-43-330	Advertising	\$ -	\$ -	\$ 500	\$ 355	\$ 600	20%
01-220-43-331	Printing	\$ -	\$ 525	\$ 700	\$ 525	\$ 500	-29%
01-220-43-345	Dues	\$ 2,000	\$ 159	\$ 1,000	\$ 738	\$ 1,000	0%
01-220-43-391	Events	\$ 5,686	\$ 3,013	\$ 5,500	\$ 5,780	\$ 15,000	173%
01-220-43-393	Resident Appreciation Picnic	\$ 3,657	\$ 4,243	\$ 5,000	\$ 6,074	\$ 6,000	20%
01-220-43-394	Sister City	\$ 1,244	\$ 16	\$ 2,000	\$ 1,516	\$ 7,000	250%
01-220-43-397	Bus Service	\$ -	\$ 4,337	\$ 10,000	\$ 6,505	\$ 10,000	0%
	Contractual	\$ 15,263	\$ 14,773	\$ 27,700	\$ 24,443	\$ 45,100	63%
	Total Community Relations	\$ 106,708	\$ 110,607	\$ 127,388	\$ 86,826	\$ 140,643	10%

COMMUNITY & ECONOMIC DEVELOPMENT

SALARY DETAIL

PLANNING & ZONING

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Lanz	Ronald	No	Director	\$ 95,000	\$ 118,163	\$ 118,163							\$ -
Norwood-Baker	Sharita	No	Administrative Assistant	\$ 45,613	\$ 47,709	\$ 47,209						\$ 500	\$ 500
Vacant	Vacant	No	Part-Time Admin Assistant	\$ 30,472	\$ 31,310	\$ 31,310							\$ -
				\$ 171,085	\$ 197,182	\$ 196,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500

Last Name	First Name	Medical	Dental	Vision	Life	80.00% Insurance		13.43% Police		28.20% Pension		1.45% Medicare		6.20% Social	
						Benefits	IMRF	Pension	ICMA	Benefits	Medicare	Security	Taxes		
Lanz	Ronald	\$ 16,912	\$ 747	\$ 126	\$ 234	\$ 18,019	\$ 15,869			\$ 15,869	\$ 1,713	\$ 7,326	\$ 9,039		
Norwood-Baker	Sharita	\$ 13,370	\$ 832	\$ 129	\$ 234	\$ 14,565	\$ 6,407			\$ 6,407	\$ 692	\$ 2,958	\$ 3,650		
Vacant	Vacant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,205			\$ 4,205	\$ 454	\$ 1,941	\$ 2,395		
		\$ 30,282	\$ 1,579	\$ 255	\$ 468	\$ 32,584	\$ 26,482	\$ -	\$ -	\$ 26,482	\$ 2,859	\$ 12,225	\$ 15,084		

Total		
Last Name	First Name	Compensation
Lanz	Ronald	\$ 161,091
Norwood-Baker	Sharita	\$ 72,331
Vacant	Vacant	\$ 37,910
		\$ 271,332

BUILDING

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Hogan	Leo	No	Building	\$ 73,401	\$ 76,287	\$ 75,787						\$ 500	\$ 500
				\$ 73,401	\$ 76,287	\$ 75,787	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500

Last Name	First Name	Medical	Dental	Vision	Life	80.00% Insurance		13.43% Police		28.20% Pension		1.45% Medicare		6.20% Social	
						Benefits	IMRF	Pension	ICMA	Benefits	Medicare	Security	Taxes		
Hogan	Leo	\$ 16,912	\$ 747	\$ 126	\$ 259	\$ 18,044	\$ 10,245			\$ 10,245	\$ 1,106	\$ 4,730	\$ 5,836		
		\$ 16,912	\$ 747	\$ 126	\$ 259	\$ 18,044	\$ 10,245	\$ -	\$ -	\$ 10,245	\$ 1,106	\$ 4,730	\$ 5,836		

Total		
Last Name	First Name	Compensation
Hogan	Leo	\$ 110,412
		\$ 110,412

COMMUNITY & ECONOMIC DEVELOPMENT

CODE ENFORCEMENT

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Walls	Earnest	Yes	Code Enforcement	\$ 42,669	\$ 49,092	\$ 43,842				\$ 250	\$ 2,500	\$ 2,500	\$ 5,250
McMullan	Tammy	Yes	Code Enforcement	\$ 38,559	\$ 42,769	\$ 39,619	\$ -			\$ 250	\$ 2,900		\$ 3,150
Richie	Kevin	Yes	Code Enforcement	\$ 30,472	\$ 31,310	\$ 31,310							\$ -
				\$ 111,700	\$ 123,171	\$ 114,771	\$ -	\$ -	\$ -	\$ 500	\$ 5,400	\$ 2,500	\$ 8,400

Last Name	First Name	Medical	Dental	Vision	Life	80.00%	13.43%	28.20%	ICMA	1.45%	6.20%	Taxes	
						Insurance	Police	Pension		Social			
Walls	Earnest	\$ -	\$ 364	\$ 99	\$ 214	\$ 677	\$ 5,927			\$ 5,927	\$ 712	\$ 3,044	\$ 3,756
McMullan	Tammy	\$ -	\$ 832	\$ 129	\$ 209	\$ 1,170	\$ 5,076			\$ 5,076	\$ 620	\$ 2,652	\$ 3,272
Richie	Kevin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,539			\$ 3,539	\$ 454	\$ 1,941	\$ 2,395
		\$ -	\$ 1,196	\$ 228	\$ 423	\$ 1,847	\$ 14,542	\$ -	\$ -	\$ 14,542	\$ 1,786	\$ 7,637	\$ 9,423

Total		
Last Name	First Name	Compensation
Walls	Earnest	\$ 59,452
McMullan	Tammy	\$ 52,287
Richie	Kevin	\$ 37,244
		\$ 148,983

ECONOMIC DEVELOPMENT

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Drummond-Neal	Ouida	No	Econ Dev	\$ 51,915	\$ 54,662	\$ 53,862						\$ 800	\$ 800
				\$ 51,915	\$ 54,662	\$ 53,862	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 800

Last Name	First Name	Medical	Dental	Vision	Life	80.00%	13.43%	28.20%	ICMA	1.45%	6.20%	Taxes	
						Insurance	Police	Pension		Social			
Drummond-Neal	Ouida	\$ 16,912	\$ 364	\$ 99	\$ 252	\$ 17,627	\$ 7,341			\$ 7,341	\$ 793	\$ 3,389	\$ 4,182
		\$ 16,912	\$ 364	\$ 99	\$ 252	\$ 17,627	\$ 7,341	\$ -	\$ -	\$ 7,341	\$ 793	\$ 3,389	\$ 4,182

Total		
Last Name	First Name	Compensation
Drummond-Neal	Ouida	\$ 83,812
		\$ 83,812

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY RELATIONS

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Brooks	Vera	No	Community Relations	\$ 67,471	\$ 70,632	\$ 69,832						\$ 800	\$ 800
				\$ 67,471	\$ 70,632	\$ 69,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 800

Last Name	First Name	Medical	Dental	Vision	Life	Benefits	IMRF	Pension	ICMA	Benefits	Medicare	Security	Taxes	80.00%	13.43%	28.20%	1.45%	6.20%
														Insurance	Police	Pension	Social	
Brooks	Vera	\$ 6,811	\$ 364	\$ 99	\$ 298	\$ 7,572	\$ 9,486			\$ 9,486	\$ 1,024	\$ 4,379	\$ 5,403					
		\$ 6,811	\$ 364	\$ 99	\$ 298	\$ 7,572	\$ 9,486	\$ -	\$ -	\$ 9,486	\$ 1,024	\$ 4,379	\$ 5,403					

Total		
Last Name	First Name	Compensation
Brooks	Vera	\$ 93,093
		\$ 93,093

***Village of Richton Park
2018/2019 Budget***

FINANCE DEPARTMENT

DEPARTMENT FUNCTION:

FINANCE

The Finance Department administers and/or assists with all financial operations of the Village. The department performs two distinct functions: day-to-day operations and other financial reporting. The Finance Department provides oversight and administration of all economic development incentive agreements including the Tax Increment Financing Districts.

Day-to-day operations of the Village 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
- Managing switchboard operations

Other Financial Reporting:

- Scheduling and oversight of the annual Village audit
- Compilation and coordination of the annual Village budget
- Preparation and publication of the annual Treasurer's Report
- Grant reporting
- Production of all calendar year end tax documentation including W2's, 1099s, etc.

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)

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 2017/2018 BUDGET OBJECTIVES:

FINANCE

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

The Finance Department works with the economic development team when generating economic and businesses interests.

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 has created a Capital Improvement Plan that is viewed on a yearly basis to budget for major improvements where needed within the Village. \$906,000 is approved for FY19 infrastructure improvements. Some funding through MFT and CDBG to help offset the costs associated with the Water Main Upsizing project.

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

In the summer of 2017 the Village was able to fund a youth program for teens that helped engage them in their professional careers. These youths were between the ages of 15-17 and we were able to hire 10 for the program working in many fields such as finance, media, human resources, economic development and parks and recreation. This was a successful program and the teens were able to gain an experience that will carry forward to their future careers. FY19 the Village has budgeted \$18,000 to continue this program to reach out to more teenagers in the area.

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

The Finance Department reviews code compliance on a yearly basis and makes recommendations as needed.

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

With the triple bottom line the Village needs to find sustainability based on three P's: People, Planet and Profits. Everything done throughout the Village is impacted by one or all three of those factors. With that in mind, the budget is approved to set a guideline to keep the Village financially sustainable.

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

The non-core services throughout the Village are evaluated on a yearly basis to determine if they should be eliminated from the overall budget or to find other sources of income or ways to increase these programs to help cover the costs.

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

Non-core services within the Village are the programs associated with the Parks and Recreation Department and the Commuter Parking Lot. Both of these items are controlled by residents and surrounding communities and other factors outside the Village's control. With the Commuter Parking Lot, the Village evaluates the cost compared to other Village's to stay competitive. The Village is finding ways to attract individuals to want to park at our Metra Station such as safety, in FY19 there is a budget for new cameras that would increase the watch over the CPL lots and will decrease crime.

When it comes to the Parks and Recreation programs, the Village is finding ways to outreach our programs beyond the Village borders to neighboring communities by

way of social media. The programs were also re-evaluated this year to determine ways to change the program to attract more individuals.

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".

The Finance Department works with other departments on ways to improve the Village within budget constraints. One particular way is with a program we are implementing called OpenGov which gives not only opportunities for Department Heads to view our financials but a way to become more transparent with our residents.

9. Continue training of staff and assuming leadership presences across the region.

The Finance Director and Senior Financial Associate have joined and attend the annual conferences for Government Finance Officers Association (GFOA) which covers the United States and Canada.

The Finance Director, Senior Financial Associate, and Accountant have joined Illinois Government Finance Officers Association (IGFOA).

The Accounts Payable clerk joined Illinois Association of Public Procurement (IAPPO)

The Payroll Clerk is part of the Society for Human Resource Management (SHRM)

All of these organizations help provide leadership opportunities and growth within the Finance Department.

INFORMATION TECHNOLOGY (IT)

1. Implement a new storage server to increase capacity. Our current storage area network is five years old and nearing capacity so the new server will work in conjunction with our current system to increase processing and storage web content.

Due to budget constraints the new storage server was never installed in FY18, this is something the Village is hoping to accomplish within the next fiscal year.

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.

The Village's website is kept up to date based on the web hosting vendor's recommendations and information from our Media Coordinator. The Village's website is a major source of information for our residents and thus keeping the website up to the best capability is a priority.

3. Continue to evaluate IT policies and procedures.

In Fiscal year 2018 a new IT Policy regarding internet usage was implemented in the Village in order to help lessen the un-necessary use of the internet during business hours, but also to help lower the chance of these websites causing viruses.

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

Many computers were replaced this year to replace outdated equipment. This process is evaluated on a yearly basis to determine which computers are outdated and how many can be replaced based on the budget. Based on the budget, desktops, laptops and tablets are replaced on a need-be basis with the emphasis on expecting to replace one third of the staff on a yearly basis.

2018/2019 GOALS & OBJECTIVES

FINANCE

1. Choose and implement a new software system to replace MSI. The Village software is over 14 years old and is outdated. The Village plans to make a decision on new software and have most of it up and running by January of 2019.
2. Create and implement the new OpenGov platform for Department Heads to be able to view their budgets and the past history. The Finance Department plans to start using OpenGov as a means for communication to not only department heads but to the citizens of the Village.
3. Choose and implement a new software for payroll processing. The Village is finding ways to cut costs and yet be more efficient in the day to day operations. Having a new payroll software should eliminate waste and become more technology updated to get employees more engaged.
4. Create and maintain a balanced budget. With the economy and the state the Village needs to be aware of the spending to help cut costs but at the same time be considerate of the citizens. The Finance Department has created forms to be used to make each department more aware of their budget. The goal is to have each department aware of their budget and stay under but also to keep them engaged and aware of the budget constraints of the Village.
5. Support a Capital Improvement Plan and update on a yearly basis. Having a capital improvement plan will help in projecting costs for the future and also planning for the long term.

INFORMATION TECHNOLOGY (IT)

1. Maintain updated technology by replacing desktops, laptop and tablets on a need-be basis with the emphasis of replacing one third of the staff's equipment on a yearly basis
2. Implement a new storage server to increase capacity. Our current storage area network is five years old and nearing capacity so the new server will work in conjunction with our current system to increase processing and storage web content.
3. Complete replacing all Village Phones – Police, Fire and Public Works. Half of the project was completed during FY2018.

4. Purchase and install four new switches that will increase the speed and security of the network. A switch is a device in a computer network that electrically and logically connects together other devices. Multiple data cables are plugged into a switch to enable communication between different networked devices.

PERFORMANCE MEASURES

FINANCE

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
Payroll Checks Processed	4,162	3,810	3,835	3,925	4,070	3,664
W2's issued (Calendar)	211	211	222	223	215	215
1099s Issued (Calendar)	30	31	30	33	34	40

INFORMATION TECHNOLOGY (IT)

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 route/switch failure, and general system maintenance. While the first three can cause prolonged periods of downtime, general maintenance usually takes no more than about thirty minutes to complete. Allowing for maintenance downtime once per quarter equates to about one hundred twenty minutes per year. Since the Village Public Safety Departments are twenty four 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.

FINANCE

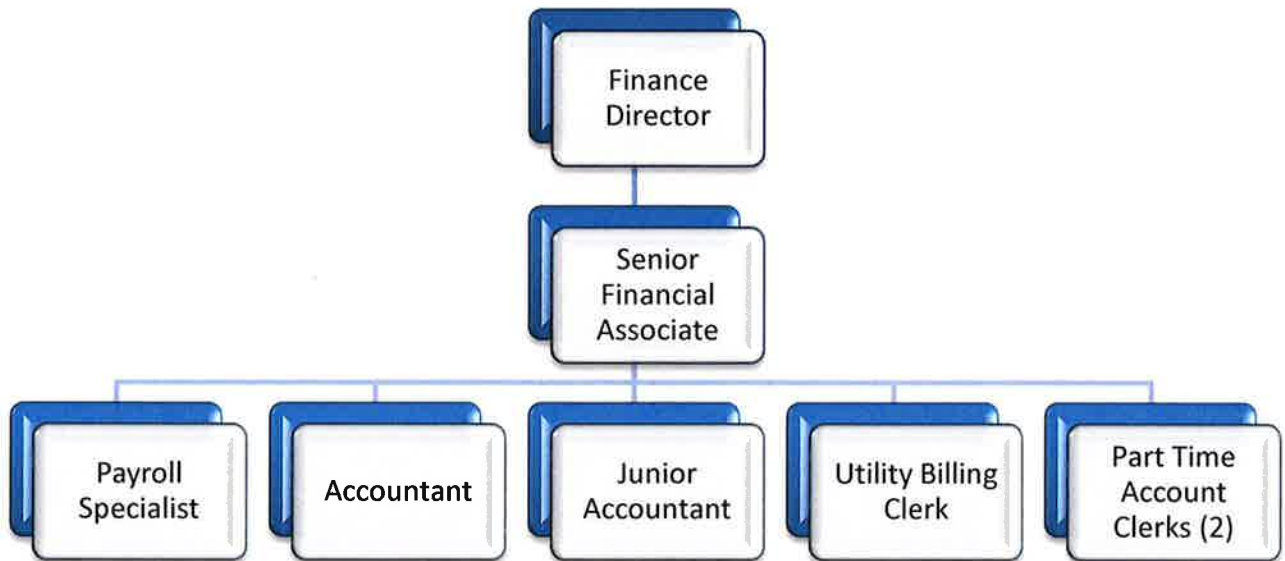
STAFFING

Finance	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Finance Director	1	1	1	1	1	1
Assistant Finance Director	1	1	1	-	-	-
Senior Financial Associate	-	-	-	1	1	1
Accountant	2	2	2	1	1	1
Payroll Specialist	1	1	1	1	1	1
Junior Accountant	1	1	1	1	1	1
Part Time Accounting Clerk	1	1	1	2	2	2
Accounts Receivable Clerk	1	1	1	-	-	-
Utility Billing Clerk	1	1	1	1	1	1
Total (FTE)*	9	9	9	7	7	7

*FTE: Full Time Equivalent

ORGANIZATION CHART

FINANCE



FINANCE

BUDGET SUMMARY

FINANCE

Finance		Actual	Actual	Budget	Actual	Budget	Change	
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -	
01-300-41-101	Supervision	\$ 162,993	\$ 156,030	\$ 183,220	\$ 154,747	\$ 196,763	7%	
01-300-41-103	Clerical	\$ 167,200	\$ 191,332	\$ 205,272	\$ 177,788	\$ 215,089	5%	
01-300-41-104	Part Time	\$ -	\$ 14,913	\$ 46,800	\$ 38,838	\$ 48,088	3%	
01-300-41-120	IMRF	\$ 41,602	\$ 42,609	\$ 30,019	\$ 43,416	\$ 61,770	106%	
01-300-41-121	Social Security	\$ 22,590	\$ 26,455	\$ 31,810	\$ 26,152	\$ 35,188	11%	
01-300-41-125	Health Insurance	\$ 49,713	\$ 63,014	\$ 77,877	\$ 62,309	\$ 82,997	7%	
	Personnel	\$ 444,098	\$ 494,354	\$ 574,998	\$ 503,248	\$ 639,895	11%	
01-300-42-220	Office Supplies	\$ 5,153	\$ 4,396	\$ 4,500	\$ 4,114	\$ 4,350	-3%	
01-300-42-239	Operating Supplies	\$ 76	\$ 4,361	\$ 1,500	\$ 527	\$ 750	-50%	
01-300-42-290	Uniforms	\$ -	\$ 688	\$ 500	\$ -	\$ 500	0%	
	Commodities	\$ 5,229	\$ 9,445	\$ 6,500	\$ 4,641	\$ 5,600	-14%	
01-300-43-300	Legal Services	\$ -	\$ 3,007	\$ 100	\$ 29	\$ 100	0%	
01-300-43-301	Accounting Services	\$ 49,100	\$ 64,000	\$ 55,000	\$ 50,050	\$ 55,000	0%	
01-300-43-307	Other Professional Services	\$ 46,225	\$ 159,221	\$ 50,000	\$ 110,346	\$ 115,000	130%	
01-300-43-310	Payment Verification	\$ 4,037	\$ 6,997	\$ 7,000	\$ 5,223	\$ 7,000	0%	
01-300-43-327	Training & Travel	\$ 2,092	\$ 5,585	\$ 4,000	\$ 6,632	\$ 7,000	75%	
01-300-43-330	Advertising	\$ 1,040	\$ 265	\$ 1,500	\$ 18	\$ 500	-67%	
01-300-43-331	Printing	\$ 230	\$ 328	\$ 500	\$ 987	\$ 700	40%	
01-300-43-345	Dues	\$ 409	\$ 859	\$ 550	\$ 1,390	\$ 1,010	84%	
	Contractual	\$ 103,133	\$ 240,262	\$ 118,650	\$ 174,675	\$ 186,310	57%	
01-300-44-464	Computer Parts & Repairs	\$ 8,516	\$ 36,665	\$ 30,000	\$ 7,653	\$ 45,000	50%	
01-300-44-485	Business Expense	\$ 206	\$ 606	\$ 500	\$ 118	\$ 500	0%	
	Operating	\$ 8,722	\$ 37,271	\$ 30,500	\$ 7,772	\$ 45,500	49%	
01-300-45-575	Computers	\$ -	\$ 4,522	\$ 5,000	\$ 11,811	\$ 5,000	0%	
	Capital	\$ -	\$ 4,522	\$ 5,000	\$ 11,811	\$ 5,000	0%	
	Total Finance	\$ 561,182	\$ 785,854	\$ 735,648	\$ 702,147	\$ 882,305	20%	
	Overhead Distribution							
35%	Water & Sewer	\$ 196,414	\$ 275,049	\$ 257,477	\$ 245,751	\$ 308,807	20%	
10%	Refuse	\$ 56,118	\$ 78,585	\$ 73,565	\$ 70,215	\$ 88,231	20%	
	Total Overhead Distribution	\$ 252,532	\$ 353,634	\$ 331,042	\$ 315,966	\$ 397,037	20%	
	Net Finance	\$ 308,650	\$ 432,220	\$ 404,606	\$ 386,181	\$ 485,268	20%	

FINANCE

SALARY DETAIL

FINANCE

Last Name	First Name	Union	Department	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Sevier	David	No	Finance	\$ 114,995	\$ 124,995	\$ 124,995						\$ -	
Margulin	Brandi	No	Finance	\$ 66,625	\$ 71,768	\$ 70,168					\$ 800	\$ 1,600	
Harris	Alysia	Yes	Finance	\$ 51,227	\$ 58,036	\$ 52,636	\$ 1,250	\$ 2,500		\$ 1,250	\$ 400	\$ 5,400	
Williams	Australia	Yes	Finance	\$ 42,173	\$ 51,233	\$ 43,333	\$ 1,250	\$ 2,500		\$ 1,250	\$ 400	\$ 7,900	
Stewart	Patricia	Yes	Finance	\$ 53,500	\$ 57,145	\$ 56,345					\$ 800	\$ 800	
Nyhanna	Joy	Yes	Finance	\$ 47,573	\$ 48,675	\$ 41,175	\$ 1,250	\$ 2,500		\$ 1,250	\$ 2,500	\$ 7,500	
Nelson	Brittany	Yes	Finance	\$ 23,400	\$ 24,044	\$ 24,044						\$ -	
Ashley	Denise	Yes	Finance	\$ 23,400	\$ 24,044	\$ 24,044						\$ -	
				\$ 422,893	\$ 459,940	\$ 436,740	\$ 3,750	\$ 7,500	\$ -	\$ 3,750	\$ 1,600	\$ 6,600	\$ 23,200

Last Name	First Name	Medical	Dental	Vision	Life	80.00%	13.43%	28.20%	ICMA	1.45%	6.20%	Taxes	
						Insurance	IMRF	Police		Pension	Social		
Sevier	David	\$ 24,845	\$ 1,214	\$ 207	\$ 358	\$ 26,624	\$ 16,787			\$ 16,787	\$ 1,812	\$ 7,750	\$ 9,562
Margulin	Brandi	\$ 8,236	\$ 364	\$ 99	\$ 256	\$ 8,955	\$ 9,638			\$ 9,638	\$ 1,041	\$ 4,450	\$ 5,491
Harris	Alysia	\$ 13,370	\$ 832	\$ 129	\$ 203	\$ 14,534	\$ 7,794			\$ 7,794	\$ 842	\$ 3,598	\$ 4,440
Williams	Australia	\$ 8,236	\$ 832	\$ 129	\$ 196	\$ 9,393	\$ 6,881			\$ 6,881	\$ 743	\$ 3,176	\$ 3,919
Stewart	Patricia	\$ 13,370	\$ 832	\$ 129	\$ 244	\$ 14,575	\$ 7,675			\$ 7,675	\$ 829	\$ 3,543	\$ 4,372
Nyhanna	Joy	\$ 8,236	\$ 364	\$ 99	\$ 217	\$ 8,916	\$ 6,537			\$ 6,537	\$ 706	\$ 3,018	\$ 3,724
Nelson	Brittany					\$ -	\$ 3,229			\$ 3,229	\$ 349	\$ 1,491	\$ 1,840
Ashley	Denise					\$ -	\$ 3,229			\$ 3,229	\$ 349	\$ 1,491	\$ 1,840
		\$ 76,293	\$ 4,438	\$ 792	\$ 1,474	\$ 82,997	\$ 61,770	\$ -	\$ -	\$ 61,770	\$ 6,671	\$ 28,517	\$ 35,188

Total		
Last Name	First Name	Compensation
Sevier	David	\$ 177,968
Margulin	Brandi	\$ 95,852
Harris	Alysia	\$ 84,804
Williams	Australia	\$ 71,426
Stewart	Patricia	\$ 83,767
Nyhanna	Joy	\$ 67,852
Nelson	Brittany	\$ 29,113
Ashley	Denise	\$ 29,113
		\$ 639,895

***Village of Richton Park
2018/2019 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 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 a full-time Chief, full-time Deputy Chief, and 41 part-time 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 advance 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. There are two daily 12 hour shifts (0600-1800 and 1800-0600) seven days a week/ 365 days a year. Each shift has at least 5 firefighters/EMT/paramedics on duty. The Richton Park Fire Department provides automatic aid to five surrounding communities and also mutual aid, fire and ambulance to the fire departments in MABAS 27, 24 and 19. Richton Park has a 1998 Ladder Truck with a 105 foot ladder that also

FIRE DEPARTMENT

responds to auto aid to the surrounding communities, specifically to University Park and Park Forest and mutual aid to other MABAS Fire Departments.

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 annual 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 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

Mission Statement:

Our mission is to save lives and to protect property from the ravages of fire, natural disasters, injuries, illness or any other situation which could compromise the well-being of all people we may be called on to help.

We will perform these tasks with pride, dedication and with a commitment of excellence while striving to complete our mission.

Vision Statement:

To continue to maintain an effective and beneficial relationship with the citizens we serve by maintaining the highest caliber of fire and emergency medical services available, and offering proactive education programs in fire prevention and public education. This reinforces our philosophy that prevention can save more lives than intervention.

To continue to be sensitive to the needs of the membership, community, and the citizens we serve.

To optimize our available resources while maintaining or exceeding performance standards established by our predecessors.

To maintain a proactive relationship with neighboring departments, through an active exchange of ideas, service and education.

To proactively pursue new technologies, methods, and ideas that will reinforce and enhance delivery of services, and help assure personal well-being and efficiency.

To take an aggressive and proactive stance on the safety of fire department personnel.

To enthusiastically incorporate and effectively manage the change that keeps the Richton Park Fire Department at the forefront of the fire service.

Emergency Management:

Emergencies and disasters occur everywhere- even in the South Suburbs. The key is to be prepared for anything. The Richton Park Fire Department, along with Richton Park Police Department, leads the Village's Emergency Management and Operation initiatives to increase and improve the community's readiness for disaster.

The Emergency Management Staff works to plan and develop strategies to ensure individual residents and the Village as a whole are prepared for events that may require emergency response and/or evacuation. The Team includes: police, fire, public works, administration, emergency services, County Emergency Management and other related city agencies.

Emergency Medical Services:

All Richton Park Fire Department firefighters are trained as Basic level to support medical calls and to provide basic life support at incidents. In addition, there are more paramedics trained to provide Advanced Life Support to patients. All paramedics are trained as firefighters as well.

In addition to responding to all emergency medical calls throughout the Village, medics also respond to structure fires and other fire-related incidents to assist in performing fire ground operations such as fire suppression.

Firefighters go through rigorous training to become Firefighter Paramedics. More than nine months are spent in training before individuals are eligible for National Registry exams and State of Illinois Licensure. Once licensed, paramedics complete the American Heart Association's Cardiopulmonary Resuscitation, Advance Cardiac Life Support and Pediatric Advanced Life Support courses, and the American Academy of Pediatrics: Pediatric Education for Pre-hospital Providers program. In addition, all paramedics work closely with fire crews and the Training Division to assure the highest quality medical care is provided by all Department members.

Fire Prevention:

It shall be the goal of the Richton Park Fire Department to actively promote public fire prevention education, to eliminate needless fire deaths due to fire, and to protect structures from loss due to fire, through enforcement of all applicable codes and installation of protection systems. Fire prevention is recognized as an essential component in the overall fire suppression effort.

Fire Prevention Goals:

1. Promote installation of early detection equipment in residences, public and commercial buildings
2. To provide fire safety and prevention programs to all educational institutions including pre-school centers within the District and to assist these facilities in conducting fire drills and inspections.
3. Inspect all buildings within the Village on an annual basis. Buildings designated as high risk shall be inspected twice annually.
4. To provide safety related articles for media publication on a monthly basis.

FIRE DEPARTMENT

5. To provide fire prevention education to all firefighters during scheduled training sessions.
6. Provide opportunities for firefighters and officers to attend training conferences and seminars in areas of fire prevention, code enforcement, public education and investigative methods.
7. Investigate all fires to determine cause.
8. To actively promote and installation of sprinklers in all residential, commercial and public buildings.
9. Upon request, or determination of need, provide adult awareness and juvenile fire setters program.
10. Assist in the review of plans and blue prints for all new structures, existing structures undergoing renovation or remodeling, and new developments.
11. To support any enhancement, improvements, or opportunities that provide service through 911 and its committees.

Public Education:

The purpose of the Public Education Program is to educate persons in the community about Fire Prevention and overall Fire/Life Safety. Many programs are offered to the public such as:

- *Fire Station Tours:* Local schools and daycares request tours of the fire station as part of the fire prevention education and to show kids at a young age how important fire fighter jobs are and what they do to save lives.
- *Smoke Alarms & Carbon Monoxide Education:* these are two important tools that saves lives on a daily basis. The Village educates and requires that each household, business or building in the Village is properly equipped with both alarms.
- *Cardiopulmonary Resuscitation (CPR):* the Village offers a CPR class to become certified for both professional or person use. CPR is a lifesaving technique useful in many emergencies, including a heart attack or near drowning, in which someone's breathing or heartbeat has stopped.
- *Junior Fire Academy:* This program is for children ages 7-12 to educate them on fire and rescue safety. Participants will come away from an understanding of how the Richton Park Fire Department is structured, the responsibilities of personnel,

FIRE DEPARTMENT

the capabilities of each apparatus, and the teamwork required for the department to execute its duties.

- *Keep the Wreath Red Campaign:* This campaign has been used by the Richton Park Fire Department for over 25 years to raise awareness of the increase of fires during the holiday season. Due to the use of flammable decorations, candles, and cooking there is an increasing number of house fires within the United States during this time. Keep the Wreath Red Campaign works by the Fire Department displaying a wreath decorated with only Red Light Bulbs, along with a sign asking resident to "Keep it Red". Every time a fire occurs within the community due to the holidays, a red bulb is taken form the wreath and replaced with a white bulb, reminding residents to practice fire safety.

Public Outreach:

The Fire Department in involved in many public outreach programs throughout the year in the community such as public education as mentioned above but also through a few programs that help give back to the community.

- *Blood Drive:* Each year the Fire Department hosts an annual blood drive through Life Source. By one person donating blood, three lives could be saved.
- *Annual Toy Drive:* The Fire Department collects donations around the holiday season: monetary, toys and clothes for the annual toy drive. Each year approximately 25 children living within Richton Park are chosen for the toy drive, the fire department will shop for each child and with the help of volunteers from other departments a few hours are spent wrapping for these children.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

1. Complete the Fire Hydrant Maintenance throughout the Village.

Throughout the Village there were a total of 648 fire hydrants that were painted during FY2018. This was part of a four year project that consisted of sandblasting and re-painting all fire hydrants. This project is now completed.

2. Resume the Junior Fire Academy:

As part of the Fire Department's Vision Statement, educate the public on fire prevention and public education is extremely important. This is especially important to young children which is why the Fire Department hosts a Junior Fire Academy. During the program kids will learn CPR, First Aid, Fire Prevention, how to use a fire extinguisher and most importantly how to safety exit a house and/or building in case of a fire. This year there were a total of 40 participants between the ages of 7 and 12.

3. Purchase new ambulances/equipment to replace obsolete or damaged.

In 2016/2017 two new ambulances were purchased to replace outdated equipment that had numerous maintenance issues. New equipment was installed last year to update up to new standards within the new ambulances and the Fire Department had both vehicles in services at the beginning of FY18 fiscal year. This is now State of the Art ambulances and equipment.

Four new thermal imaging cameras were purchased to help in the aid of firefighting. These cameras allow firefighters to see areas of heat through smoke, darkness, or heat-permeable barriers. These cameras can also pick up body heat, and they are normally used in cases where people are trapped where rescuers cannot find them. These cameras were purchased through funds of the sale of the old ambulances.

During FY18, eight new bunker gear were purchased in order to start replacing outdated gear. Bunker gear are personal protective equipment for firefighters to use in order to protect themselves from a fire. Outdated or worn out bunker gear will start to lose their protective barriers and pose a risk to the firefighters.

4. Purchase new Radio Equipment through FEMA Regional Grant.

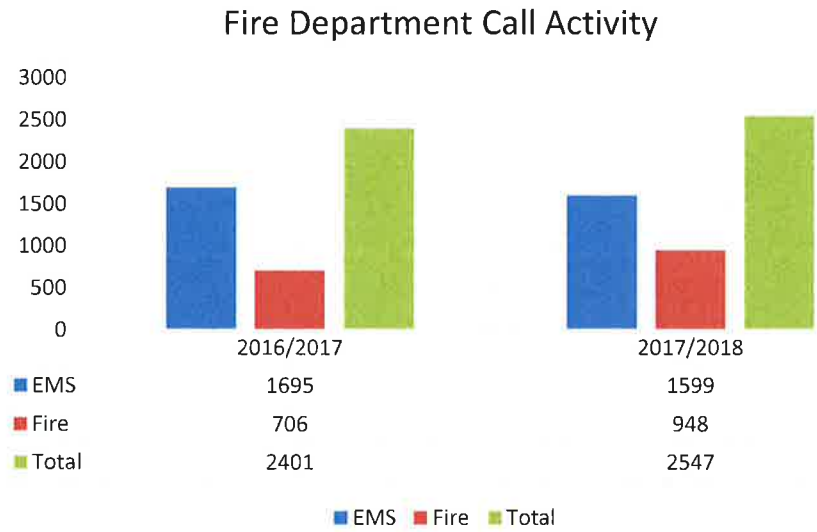
Richton Park Fire Department was the lead department on a District Regional Grant to replace outdated two way radios used for emergency calls. A total of \$375,134 was granted to the Village of Richton Park and is a joint grant between Richton Park, Matteson, University Park and Park Forest. This grant was used to replace obsolete or damaged equipment that no longer meet the applicable standards. A total of 89 radios were purchased and distributed among each Village.

2018/2019 GOALS AND OBJECTIVES

1. Purchase a Gear Extractor Washer: A goal for the Fire Department is to purchase a gear extractor washing machine. Firefighter have a 60 percent chance of dying from cancer compared to 20 percent for the rest of population, according to the International Association of Firefighters. The best solution is to improve the process of cleaning firefighter turnout gear by using washer extractors.
2. Writing a grant for a new safety house: The Fire Department's goal is to write a grant for a new safety house for Public Education. The department could use the safety house to teach children what they should do in case of a fire in their home, if they see smoke or feel a warm door. This will educate both children and parents on the importance of exit drills in the home and prepare them to conduct drills at home with the bedroom scenario.
3. Purchase and install Residential Knox Boxes for Senior Citizens: The Fire Department is looking to write a grant to purchase Knox boxes for senior citizens. Knox Boxes allow emergency services personnel to enter buildings safely, quickly and easily in time-sensitive situations. Entry damage is avoided.

PERFORMANCE MEASURES

The following graph shows the number of calls the Fire Department took over two years. Seeing from the graph the total amount of calls have increased over the year, with EMS called decreasing but the fire calls increasing.

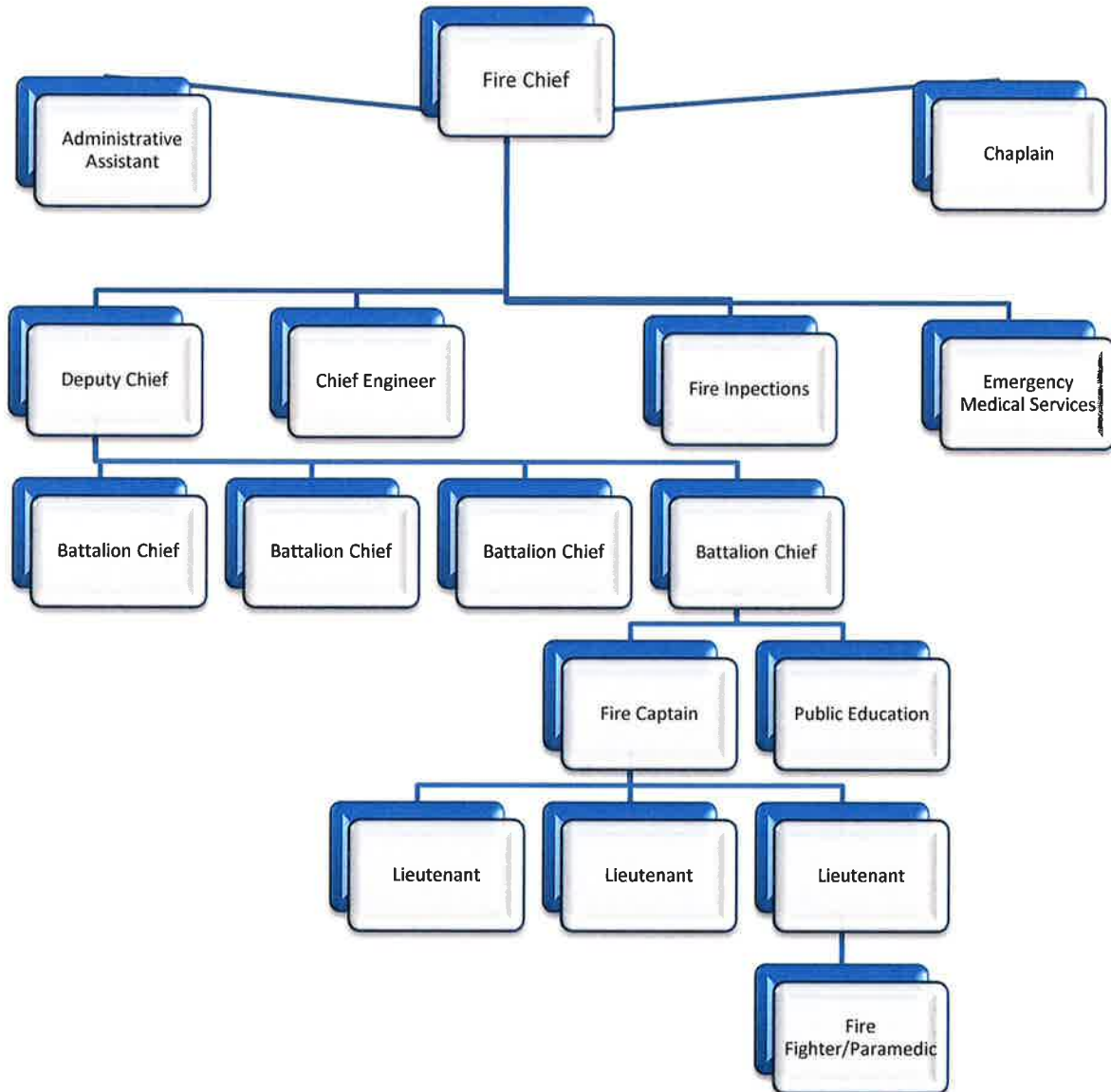


FIRE DEPARTMENT

STAFFING

Fire Department	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Fire Chief	1	1	1	1	1	1
Deputy Fire Chief	1	1	1	1	1	1
Battalion Chief	4	4	4	4	4	4
Fire Captain	1	1	1	1	1	1
Fire Lieutenant	3	3	3	3	3	3
Firefighter/Paramedic	25	32	30	34	34	38
Administrative Assistant	1	1	1	1	1	1
Total	36	43	41	45	45	49

ORGANIZATION CHART



FIRE DEPARTMENT

BUDGET SUMMARY

Fire Department		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
01-500-41-101	Supervision	\$ 168,738	\$ 184,470	\$ 189,570	\$ 160,383	\$ 195,266	3%
01-500-41-103	Clerical	\$ 30,151	\$ 75,710	\$ 42,169	\$ 32,770	\$ 43,724	4%
01-500-41-105	Overtime	\$ 17,730	\$ 30,551	\$ 25,000	\$ 28,710	\$ 25,688	3%
01-500-41-108	Station Duty	\$ 682,676	\$ 693,101	\$ 644,658	\$ 662,776	\$ 662,387	3%
01-500-41-120	IMRF	\$ 40,766	\$ 84,120	\$ 64,000	\$ 74,678	\$ 73,884	15%
01-500-41-121	Social Security	\$ 23,189	\$ 27,319	\$ 26,957	\$ 23,192	\$ 27,076	0%
01-500-41-125	Health Insurance	\$ 18,904	\$ 39,426	\$ 43,722	\$ 36,784	\$ 40,019	-8%
	Personnel	\$ 982,154	\$ 1,134,697	\$ 1,036,076	\$ 1,019,293	\$ 1,068,044	3%
01-500-42-220	Office Supplies	\$ 5,887	\$ 1,813	\$ 4,000	\$ 3,658	\$ 3,500	-13%
01-500-42-232	Motor Fuels & Lubricants	\$ 4,573	\$ 6,015	\$ 6,000	\$ 3,670	\$ 4,500	-25%
01-500-42-235	Maintenance Supplies	\$ 5,085	\$ 4,558	\$ 3,500	\$ 3,909	\$ 3,500	0%
01-500-42-239	Operating Supplies	\$ 6,051	\$ 4,327	\$ 4,000	\$ 3,998	\$ 5,000	25%
01-500-42-270	Medical Supplies	\$ 18,376	\$ 8,565	\$ 12,000	\$ 113	\$ 9,000	-25%
01-500-42-290	Uniforms	\$ 33,871	\$ 19,664	\$ 33,000	\$ 27,366	\$ 23,000	-30%
	Commodities	\$ 73,843	\$ 44,941	\$ 62,500	\$ 42,714	\$ 48,500	-22%
01-500-43-300	Legal Services	\$ 5,408	\$ 1,995	\$ 3,500	\$ 210	\$ 1,000	-71%
01-500-43-307	Other Professional Services	\$ 549	\$ 10,506	\$ 2,000	\$ 6,386	\$ 7,000	250%
01-500-43-327	Training & Travel	\$ 4,618	\$ 1,858	\$ 5,500	\$ 2,385	\$ 2,700	-51%
01-500-43-331	Printing	\$ 776	\$ 1,448	\$ 1,200	\$ 2,066	\$ 2,000	67%
01-500-43-345	Dues	\$ 4,125	\$ 3,868	\$ 2,500	\$ 3,430	\$ 3,500	40%
01-500-43-346	Subscriptions	\$ 449	\$ 320	\$ 500	\$ -	\$ 300	-40%
01-500-43-351	Ambulance Billing Fees	\$ 12,830	\$ 24,721	\$ 20,000	\$ 15,708	\$ 22,000	10%
01-500-43-354	Vehicle Maintenance-Outside	\$ 19,248	\$ 12,346	\$ 7,000	\$ 17,122	\$ 15,000	114%
01-500-43-360	Building Maintenance-Outside	\$ 6,050	\$ 1,387	\$ 5,000	\$ 4,320	\$ 3,000	-40%
01-500-43-363	Equipment Maintenance-Outside	\$ 16,401	\$ 34,442	\$ 30,000	\$ 31,820	\$ 30,000	0%
	Contractual	\$ 70,454	\$ 92,891	\$ 77,200	\$ 83,448	\$ 86,500	12%
01-500-44-454	Vehicle Maintenance	\$ 7,763	\$ 1,534	\$ 4,000	\$ 1,947	\$ 3,000	-25%
01-500-44-455	Public Education	\$ 2,016	\$ 4,345	\$ 6,500	\$ 4,012	\$ 7,500	15%
01-500-44-460	Building Maintenance	\$ 1,651	\$ 291	\$ 1,500	\$ 1,762	\$ 3,000	100%
01-500-44-462	Communication Equipment	\$ 4,146	\$ 1,382	\$ 2,500	\$ -	\$ 1,000	-60%
01-500-44-463	Equipment Maintenance	\$ 6,998	\$ 1,149	\$ 4,000	\$ 674	\$ 3,000	-25%
01-500-44-495	Small Equipment	\$ -	\$ -	\$ -	\$ 5,705	\$ 7,000	100%
	Operating	\$ 22,574	\$ 8,700	\$ 18,500	\$ 14,100	\$ 24,500	32%
01-500-46-600	2016 Ambulance-Principal	\$ -	\$ -	\$ 81,000	\$ -	\$ 83,425	3%
01-500-46-601	2016 Ambulance-Interest	\$ -	\$ 3,607	\$ 9,000	\$ -	\$ 6,701	-26%
	Debt Service	\$ -	\$ 3,607	\$ 90,000	\$ -	\$ 90,126	0%
	Total Fire	\$1,149,025.16	\$1,284,835.61	\$1,284,276.00	\$1,159,554.44	\$1,317,670.06	3%

FIRE DEPARTMENT

SALARY DETAIL

Last Name	First Name	Union	Department	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Wilson	Rodney	No	Fire	\$ 102,570	\$ 105,887	\$ 105,387						\$ 500	\$ 500
Hodges	Paul	No	Fire	\$ 86,500	\$ 89,379	\$ 88,879						\$ 500	\$ 500
Zambrano	Angela	No	Fire	\$ 38,869	\$ 43,724	\$ 40,424				\$ 2,500		\$ 800	\$ 3,300
Station Duty		No	Fire	\$ 521,000	\$ 535,328	\$ 535,328							
Officer in Charge		No	Fire	\$ 10,462	\$ 10,750	\$ 10,750							
Training		No	Fire	\$ 75,509	\$ 77,585	\$ 77,585							
Call Out		No	Fire	\$ 32,755	\$ 33,656	\$ 33,656							
Junior Fire Academy		No	Fire	\$ 4,932	\$ 5,068	\$ 5,068							
Overtime		No	Fire	\$ 25,000	\$ 25,688	\$ 25,688							
				\$ 897,597	\$ 927,065	\$ 922,765	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 1,800	\$ 4,300

Last Name	First Name	Medical	Dental	Vision	Life	80.00%	13.43%	28.20%	Pension	ICMA	1.45%	6.20%	Taxes	
						Insurance	Benefits	Police			Benefits	Medicare		Social
Wilson	Rodney		\$ 747	\$ 126	\$ 342	\$ 1,215	\$ 14,221				\$ 14,221	\$ 1,535	\$ 6,565	\$ 8,100
Hodges	Paul	\$ 15,545	\$ 1,214	\$ 207	\$ 314	\$ 17,280	\$ 11,186				\$ 11,186	\$ 1,296	\$ 5,541	\$ 6,837
Zambrano	Angela	\$ 19,845	\$ 1,214	\$ 207	\$ 258	\$ 21,524	\$ 5,872				\$ 5,872	\$ 634	\$ 2,711	\$ 3,345
Station Duty						\$ -	\$ 22,090				\$ 22,090	\$ 6,580		\$ 6,580
Officer in Charge						\$ -	\$ 1,444				\$ 1,444	\$ 156		\$ 156
Training						\$ -	\$ 10,420				\$ 10,420	\$ 1,125		\$ 1,125
Call Out						\$ -	\$ 4,520				\$ 4,520	\$ 488		\$ 488
Junior Fire Academy						\$ -	\$ 681				\$ 681	\$ 73		\$ 73
Overtime						\$ -	\$ 3,450				\$ 3,450	\$ 372		\$ 372
		\$ 35,390	\$ 3,175	\$ 540	\$ 914	\$ 40,019	\$ 73,884	\$ -	\$ -	\$ -	\$ 73,884	\$ 12,259	\$ 14,817	\$ 27,076

Total		
Last Name	First Name	Compensation
Wilson	Rodney	\$ 129,423
Hodges	Paul	\$ 124,682
Zambrano	Angela	\$ 74,465
Station Duty		\$ 563,998
Officer in Charge		\$ 12,350
Training		\$ 89,130
Call Out		\$ 38,664
Junior Fire Academy		\$ 5,822
Overtime		\$ 29,510
		\$ 1,068,044

Village of Richton Park
2018/2019 Budget

POLICE DEPARTMENT

DEPARTMENT FUNCTION:

POLICE

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 missions' 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 and ethical law enforcement services to the community they have sworn to protect.

The Police Department has twenty-eight officers, five civilian full time employees, and eight part time employees. There are four divisions in the Police Department: Administration, Operations, Investigations and Records.

ADMINISTRATION DIVISION:

The Police Chief is responsible for the leadership, management and supervision of the police department. The Administrative Division consists of the Chief of Police and Administrative Assistant. The Deputy Chief of Operations and the Commander report directly to the Police Chief. The Administrative Division handles all the administrative processes for the Fire & Police Commission and the Liquor Commission.

In addition to her official Richton Park Police duties, the Police Chief serves as the Chair of the Northeast Multi-Regional Training (NEMRT) Committee and serves on the Board of Directors for the South Suburban Major Crimes Task Force (SSMCTF), NEMRT and South Suburban Association of the Chiefs of Police.

OPERATIONS DIVISION:

The Deputy Chief of Operations is responsible for the day-to-day management of the Patrol and Investigations Divisions and reports directly to the Chief of Police. The Deputy Chief manages all major patrol and investigative events, policy and procedure, administrative hearings on impounded vehicles and a host of other operational duties. All patrol and investigations sergeants reports directly to the deputy chief.

The Patrol Division perform the daily tasks requested by the citizens of Richton Park and perform related traffic accident investigation and traffic enforcement. The patrol function of the department is the backbone of the agency. This function provides daily contact with residents and non-residents alike, dealing with problems in the community and assisting those in need. Officers handle simple requests such as assisting a stranded motorist to pursuing armed suspects. During the course of the year, unmanned police vehicles were placed at different locations in the Village to deter motorists from speeding or violating stop signs. The cars were placed in areas of citizen concern or where officers felt a need. Due to numerous complaints in various neighborhoods about speed and other safety issues, a number of solutions were devised. Through the use of directed patrols, placement of the speed enforcement trailer and other efforts we were able to slow vehicular traffic down in a number of residential neighborhoods.

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 allows sworn Police Officers to handle criminal complaints and tactical operations.

The CSOs are responsible for various tasks of the Patrol Division such as handling daily deliveries for the police and other Village Departments, enforcing the Village's local ordinance codes which can cover many areas throughout the community from animal complaints, residential overcrowding and parking issues. The CSOs have been successful in locating and removing abandoned and nuisance automobiles in the residential and business areas of the Village. They may also assist with traffic control situations brought on by weather, crash related incidents or Village special events, along with booting and towing of motor vehicles.

INVESTIGATIONS DIVISION:

The Investigations Division consists of three full-time Detectives. Detectives follow up on reported crimes and cases originally completed by patrol officers that require more in-depth investigative techniques. Cases are funneled to Detectives through various means can vary from loss of life to theft of property.

RECORDS DIVISION:

The Police Records Division consists of a Commander, 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. Their duties include the entry and retrieval of police reports and citations, performing statistical analysis of this data and handling dissemination of any requests for copies of reports. The Records Division processes all the departments' police reports, accident reports, parking citations, traffic citations, warning citations, local ordinance citations as well as the entire department's local and state arrest reports.

Additional duties include processing court summonses, arrest documents, preparing monthly Uniform Crime Reports for the state and federal agencies and other miscellaneous records functions. They handle Freedom of Information Act inquiries along with all alarm permits and alarm billing for false alarms. Records Clerks also are responsible for and conduct our monthly hearings for both parking violations as well as local ordinance violations.

Local Debt Recovery Act:

In 2013, the police department began participating in the State of Illinois Comptroller's Local Debt Recovery Program. This program assists local jurisdictions in the collection of debt owed to them from parking and local ordinance violations. The Local Debt Recovery Program provides a mechanism for municipalities, counties and other units of government to bring in much needed revenue without raising taxes or increasing fees. The management of this program is conducted by an additional records clerk and the

POLICE DEPARTMENT

Deputy Chief of Operations. The Village of Richton Park received \$73,601.82 in collections for calendar year 2017, from the Illinois Comptroller's Local Debt Recovery Program.

Click it or Ticket Campaign:

The Richton Park Police Department participated in the Illinois Department of Transportation Division of Traffic Safety's 2017 Memorial Day "Click it or Ticket" campaign. The campaign's goal is to save lives and prevent severe injuries on Illinois roadways and to achieve a higher percentage of safety belt compliance through aggressive safety belt enforcement. From May 16, 2017 through May 30, 2017, our agency issued a total of 160 citations to motorists for seatbelt and child passenger protection violations.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

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 as well as 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 Richton Park. A monthly report of vacant properties is kept and given to Code Enforcement to ensure the properties are well maintained.

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

The Police Department will continue to respond to problem areas and trouble spots issues impacting the community through direct focus initiatives via the Patrol Division, while the Investigation Division will focus a portion of resources on obtaining and executing search warrants of locations where narcotics are determined to be sold. A TACT Officer is assigned to work in plain clothes throughout the week to identify and enforce criminal activity.

The Patrol Division will continue to be utilized to keep Richton Park roadways safe for travel for motorists, cyclists, and pedestrians by enforcing traffic laws and Village Ordinances. The Police Department participates in the IDOT Holiday Traffic Enforcement Program to address drunk driving, driving without a seatbelt and texting while driving.

3. Develop a renewed contemporary youth program.

Police personnel will build and maintain relationships with students at Rich South High School and other schools in the district through liaison programs and continue involvement in their activities such as: science fairs, Career Days, Peer Programs, Outdoor Education, and the Youth Anti-Violence Program, etc. The Village School Resource Officer (SRO) developed a program with Armstrong Elementary to mentor young men. He collected ties and taught the students how to correctly tie them. He also was able to get Walmart to donate a bike to the school. The bike was given to the most improved student.

The Village of Richton Park in collaboration with the Rich Township local school districts 159, 162 and 221 will address the issue of bullying and dating violence in the school setting by adopting the multi-level Intervention Model: School-Wide, Classroom Level, and Individual Level.

The Police Department will continue to implement the Community Service program, with a focus on restorative justice and mentoring.

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 non-traditional settings. The Police Department hosted its 2017 National Night Out Event in Glaeser Park. Over two hundred children participated in the event. The Village also partnered with the Village of Matteson in the expansion of the Police Cadet Program.

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. Village Ordinances that are tasked to be enforced will be reviewed on a regular basis to ensure they are clear and in line with Village goals.

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

The Police Department will continue to seek Federal and State grants to supplement equipment and training needs, as well as to conduct special enforcement. Last year the department received a JAG grant to purchase a new patrol vehicle and a ComED grant to offset the cost of a new evidence tracking system.

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 ways to 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 in house certified instructors, online training, and membership pin regional training groups, outside training courses and conferences, and use of Command Staff Leadership Workshop to ensure all personnel remain highly trained and at the forefront of modern policing concepts. All sworn personnel will work towards to being certified in Crisis Intervention.

The Police Department will continue and expand its presence on social media by interacting with the community in an online format and will encourage opportunities for police officers and the public to interact in a positive setting. The Police Department has a Facebook page where information is regularly posted that is useful to the public.

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 the Parks and Recreation Department, the library and other local 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 the Parks and Recreations Department by having representation at civic and other organization's meetings and programs. The Police Chief serves as a member of the Family and Youth Initiative (FYI) Program.

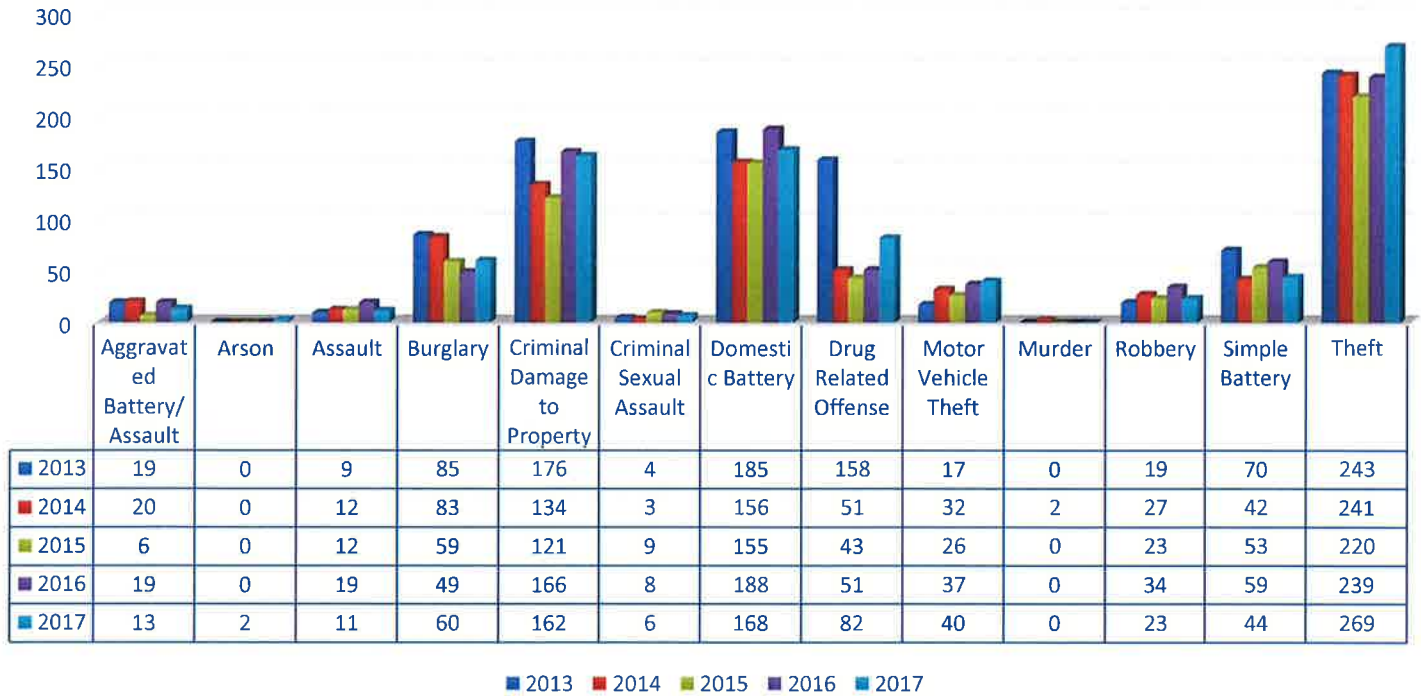
2018/2019 GOALS AND OBJECTIVES

1. Continue to partner with the Richton Park schools to provide crime prevention training and build positive relationships with youth and school staff.
2. Provide staff training on the new state statues based on the "community caretaking" model and the President's 21st Century Policing Report.
3. Address crime in the community by utilizing crime analysis data and deploy personnel to those "hot spots".

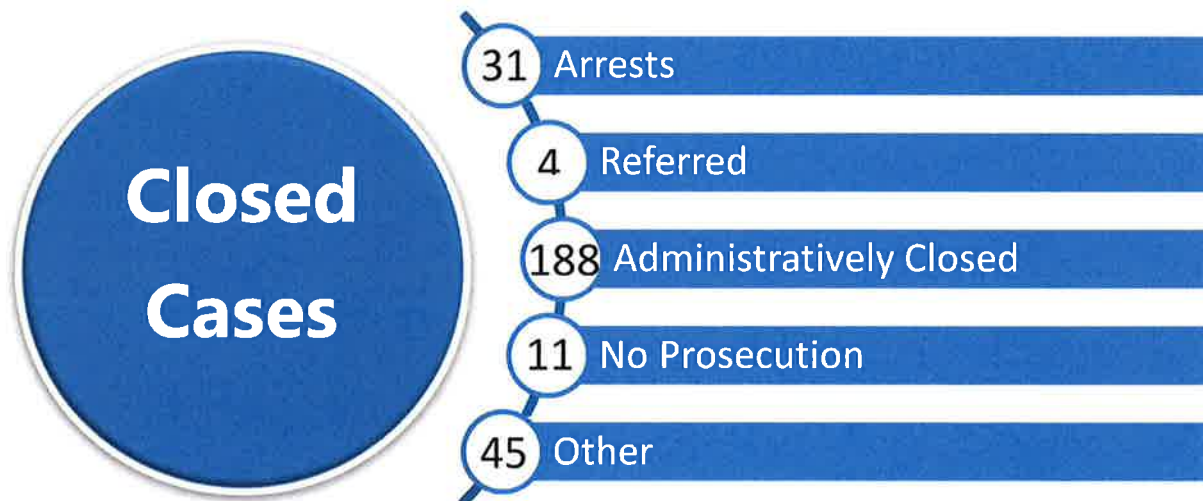
PERFORMANCE MEASURES

The following graph shows the crime data in Richton Park from 2013 to 2017.

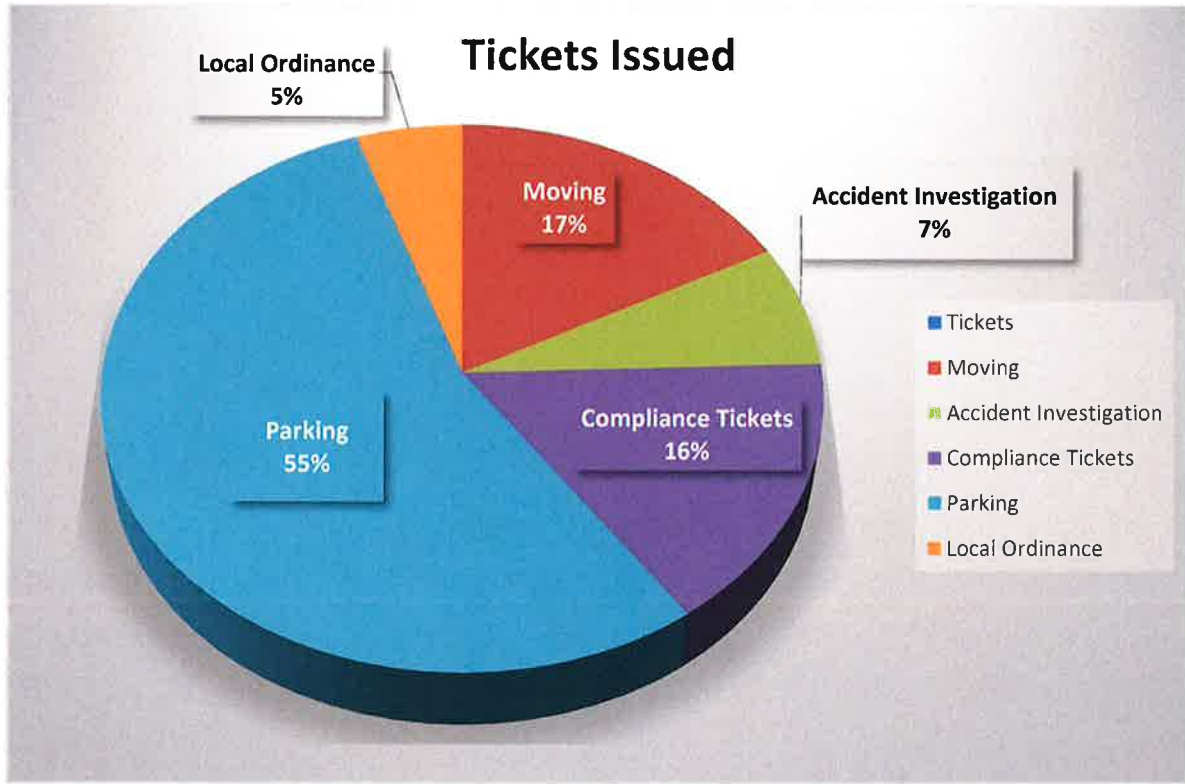
Crime Data



Investigation Division: At the end of 2017 out of 351 cases, 72 remain active and 279 were closed.



POLICE DEPARTMENT



Compliance		Parking		Local Ordinance	
Seat Belt	278	Village Sticker	1,522	Curfew	16
Equipment Violations	62	Metra Lot	338	Breach of Peace	30
Registration	374	Fire Lane	37	Animals	103
No/Expired DL	17	Handicapped	43	Alcohol Related	5
		Left Wheel to Curb	25	Possession of Cannabis	86
		Snowfall	128	Park Hours	7
		Fire Hydrant	2		
		Abandoned/Inoperable Vehicle	10		
Other	243	Other	1,263	Other	78
Total	974	Total	3,368	Total	325

Moving	1,066	Accident Investigation	445
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POLICE DEPARTMENT

Arrests: 31 Adult-29 Juvenile-2

Drug Arrests:

- Possession of Cannabis (under 30 grams)-37
- Possession of a Controlled Substance-5
- Possession of Drug Paraphernalia-3

Metra Project:

- 1,233 routine patrols
- 556 platform checks
- 492 hours and 46 minutes –time spent at Metra
- 111 calls for service (8 criminal in nature)
- 2017 reported lowest amount of violent crime recorded since starting this project in 2012.

Vacant Property Monitoring:

- Vacant properties are an opportunity for youths to have a place to conduct illegal activities and give burglars access to materials to steal.
- Identified 132 vacant properties
- 1,581 checks with 58 incident numbers were created for properties found to be open or accessible.
- Promotes positive community policing.

Proactive Enforcement on Juvenile Related Incidents:

- Project is designed to encourage police and youth partnership as well as to address community concerns
- Traffic Citation-9 citations
- Local Ordinance-37 tickets issued (retail theft, curfew, breach of peace, truancy, possession of cannabis, etc.)
- Petitions-16 arrest with juvenile court petitions (residential burglary, criminal trespass, retail theft, domestic battery, etc.)
- Station Adjustments-6 contacts with no charges filed
- Other Action-44 contact with juveniles for various non-criminal reasons.
- Parental Responsibility forms-44 issued to parents/guardians.

POLICE DEPARTMENT

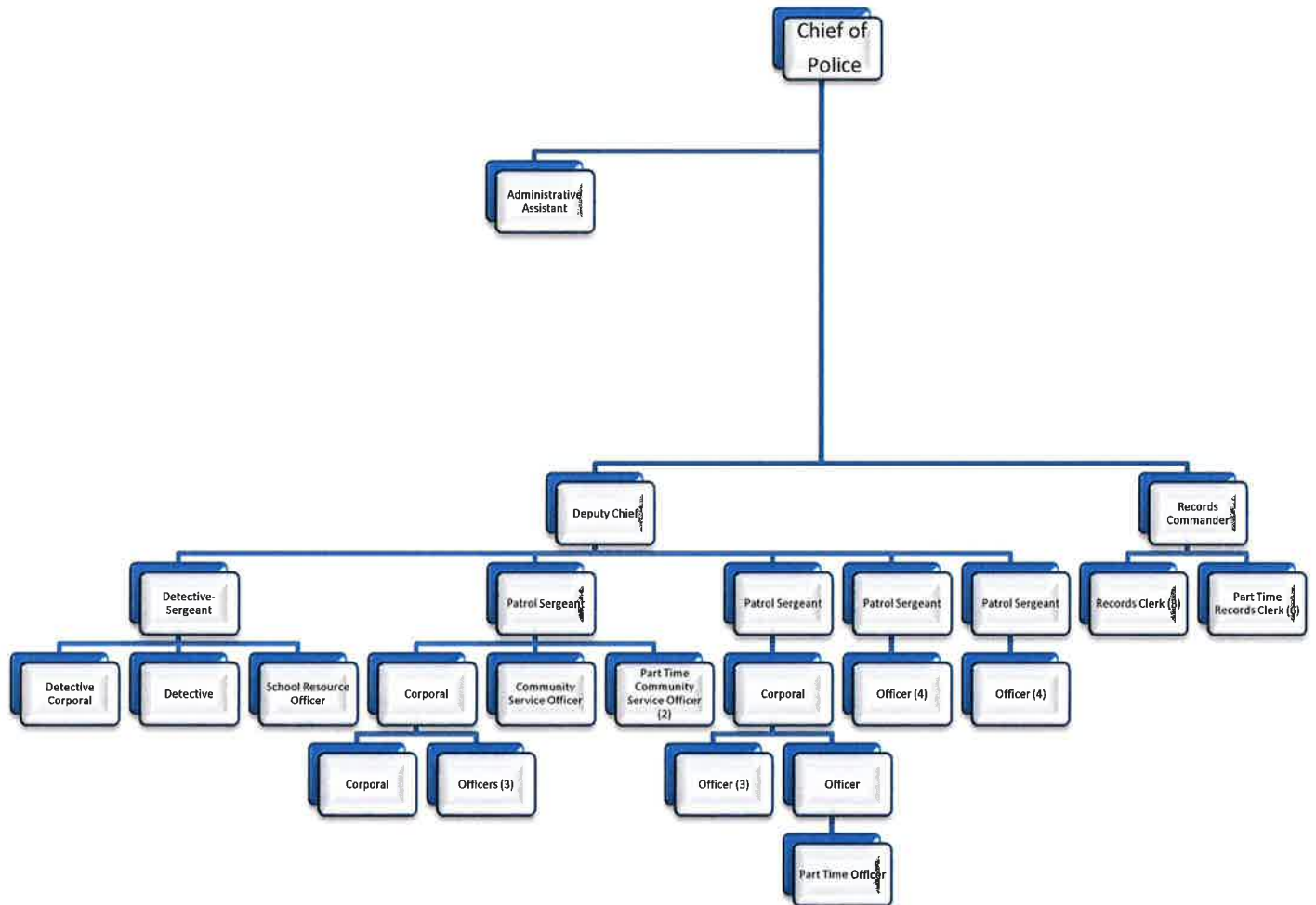
STAFFING

Finance	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Chief of Police	1	1	1	1	1	1
Deputy Chief	1	1	1	1	1	1
Police Commander	-	-	-	-	1	1
Police Corporal	4	4	4	4	4	
Police Officer	19	20	20	20	22	
Records Supervisor	1	1	1	1	1	1
Records Clerk Full Time	3	3	3	3	3	3
Records Clerk Part Time	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Community Service Officer	2	2	2	2	2	2
Total	9	9	9	8	8	8

**Community Service Officers are paid out of the Commuter Parking Lot Budget*

POLICE DEPARTMENT

ORGANIZATION CHART



POLICE DEPARTMENT

BUDGET SUMMARY

Police		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
01-600-41-101	Supervision	\$ 598,953	\$ 719,358	\$ 716,180	\$ 683,960	\$ 839,620	17%
01-600-41-102	Labor	\$ 1,602,315	\$ 1,496,015	\$ 1,772,556	\$ 1,347,216	\$ 1,793,798	1%
01-600-41-103	Clerical	\$ 226,042	\$ 231,186	\$ 234,099	\$ 166,562	\$ 176,749	-24%
01-600-41-104	Part Time	\$ 65,710	\$ 61,388	\$ 90,000	\$ 46,757	\$ 92,566	3%
01-600-41-105	Overtime	\$ 239,436	\$ 256,102	\$ 200,000	\$ 269,823	\$ 180,000	-10%
01-600-41-120	IMRF	\$ 33,902	\$ 34,605	\$ 23,173	\$ 25,213	\$ 34,169	47%
01-600-41-121	Social Security	\$ 58,115	\$ 61,122	\$ 63,780	\$ 46,393	\$ 58,561	-8%
01-600-41-125	Health Insurance	\$ 407,635	\$ 429,949	\$ 476,402	\$ 387,094	\$ 538,313	13%
Personnel		\$ 3,232,108	\$ 3,289,725	\$ 3,576,190	\$ 2,973,018	\$ 3,713,776	4%
01-600-42-220	Office Supplies	\$ 6,696	\$ 6,173	\$ 5,500	\$ 4,192	\$ 4,500	-18%
01-600-42-232	Motor Fuels & Lubricants	\$ 52,608	\$ 48,069	\$ 45,000	\$ 41,291	\$ 43,500	-3%
01-600-42-235	Maintenance Supplies	\$ 530	\$ 674	\$ 750	\$ 234	\$ 500	-33%
01-600-42-239	Operating Supplies	\$ 6,612	\$ 4,958	\$ 5,000	\$ 4,624	\$ 5,000	0%
01-600-42-280	Firearm Supplies	\$ 3,679	\$ 4,477	\$ 4,000	\$ 6,639	\$ 5,000	25%
01-600-42-290	Uniforms	\$ 56,463	\$ 28,514	\$ 50,000	\$ 6,639	\$ 35,000	-30%
01-600-42-291	Publications	\$ 312	\$ -	\$ 1,200	\$ 1,086	\$ 1,000	-17%
Commodities		\$ 126,900	\$ 92,864	\$ 111,450	\$ 64,705	\$ 94,500	-15%
01-600-43-300	Legal Services	\$ 20,513	\$ 33,826	\$ 36,000	\$ 22,065	\$ 30,000	-17%
01-600-43-307	Other Professional Services	\$ 23,048	\$ 32,936	\$ 27,000	\$ 29,082	\$ 35,000	30%
01-600-43-310	Payment Verification	\$ 5,318	\$ 6,997	\$ 7,000	\$ 5,223	\$ 6,500	-7%
01-600-43-315	Investigation Expense	\$ 1,494	\$ 1,117	\$ 1,800	\$ 1,416	\$ 1,600	-11%
01-600-43-324	Fingerprinting-State Police	\$ 754	\$ 60	\$ 750	\$ 149	\$ 500	-33%
01-600-43-327	Training & Travel	\$ 17,763	\$ 20,463	\$ 18,000	\$ 12,608	\$ 18,000	0%
01-600-43-330	Advertising	\$ 199	\$ -	\$ 500	\$ -	\$ 500	0%
01-600-43-331	Printing	\$ 13,317	\$ 12,381	\$ 13,000	\$ 12,994	\$ 13,000	0%
01-600-43-345	Dues	\$ 5,251	\$ 4,060	\$ 5,000	\$ 3,553	\$ 5,000	0%
01-600-43-346	Subscriptions	\$ 303	\$ 126	\$ 450	\$ 246	\$ 500	11%
01-600-43-352	Southcom Fees	\$ 460,768	\$ 452,673	\$ 440,360	\$ 369,042	\$ 410,000	-7%
01-600-43-354	Vehicle Maintenance-Outside	\$ 28,920	\$ 37,578	\$ 32,000	\$ 33,597	\$ 30,000	-6%
01-600-43-360	Building Maintenance-Outside	\$ 20,631	\$ 9,637	\$ 10,000	\$ 2,354	\$ 5,000	-50%
01-600-43-363	Equipment Maintenance-Outside	\$ 5,791	\$ 7,494	\$ 8,000	\$ 23,610	\$ 7,000	-13%
01-600-43-365	Rental	\$ 4,013	\$ 2,763	\$ 2,500	\$ 583	\$ 1,000	-60%
01-600-43-391	Events	\$ 5,845	\$ 3,968	\$ 6,000	\$ 6,406	\$ 6,500	8%
01-600-43-485	Animal Control	\$ 4,750	\$ 2,419	\$ 2,500	\$ 1,508	\$ 2,500	0%
Contractual		\$ 618,678	\$ 628,497	\$ 610,860	\$ 524,436	\$ 572,600	-6%
01-600-44-451	National Night Out	\$ 5,519	\$ 7,537	\$ 7,350	\$ 8,911	\$ 7,500	2%
01-600-44-452	K-9 Unit	\$ -	\$ 12,610	\$ 12,500	\$ 3,877	\$ 15,000	20%
01-600-44-454	Vehicle Maintenance	\$ 17,041	\$ 17,177	\$ 13,000	\$ 17,183	\$ 15,000	15%
01-600-44-481	Fire & Police Commission	\$ 16,095	\$ 12,540	\$ 8,800	\$ 5,866	\$ 8,500	-3%
01-600-44-485	Business Expenses	\$ 233	\$ 990	\$ 1,000	\$ -	\$ 500	-50%
Operating		\$ 38,888	\$ 50,854	\$ 42,650	\$ 35,836	\$ 46,500	9%
Total Police		\$ 4,016,574	\$ 4,061,940	\$ 4,341,150	\$ 3,597,996	\$ 4,427,376	2%

POLICE DEPARTMENT

SALARY DETAIL

POLICE DEPARTMENT-ADMINISTRATION

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Williams	Elvia	No	Police Chief	\$ 118,878	\$ 123,583	\$ 122,333					\$ 750	\$ 500	\$ 1,250
Gerlach	Richard	No	Deputy Police Chief	\$ 110,199	\$ 113,183	\$ 111,483					\$ 300	\$ 1,400	\$ 1,700
Nieukirk	Douglas	No	Commander	\$ 104,731	\$ 107,518	\$ 105,518				\$ -	\$ 600	\$ 1,400	\$ 2,000
Owens	Rodney	No	Sergeant	\$ 96,991	\$ 98,952	\$ 95,702				\$ 1,500	\$ 600	\$ 1,150	\$ 3,250
Galvan	James	No	Sergeant	\$ 100,090	\$ 102,778	\$ 100,428				\$ 600	\$ 600	\$ 1,150	\$ 2,350
Young	Matthew	No	Sergeant	\$ 95,491	\$ 98,052	\$ 95,702				\$ 600	\$ 600	\$ 1,150	\$ 2,350
Miramontes	Gilberto	No	Sergeant	\$ 86,070	\$ 97,752	\$ 95,702				\$ 600	\$ 300	\$ 1,150	\$ 2,050
Rank	Jason	No	Sergeant	\$ 95,814	\$ 97,802	\$ 95,702				\$ 1,200		\$ 900	\$ 2,100
				\$ 808,264	\$ 839,620	\$ 822,570	\$ -	\$ -	\$ -	\$ 4,500	\$ 3,750	\$ 8,800	\$ 17,050

Last Name	First Name	Medical	Dental	Vision	Life	80.00%	13.43%	28.20%	Pension		1.45%	6.20%	Taxes
						Insurance	Police	Benefits	IMRF	Benefits	Medicare	Security	
Williams	Elvia	\$ 8,236	\$ 832	\$ 129	\$ 358	\$ 9,555		\$ 34,850		\$ 34,850	\$ 1,792		\$ 1,792
Gerlach	Richard	\$ 8,236	\$ 364	\$ 99	\$ 350	\$ 9,049		\$ 31,918		\$ 31,918	\$ 1,641		\$ 1,641
Nieukirk	Douglas	\$ 24,845	\$ 1,214	\$ 207	\$ 339	\$ 26,605		\$ 30,320		\$ 30,320	\$ 1,559		\$ 1,559
Owens	Rodney	\$ 24,845	\$ 1,214	\$ 207	\$ 321	\$ 26,587		\$ 27,904		\$ 27,904	\$ 1,435		\$ 1,435
Galvan	James	\$ 24,845	\$ 1,214	\$ 207	\$ 335	\$ 26,601		\$ 28,983		\$ 28,983	\$ 1,490		\$ 1,490
Young	Matthew	\$ 24,845	\$ 1,214	\$ 207	\$ 318	\$ 26,584		\$ 27,651		\$ 27,651	\$ 1,422		\$ 1,422
Miramontes	Gilberto	\$ 24,845	\$ 1,214	\$ 207	\$ 314	\$ 26,580				\$ -			\$ -
Rank	Jason	\$ 24,845	\$ 1,214	\$ 207	\$ 318	\$ 26,584				\$ -			\$ -
		\$ 165,542	\$ 8,480	\$ 1,470	\$ 2,653	\$ 178,145	\$ -	\$ 181,626	\$ -	\$ 181,626	\$ 9,339	\$ -	\$ 9,339

Total		
Last Name	First Name	Compensation
Williams	Elvia	\$ 169,780
Gerlach	Richard	\$ 155,791
Nieukirk	Douglas	\$ 166,002
Owens	Rodney	\$ 154,878
Galvan	James	\$ 159,852
Young	Matthew	\$ 153,709
Miramontes	Gilberto	\$ 124,332
Rank	Jason	\$ 124,386
Administration		\$ 1,208,730

POLICE DEPARTMENT

POLICE DEPARTMENT-OFFICERS

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew			Longevity	Allowance		
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Davis	Orlando	Yes	Police Corporal	\$ 86,120	\$ 93,244	\$ 91,144				\$ 600	\$ 600	\$ 900	\$ 2,100
Steele	Brian	Yes	Police Corporal	\$ 83,796	\$ 91,144	\$ 91,144							\$ -
Immormino	Anthony	Yes	Police Corporal	\$ 84,620	\$ 91,744	\$ 91,144				\$ 600			\$ 600
Anderson	Brian	Yes	Police Corporal	\$ 84,020	\$ 92,644	\$ 91,144				\$ 1,500			\$ 1,500
Jones	Kristopher	Yes	Police Corporal	\$ 82,296	\$ 91,144	\$ 91,144							\$ -
Bedford	Kishawn	Yes	Police Officer	\$ 64,571	\$ 77,900	\$ 77,600					\$ 300		\$ 300
Beglau	Kristen	Yes	Police Officer	\$ 82,596	\$ 87,145	\$ 86,845					\$ 300		\$ 300
Blood	Caleb	Yes	Police Officer	\$ 60,636	\$ 73,804	\$ 73,804							\$ -
Bloom	Kenneth	Yes	Police Officer	\$ 84,396	\$ 88,945	\$ 86,845				\$ 600	\$ 600	\$ 900	\$ 2,100
Crement	Joseph	Yes	Police Officer	\$ 85,296	\$ 88,345	\$ 86,845				\$ 1,500			\$ 1,500
Dahlberg	Ryan	Yes	Police Officer	\$ 67,371	\$ 80,700	\$ 77,600				\$ 2,500	\$ 600		\$ 3,100
Derewonko	Andrew	Yes	Police Officer	\$ 85,296	\$ 88,345	\$ 86,845				\$ 1,500			\$ 1,500
Gericke	Clint	Yes	Police Officer	\$ 82,896	\$ 87,445	\$ 86,845				\$ 600			\$ 600
Hedgepeth	Alonzo	Yes	Police Officer	\$ 54,873	\$ 67,277	\$ 65,777					\$ 600	\$ 900	\$ 1,500
LaPorte	Jalye	Yes	Police Officer	\$ 53,373	\$ 65,777	\$ 65,777							\$ -
Madison	Darius	Yes	Police Officer	\$ 53,373	\$ 65,777	\$ 65,777							\$ -
Ramirez	Hector	Yes	Police Officer	\$ 60,636	\$ 73,804	\$ 73,804							\$ -
Shaw	William	Yes	Police Officer	\$ 58,264	\$ 69,721	\$ 69,721							\$ -
Zimmermann	Robert	Yes	Police Officer	\$ 58,564	\$ 66,077	\$ 65,777					\$ 300		\$ 300
Bowen	Steven	Yes	Police Officer	\$ 53,373	\$ 63,204	\$ 63,204							\$ -
Sanders	Joseph	Yes	Police Officer	\$ 53,373	\$ 63,204	\$ 63,204							\$ -
Warren	Christina	Yes	Police Officer	\$ 53,373	\$ 63,204	\$ 63,204							\$ -
Vacant	Vacant	Yes	Police Officer	\$ 53,373	\$ 63,204	\$ 63,204							\$ -
Retro				\$ 100,000	\$ -	\$ -							\$ -
				\$ 1,686,485	\$ 1,793,798	\$ 1,778,398	\$ -	\$ -	\$ -	\$ 9,400	\$ 3,300	\$ 2,700	\$ 15,400

POLICE DEPARTMENT

Last Name	First Name	80.00%					13.43%	28.20%	1.45%		6.20%		
		Medical	Dental	Vision	Life	Benefits	IMRF	Pension	ICMA	Benefits	Medicare	Security	Taxes
Davis	Orlando	\$ 20,545	\$ 364	\$ 99	\$ 314	\$ 21,322		\$ 26,295		\$ 26,295	\$ 1,352		\$ 1,352
Steele	Brian	\$ 24,845	\$ 1,214	\$ 207	\$ 314	\$ 26,580		\$ 25,703		\$ 25,703	\$ 1,322		\$ 1,322
Immormino	Anthony	\$ 8,236	\$ 364	\$ 99	\$ 296	\$ 8,995		\$ 25,872		\$ 25,872	\$ 1,330		\$ 1,330
Anderson	Brian	\$ -	\$ 1,214	\$ 207	\$ 298	\$ 1,719		\$ 26,126		\$ 26,126	\$ 1,343		\$ 1,343
Jones	Kristopher	\$ 16,912	\$ 747	\$ 126	\$ 273	\$ 18,058		\$ 25,703		\$ 25,703	\$ 1,322		\$ 1,322
Bedford	Kishawn	\$ -	\$ 1,214	\$ 207	\$ 258	\$ 1,679		\$ 21,968		\$ 21,968	\$ 1,130		\$ 1,130
Beglau	Kristen	\$ 13,370	\$ 832	\$ 129	\$ 285	\$ 14,616		\$ 24,575		\$ 24,575	\$ 1,264		\$ 1,264
Blood	Caleb	\$ 13,370	\$ 832	\$ 129	\$ 258	\$ 14,589		\$ 20,813		\$ 20,813	\$ 1,070		\$ 1,070
Bloom	Kenneth	\$ 24,845	\$ 1,214	\$ 207	\$ 312	\$ 26,578		\$ 25,082		\$ 25,082	\$ 1,290		\$ 1,290
Crement	Joseph	\$ 24,845	\$ 1,214	\$ 207	\$ 296	\$ 26,562		\$ 24,913		\$ 24,913	\$ 1,281		\$ 1,281
Dahlberg	Ryan	\$ 13,985	\$ 747	\$ 126	\$ 258	\$ 15,116		\$ 22,757		\$ 22,757	\$ 1,170		\$ 1,170
Derewonko	Andrew	\$ 8,236	\$ 364	\$ 99	\$ 292	\$ 8,991		\$ 24,913		\$ 24,913	\$ 1,281		\$ 1,281
Gericke	Clint	\$ 16,912	\$ 747	\$ 126	\$ 312	\$ 18,097		\$ 24,659		\$ 24,659	\$ 1,268		\$ 1,268
Hedgepeth	Alonzo	\$ 24,845	\$ 1,214	\$ 207	\$ 377	\$ 26,643		\$ 18,972		\$ 18,972	\$ 976		\$ 976
LaPorte	Jalye	\$ -	\$ 1,214	\$ 207	\$ 224	\$ 1,645		\$ 18,549		\$ 18,549	\$ 954		\$ 954
Madison	Darius	\$ 8,236	\$ 364	\$ 99	\$ -	\$ 8,699		\$ 18,549		\$ 18,549	\$ 954		\$ 954
Ramirez	Hector	\$ 24,845	\$ 1,214	\$ 207	\$ 256	\$ 26,522		\$ 20,813		\$ 20,813	\$ 1,070		\$ 1,070
Shaw	William	\$ 24,845	\$ 1,214	\$ 207	\$ 264	\$ 26,530		\$ 19,661		\$ 19,661	\$ 1,011		\$ 1,011
Zimmermann	Robert	\$ 20,545	\$ 1,214	\$ 207	\$ 224	\$ 22,190		\$ 18,634		\$ 18,634	\$ 958		\$ 958
Bowen	Steven	\$ 24,845	\$ 747	\$ 207	\$ -	\$ 25,799		\$ 17,824		\$ 17,824	\$ 916		\$ 916
Sanders	Joseph	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 17,824		\$ 17,824	\$ 916		\$ 916
Warren	Christina	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 17,824		\$ 17,824	\$ 916		\$ 916
Vacant	Vacant	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 17,824		\$ 17,824	\$ 916		\$ 916
Retro													
		\$ 314,262	\$ 18,248	\$ 3,309	\$ 5,111	\$ 340,930		\$ 505,853		\$ 505,853	\$ 26,010		\$ 26,010

		Total
Last Name	First Name	Compensation
Davis	Orlando	\$ 142,213
Steele	Brian	\$ 144,749
Immormino	Anthony	\$ 127,941
Anderson	Brian	\$ 121,832
Jones	Kristopher	\$ 136,227
Bedford	Kishawn	\$ 102,677
Beglau	Kristen	\$ 127,600
Blood	Caleb	\$ 110,276
Bloom	Kenneth	\$ 141,895
Crement	Joseph	\$ 141,101
Dahlberg	Ryan	\$ 119,743
Derewonko	Andrew	\$ 123,530
Gericke	Clint	\$ 131,469
Hedgepeth	Alonzo	\$ 113,868
LaPorte	Jalye	\$ 86,925
Madison	Darius	\$ 93,979
Ramirez	Hector	\$ 122,209
Shaw	William	\$ 116,923
Zimmermann	Robert	\$ 107,859
Bowen	Steven	\$ 107,743
Sanders	Joseph	\$ 81,944
Warren	Christina	\$ 81,944
Vacant	Vacant	\$ 81,944
Retro		\$ -
Officers		\$ 2,666,591

POLICE DEPARTMENT

POLICE DEPARTMENT-CLERICAL AND PART TIME

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Baker	Malaysia	Yes	Records Clerk	\$ 37,424	\$ 38,419	\$ 37,169				\$ 1,250		\$ 1,250	
Jordan	Cambria	Yes	Records Clerk	\$ 43,674	\$ 44,669	\$ 37,169	\$ 1,250	\$ 2,500		\$ 1,250		\$ 2,500	\$ 7,500
Sturdivant	Crystal	Yes	Records Clerk	\$ 43,674	\$ 44,669	\$ 37,169	\$ 1,250	\$ 2,500		\$ 1,250		\$ 2,500	\$ 7,500
Zurek	Virginia	Yes	Police Secretary	\$ 47,997	\$ 48,992	\$ 37,194	\$ 1,250	\$ 2,500		\$ 3,048		\$ 5,000	\$ 11,798
Vacant		No	Part-Time Records Clerks	\$ 45,000	\$ 46,238	\$ 46,238							\$ -
Vacant		No	Part-Time Police Officers	\$ 45,000	\$ 46,328	\$ 46,328							\$ -
Overtime				\$ 200,000	\$ 180,000	\$ 180,000							\$ -
				\$ 462,769	\$ 449,315	\$ 421,267	\$ 3,750	\$ 7,500	\$ -	\$ 6,798	\$ -	\$ 10,000	\$ 28,048

Last Name	First Name	Medical	Dental	Vision	Life	80.00% Insurance		13.43% Police		28.20% Pension		1.45% Social		Taxes
						Benefits	IMRF	Pension	ICMA	Benefits	Medicare	Security		
Baker	Malaysia	\$ -			\$ 198	\$ 198	\$ 4,824			\$ 4,824	\$ 557	\$ 2,382	\$ 2,939	
Jordan	Cambria	\$ -	\$ 747	\$ 207	\$ 239	\$ 1,193	\$ 5,666			\$ 5,666	\$ 648	\$ 2,769	\$ 3,417	
Sturdivant	Crystal	\$ 8,236	\$ 364	\$ 99	\$ 214	\$ 8,913	\$ 5,666			\$ 5,666	\$ 648	\$ 2,769	\$ 3,417	
Zurek	Virginia	\$ 8,236	\$ 364	\$ 99	\$ 236	\$ 8,935	\$ 6,247			\$ 6,247	\$ 710	\$ 3,038	\$ 3,748	
Vacant						\$ -	\$ 5,877			\$ 5,877	\$ 670	\$ 2,867	\$ 3,537	
Vacant						\$ -	\$ 5,889			\$ 5,889	\$ 672	\$ 2,872	\$ 3,544	
Overtime						\$ -		\$ 50,760		\$ 50,760	\$ 2,610	\$ -	\$ 2,610	
		\$ 16,472	\$ 1,475	\$ 405	\$ 887	\$ 19,239	\$ 34,169	\$ 50,760	\$ -	\$ 84,929	\$ 6,515	\$ 16,697	\$ 23,212	

Total		
Last Name	First Name	Compensation
Baker	Malaysia	\$ 46,380
Jordan	Cambria	\$ 54,945
Sturdivant	Crystal	\$ 62,665
Zurek	Virginia	\$ 67,922
Vacant		\$ 55,652
Vacant		\$ 55,761
Overtime		\$ 233,370
Clerical & Part Time		\$ 576,695

***Village of Richton Park
2018/2019 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 monthly, one quarterly and two daily Metra commuter parking lots, oversees its vehicle services, and the refuse collection program for single-family residents.

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. The general fund revenues also provide partial support for 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 2017/2018 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 Village's annual concrete sidewalk replacement project. On September 15, 2017, the contract was awarded to J&J Newell Concrete Contractors, Inc. A total of 38 sidewalks (4,230 square feet) were replaced in various subdivisions. Lakewood had 14 replacements, Lincoln Crossings had 4, Richton Hills 5 and Falcon Crest had 15 replacements.

DPW worked with the Economic Development and Planning 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 brush from the Villages sidewalk cut through areas.

2. Provide safety training and/or workshops to stress safety in the workplace.

The importance of safety was stressed through the Village's group safety committee 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).

Per the collective bargaining agreement with AFSCME, DPW budgeted a \$600 per person, uniform and safety shoe allowance, for employees to purchase steel toe boots and other safety gear.

PUBLIC WORKS DEPARTMENT

3. Maintain and/or improve Village infrastructure while incorporating any applicable new technologies.

The Village partnered with ComEd to install new LED light bulbs throughout the Village that will save energy and will be a huge cost savings to the Village over time.

The public works section of the budget supports street maintenance salaries and engineering support for contractual street maintenance and street construction projects.

4. Find additional sources of funding to assist with improving Village infrastructure.

AmeriCorps National Civilian Community Corps (NCCC) is a residential national service program for men and women between the ages of 18 and 24.

Approximately 1,200 members participate nationwide each year. For 10 months, members work on teams of 10-12 members to meet urgent community needs through projects that assist in rural and urban development, energy conservation, infrastructure improvements, disasters, as well as environmental stewardship and conservation. Projects operate through partnerships with non-profit organizations, state and local agencies, and other community and faith-based groups.

Class XXIII AmeriCorps NCCC, Maple 3 started work in the Village of Richton Park on May 8, 2017. The team started out with clearing drainage ditches, five miles of the Village's creeks and cleaned out Lake George. Other tasks included mulching trees and flower beds, removing tree limbs and sticks from unwanted places, painting, flower planting, GPS Data Collection, cleaning of the Metra Station, the Public Works facility and volunteering at various Village events.

One of the biggest accomplishments of the team had been in helping with the first annual "Ride the Sauk" family bike ride. Member's helped check-in registered citizens and distribute snacks. Some members biked along the trail and kept watch for any bikers in distress, and some loaned bikes and helmets to people who did not have one from a collection the Public Works Department held in reserve. The service program concluded June 29, 2017.

PUBLIC WORKS DEPARTMENT

5. Provide continued education trainings and/or workshops for professional development.

DPW Director attended:

- *National Storm Water Center Seminar in Chicago, IL*
- *Engineering for non-engineers workshop in DeKalb, IL*
- *Training on the Village fuel tank system*
- *Training related to the CDBG program*
- *Other supervisor trainings*

Assistant DPW Director attended:

- *"Making the Transition to Supervisor" seminar in Oakbrook, IL*
- *Training on the Village fuel tank system*
- *Training related to the CDBG program*
- *Other supervisor trainings*

Public Works staff members attended:

- *Commercial Pesticide Safety Education Program Clinics*
- *Rights-of-Way two day classes in Matteson, IL*
- *Three employees updated their CDL licenses.*

Mechanic attended:

- *Welding class at South Suburban College*

6. Complete Capital Outlay projects

Development in the Greenfield Subdivision was going on and new pavement patching was done, 1,185 ft in length. Also in this area the new Bike Path was completed which is part of the Connecting Cook County Grant.

Engineering for the project along Cicero into Matteson, IL was started.

Sidewalk replacement was done in the total of 4,230 square feet.

Richton Road resurfacing from Sauk Trail to Tower Drive was completed. Total of 4,055 feet of linear road.

The Lighting Project was started both within the Village and throughout the Metra Parking Lot.

2018/2019 PUBLIC WORKS GOALS:

1. Provide safety trainings and/or workshops to stress safety in the workplace.
2. Maintain and/or improve Village infrastructure while incorporating any applicable new technologies
3. Find additional sources of funding to assist with improving Village infrastructure.
4. Complete Capital Outlay Projects.

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.

PUBLIC WORKS DEPARTMENT

STAFFING

Public Works	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Public Works Director	1	1	1	1	1	1
Assistant Public Works Director	-	-	-	1	1	1
Administrative Assistance III	1	1	1	1	1	1
Public Works Crew Leader	1	1	1	1	1	1
Mechanic	1	1	1	1	1	1
Assistance Mechanic	1	1	1	1	1	1
Water Operator*	2	2	2	2	2	3
Storm Water Operator*	2	2	2	2	2	2
Maintenance Worker	5	5	5	5	6	6
Part Time	2	2	2	2	2	2
Total (FTE)*	15	15	15	16	17	18

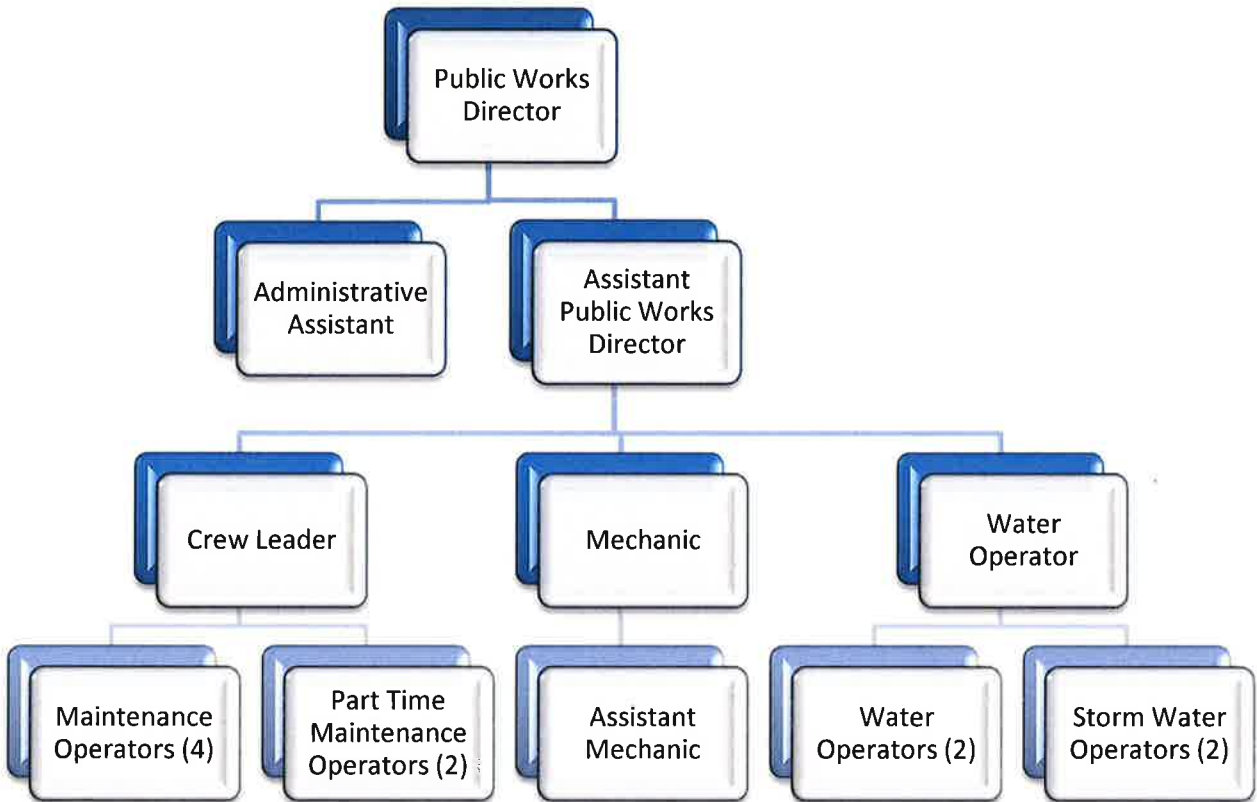
*FTE: Full Time Equivalent

*Water Operator – paid under Water & Sewer Budget

*Storm Water Operator- paid under Storm Water Budget

ORGANIZATION CHART

PUBLIC WORKS



PUBLIC WORKS DEPARTMENT

BUDGET SUMMARY

PUBLIC WORKS

Public Works		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
01-700-41-101	Supervision	\$ 97,862	\$ 125,878	\$ 105,554	\$ 80,596	\$ 101,209	-4%
01-700-41-102	Labor	\$ 383,189	\$ 318,947	\$ 378,465	\$ 313,768	\$ 355,844	-6%
01-700-41-103	Clerical	\$ 46,004	\$ 39,539	\$ 50,288	\$ 42,513	\$ 51,322	2%
01-700-41-104	Part-Time	\$ 48,176	\$ 25,725	\$ 109,003	\$ 37,513	\$ 110,900	2%
01-700-41-120	IMRF	\$ 66,248	\$ 58,464	\$ 35,802	\$ 56,426	\$ 71,054	98%
01-700-41-121	Social Security	\$ 42,326	\$ 37,623	\$ 43,996	\$ 35,394	\$ 47,371	8%
01-700-41-125	Health Insurance	\$ 136,516	\$ 110,802	\$ 137,794	\$ 110,028	\$ 153,980	12%
	Personnel	\$ 820,321	\$ 716,978	\$ 860,902	\$ 676,237	\$ 891,680	4%
01-700-42-220	Office Supplies	\$ 1,589	\$ 1,283	\$ 1,800	\$ 2,667	\$ 3,000	67%
01-700-42-232	Motor Fuels & Lubricants	\$ 12,987	\$ 12,926	\$ 15,000	\$ 11,800	\$ 13,000	-13%
01-700-42-235	Maintenance Supplies	\$ 30,511	\$ 24,736	\$ 25,000	\$ 10,740	\$ 17,000	-32%
01-700-42-239	Operating Supplies	\$ 577	\$ 1,959	\$ 2,200	\$ 2,954	\$ 3,200	45%
01-700-42-290	Uniforms	\$ 6,490	\$ 6,612	\$ 6,000	\$ 6,225	\$ 7,500	25%
	Commodities	\$ 52,154	\$ 47,516	\$ 50,000	\$ 34,386	\$ 43,700	-13%
01-700-43-300	Legal Services	\$ 244	\$ 1,155	\$ -	\$ 1,418	\$ 2,500	100%
01-700-43-302	Engineering Services	\$ 52,100	\$ 25,055	\$ 50,000	\$ -	\$ 15,000	-70%
01-700-43-307	Other Professional Services	\$ 12,066	\$ 20,368	\$ 18,000	\$ 35,501	\$ 38,000	111%
01-700-43-308	Lawn Maintenance	\$ 17,489	\$ 5,200	\$ 17,000	\$ 24,410	\$ 17,000	0%
01-700-43-321	Utilities	\$ 21,535	\$ 4,234	\$ 8,000	\$ 70,112	\$ 82,000	925%
01-700-43-327	Training & Travel	\$ 1,293	\$ 1,754	\$ 1,500	\$ 2,857	\$ 3,000	100%
01-700-43-331	Printing	\$ 2,744	\$ 1,049	\$ 1,200	\$ 2,071	\$ 1,200	0%
01-700-43-345	Dues	\$ 2,296	\$ 1,810	\$ 2,500	\$ -	\$ 1,500	-40%
01-700-43-346	Subscriptions	\$ 2,964	\$ (1,500)	\$ 1,000	\$ -	\$ 1,500	50%
01-700-43-354	Vehicle Maintenance-Outside	\$ 1,163	\$ 20,396	\$ 17,000	\$ 12,141	\$ 15,000	-12%
01-700-43-360	Building Maintenance-Outside	\$ 12,557	\$ 11,983	\$ 10,000	\$ 5,981	\$ 7,500	-25%
01-700-43-361	Park Maintenance	\$ -	\$ 7,685	\$ 20,000	\$ 16,912	\$ 20,000	0%
01-700-43-363	Equipment Maintenance-Outside	\$ 12,820	\$ 2,140	\$ 10,000	\$ 3,962	\$ 7,500	-25%
01-700-43-364	Holiday Decorations	\$ -	\$ -	\$ 24,000	\$ 18,077	\$ 20,000	-17%
01-700-43-365	Rental	\$ 3,349	\$ 235	\$ 3,700	\$ 1,245	\$ 1,700	-54%
01-700-43-485	Animal Control	\$ 10,180	\$ 5,560	\$ 8,000	\$ 3,122	\$ 5,000	-38%
	Contractual	\$ 152,800	\$ 107,124	\$ 191,900	\$ 197,809	\$ 238,400	24%
01-700-44-454	Vehicle Maintenance	\$ 24,273	\$ 23,315	\$ 25,000	\$ 27,443	\$ 30,000	20%
01-700-44-460	Building Maintenance	\$ 197	\$ 379	\$ 1,200	\$ 474	\$ 1,000	-17%
01-700-44-463	Equipment Maintenance	\$ 3	\$ 250	\$ 500	\$ 5,691	\$ 500	0%
01-700-44-485	Business Expense	\$ -	\$ -	\$ -	\$ 348	\$ 500	0%
01-700-44-495	Small Equipment	\$ 1,450	\$ 1,817	\$ 12,000	\$ 10,605	\$ 10,000	-17%
	Operating	\$ 25,923	\$ 25,761	\$ 38,700	\$ 44,562	\$ 42,000	9%
	Total Public Works	\$ 1,051,198	\$ 897,379	\$ 1,141,502	\$ 952,995	\$ 1,215,780	7%
Overhead Distribution							
40%	Water & Sewer	\$ 420,479	\$ 358,952	\$ 456,601	\$ 381,198	\$ 486,312	7%
10%	Refuse	\$ 105,120	\$ 89,738	\$ 114,150	\$ 95,300	\$ 121,578	7%
5%	TIF	\$ 52,560	\$ 44,869	\$ 57,075	\$ 47,650	\$ 60,789	7%
	Total Overhead Distribution	\$ 578,159	\$ 493,558	\$ 627,826	\$ 524,147	\$ 668,679	7%
	Net Public Works	\$ 473,039	\$ 403,821	\$ 513,676	\$ 428,848	\$ 547,101	7%

PUBLIC WORKS DEPARTMENT

SALARY DETAIL

PUBLIC WORKS

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew			Longevity	Allowance		
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Wegrzyn	Mike	No	Public Works Director	\$ 105,554	\$ 101,209	\$ 101,209					\$ -		
Coley	Joseph	Yes	Labor	\$ 51,394	\$ 70,913	\$ 70,913					\$ -		
Anifer	Andrew	Yes	Labor	\$ 48,560	\$ 49,620	\$ 39,620	\$ 2,500	\$ 2,500			\$ 5,000	\$ 10,000	
Cross	James	Yes	Labor	\$ 63,560	\$ 64,620	\$ 39,620	\$ 2,500	\$ 2,500	\$10,000		\$ 10,000	\$ 25,000	
Johnston	Thomas	Yes	Labor	\$ 43,211	\$ 44,331	\$ 41,831					\$ 2,500	\$ 2,500	
Post	Roxanne	Yes	Labor	\$ 46,060	\$ 47,120	\$ 39,620	\$ 2,500	\$ 2,500			\$ 2,500	\$ 7,500	
Wade	Balcari	Yes	Labor	\$ 38,560	\$ 39,620	\$ 39,620						\$ -	
Simmons	Matthew	Yes	Labor	\$ 38,560	\$ 39,620	\$ 39,620						\$ -	
Clark-Wells	Sara	Yes	Receptionist III	\$ 50,288	\$ 51,322	\$ 38,622	\$ 1,250	\$ 2,500		\$ 1,250	\$ 200	\$ 7,500	\$ 12,700
Reinbold	Robert	Yes	Part-Time	\$ 34,623	\$ 35,575	\$ 35,575						\$ -	
Vacant	Vacant	No	Part-Time	\$ 34,380	\$ 35,325	\$ 35,325						\$ -	
Summer/Seasonal		No	Part-Time	\$ 40,000	\$ 40,000	\$ 40,000						\$ -	
				\$ 594,750	\$ 619,275	\$ 561,575	\$ 8,750	\$ 10,000	\$ 10,000	\$ 1,250	\$ 200	\$ 27,500	\$ 57,700

Last Name	First Name	Medical	Dental	Vision	Life	80.00%	13.43%	28.20%	Pension	ICMA	1.45%	6.20%	Taxes	
						Insurance	Benefits	Police			Benefits	Medicare		Security
Wegrzyn	Mike	\$ 16,912	\$ 746	\$ 126	\$ 275	\$ 18,059	\$ 11,592				\$ 11,592	\$ 1,468	\$ 6,275	\$ 7,743
Coley	Joseph	\$ 16,912	\$ 747	\$ 126	\$ -	\$ 17,785	\$ 9,524				\$ 9,524	\$ 1,028	\$ 4,397	\$ 5,425
Anifer	Andrew	\$ 13,370	\$ 364	\$ 99	\$ 242	\$ 14,075	\$ 6,664				\$ 6,664	\$ 719	\$ 3,076	\$ 3,795
Cross	James	\$ 16,912	\$ 747	\$ 126	\$ 281	\$ 18,066	\$ 8,679				\$ 8,679	\$ 937	\$ 4,006	\$ 4,943
Johnston	Thomas	\$ 20,545	\$ 1,214	\$ 207	\$ 245	\$ 22,211	\$ 5,954				\$ 5,954	\$ 643	\$ 2,748	\$ 3,391
Post	Roxanne	\$ 24,815	\$ 1,214	\$ 207	\$ 247	\$ 26,483	\$ 6,328				\$ 6,328	\$ 683	\$ 2,921	\$ 3,604
Wade	Balcari	\$ 6,811	\$ 364	\$ -	\$ 177	\$ 7,352	\$ 5,321				\$ 5,321	\$ 574	\$ 2,456	\$ 3,030
Simmons	Matthew	\$ 20,545	\$ 364	\$ -	\$ 203	\$ 21,112	\$ 5,321				\$ 5,321	\$ 574	\$ 2,456	\$ 3,030
Clark-Wells	Sara	\$ 8,236	\$ 364	\$ -	\$ 237	\$ 8,837	\$ 6,893				\$ 6,893	\$ 744	\$ 3,182	\$ 3,926
Reinbold	Robert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,778				\$ 4,778	\$ 516	\$ 2,206	\$ 2,722
Vacant	Vacant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ 512	\$ 2,190	\$ 2,702
Summer/Seasonal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ 580	\$ 2,480	\$ 3,060
		\$ 145,058	\$ 6,124	\$ 891	\$ 1,907	\$ 153,980	\$ 71,054	\$ -	\$ -	\$ -	\$ 71,054	\$ 8,978	\$ 38,393	\$ 47,371

Total		
Last Name	First Name	Compensation
Wegrzyn	Mike	\$ 138,603
Coley	Joseph	\$ 103,646
Anifer	Andrew	\$ 74,154
Cross	James	\$ 96,308
Johnston	Thomas	\$ 75,887
Post	Roxanne	\$ 83,535
Wade	Balcari	\$ 55,323
Simmons	Matthew	\$ 69,083
Clark-Wells	Sara	\$ 70,978
Reinbold	Robert	\$ 43,075
Vacant	Vacant	\$ 38,027
Summer/Seasonal		\$ 43,060
		\$ 891,679

PUBLIC WORKS DEPARTMENT

WATER & SEWER

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Riechers	Matthew	No	Assistant PW Director	\$ 76,050	\$ 77,063	\$ 77,063							\$ -
Derrick	Danny	Yes	Water Operator #2	\$ 55,823	\$ 51,603	\$ 44,103	\$ 2,500					\$ 5,000	\$ 7,500
Gasik	Jacob	Yes	Water Operator #1	\$ 50,423	\$ 44,103	\$ 44,103							\$ -
Vacant	Vacant	Yes	Water Opearator #3	\$ -	\$ 49,103	\$ 44,103	\$ 2,500	\$ 2,500					\$ 5,000
				\$ 182,296	\$ 221,872	\$ 209,372	\$ 5,000	\$ 2,500	\$ -	\$ -	\$ -	\$ 5,000	\$ 7,500

Last Name	First Name	Medical	Dental	Vision	Life	80.00%	13.43%	28.20%	ICMA	1.45%	6.20%	Taxes	
						Insurance	Police	Pension		Social			
						Benefits	IMRF	Pension	Benefits	Medicare	Security		
Riechers	Matthew	\$ 13,370	\$ 832	\$ 129	\$ -	\$ 14,331	\$ 10,349			\$ 10,349	\$ 1,117	\$ 4,778	\$ 5,895
Derrick	Danny	\$ 8,236	\$ 364	\$ -	\$ 248	\$ 8,848	\$ 6,930			\$ 6,930	\$ 748	\$ 3,199	\$ 3,947
Gasik	Jacob	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,923			\$ 5,923	\$ 639	\$ 2,734	\$ 3,373
Vacant	Vacant	\$ 16,912	\$ 747	\$ 126	\$ 275	\$ 18,060	\$ 6,595			\$ 6,595	\$ 712	\$ 3,044	\$ 3,756
		\$ 38,518	\$ 1,943	\$ 255	\$ 523	\$ 41,239	\$ 29,797	\$ -	\$ -	\$ 29,797	\$ 3,216	\$ 13,755	\$ 16,971

Total		
Last Name	First Name	Compensation
Riechers	Matthew	\$ 107,638
Derrick	Danny	\$ 71,328
Gasik	Jacob	\$ 53,399
Vacant	Vacant	\$ 77,514
		\$ 309,879

PUBLIC WORKS DEPARTMENT

STORM WATER

				FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance
Last Name	First Name	Union	Title	Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives
Vacant	Vacant	Yes	Maintenance Operator #1	\$ 38,560	\$ 39,620	\$ 39,620						\$ -
Vacant	Vacant	Yes	Maintenance Operator #1	\$ 38,560	\$ 39,620	\$ 39,620						\$ -
				\$ 77,120	\$ 79,240	\$ 79,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

				80.00%	13.43%	28.20%	1.45%		6.20%				
				Insurance	Police	Pension	Social						
Last Name	First Name	Medical	Dental	Vision	Life	Benefits	IMRF	Pension	ICMA	Benefits	Medicare	Security	Taxes
Vacant	Vacant	\$ 17,606	\$ 747	\$ 126	\$ 250	\$ 18,729	\$ 5,321			\$ 5,321	\$ 574	\$ 2,456	\$ 3,030
Vacant	Vacant	\$ 17,606	\$ 747	\$ 126	\$ 250	\$ 18,729	\$ 5,321			\$ 5,321	\$ 574	\$ 2,456	\$ 3,030
		\$ 35,212	\$ 1,494	\$ 252	\$ 500	\$ 37,458	\$ 10,642	\$ -	\$ -	\$ 10,642	\$ 1,148	\$ 4,912	\$ 6,060

Total		
Last Name	First Name	Compensation
Vacant	Vacant	\$ 66,700
Vacant	Vacant	\$ 66,700
		\$ 133,400

Village of Richton Park

2018/2019 Budget

COMMUNITY SERVICES

DEPARTMENT FUNCTION:

The Community Services Department focuses on relationship building and providing information services to the residents of the Village of Richton Park and the media. It is our goal to develop an informed community and to foster a positive village image in the community and beyond. We also enforce the village's Fair Housing Ordinances, as well as promote diversity and enforcement activities including monitoring real estate transaction listings and redirecting investigative complaints.

The Community Service Department is in charge of the Community Center and all programs related. Residents and non-residents are allowed to rent areas of the community center such as the Multi-Purpose Room, with option patio rental and/or kitchen; Activity Room or the Gymnasium. Other services the community center has is a computer room where customers can come and use during business hours, a walking path for exercise, a community garden, and fireplace sitting area.

Residents are also able to rent out Village Parks for events. The available parks are:

ACCOMPLISHMENTS OF 2017/2018 GOALS:

1. The Community Center is the focus of the residents and the departments job is to continually survey and keep items up to date and repaired or replaced when necessary.

During FY18, repairs and updates were made to six basketball rims in the gym and the Volleyball system was updated that included a new volleyball net.

2. Since the Community Center has numerous rentals each year, our focus is to ensure those renting would provide positive feedback to the public and in order to do this the department ensures the rentals are equipped with necessary materials.

New tables were purchased to replace the older ones. Ten round banquet tables, four six-foot tables and four eight-foot tables were purchased.

3. Increase rentals and find new innovative interests for the Community Center and the Parks in order to attract more usage of these items in Richton Park. This pertains to the rentals of the Village and what it takes to upkeep these properties as well.

This year the Smart Board, large board used for meetings or events, was installed on the wall in the multi-purpose room. By doing this the multi-purpose room can be rented for more usages such as meetings, conferences, or during parties to showcase videos and or pictures.

New playground equipment was purchased for Glaeser Park which is one of the largest and most used parks in the Village. Also updating of the pavilion at this park was updated such as the bathroom floors and the kitchen/storage area. By doing these updates the intention is to attract new renters and to encourage previous renters to return and rent again.

2018/2019 GOALS AND OBJECTIVES:

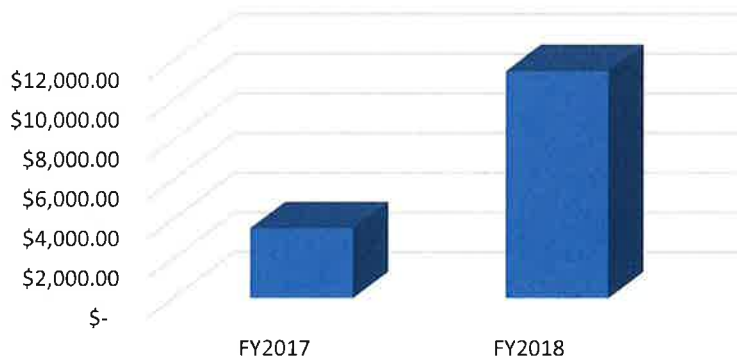
1. The Community Center is the focus of the residents and the departments job is to continually survey and keep items up to date and repaired or replaced when necessary. This year the focus is on the lobby entrance and the gym. In the lobby the Village is looking to replace the furniture and in the gym the floor is planned to be replaced that would encumbrance the new Village Logo.
2. Increase rentals and find new innovative interests for the Community Center and the Parks in order to attract more usage of these items in Richton Park. This pertains to the rentals of the Village and what it takes to upkeep these properties as well. This year addition of new recycle bins will be added in order to be more plant friendly and encourage the recycling of items.
3. The Community Center is the focus of the residents and the departments job is to continually survey and keep items up to date and repaired or replaced when necessary. This year new playground units will be installed at Glaeser Park and Covington Park.

PERFORMANCE MEASURES:

The Community Services Department receives continuous, informal performance feedback from customers and the public. In many operations, the department has formal data to measure performance. For this department performance measures would be based on personal feedback and the trends of rentals related to the community center.

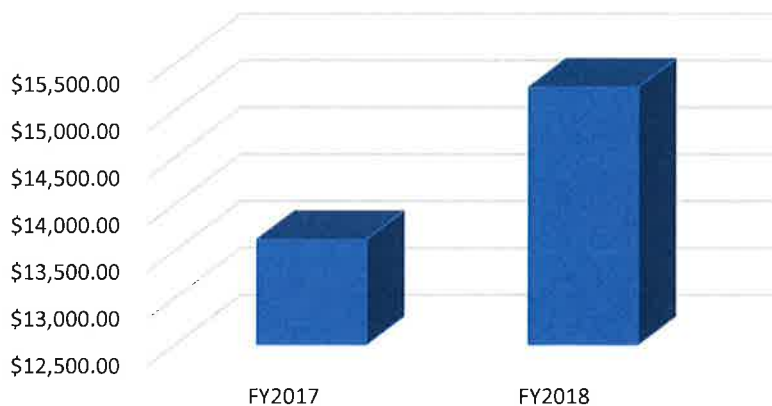
Gym Rentals: *The cost of renting the gym varies based on variables such as who is renting the space and what it will be utilized for. During FY18, the revenues increased due to the rental of the space by Southland College Prep Charter High School since they don't have a gym. Other purposes of the gym rentals are mainly used for team practices.*

Gym Rentals-Revenues



Community Center Rentals: *Community Center Rentals have increased since FY2017. In FY2017 a total of 89 rentals, FY2018 a total of 111 rentals.*

Community Center Rentals-Revenues

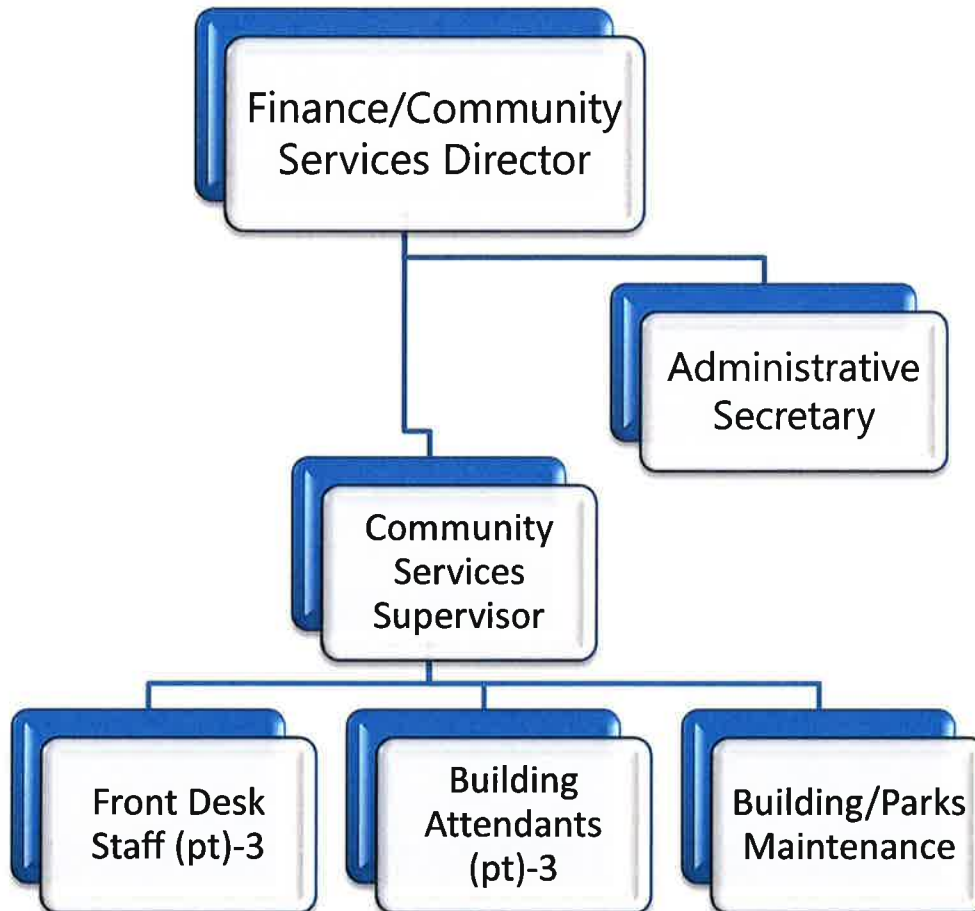


COMMUNITY SERVICES

STAFFING

Comm. Services Department	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Supervisor	0	0	1	1	1	1
Front Desk Staff (PT)	2	2	2	2	3	3
Building Attendants (PT)	1	1	1	1	1	3
Building/Parks Maint.	0	0	0	0	0	1
Total	3	3	4	4	5	8

ORGANIZATION CHART



COMMUNITY SERVICES

BUDGET SUMMARY

Community Services		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
01-215-41-101	Supervision	\$ 52,640	\$ 75,800	\$ 78,271	\$ 46,542	\$ 51,297	-34%
01-215-41-103	Clerical	\$ 27,355	\$ 37,566	\$ 82,881	\$ 69,529	\$ 38,639	-53%
01-215-41-104	Part Time	\$ -	\$ 88	\$ 73,001	\$ 42,604	\$ 77,513	6%
01-215-41-120	IMRF	\$ 9,319	\$ 13,000	\$ 11,522	\$ 13,322	\$ 14,798	28%
01-215-41-121	Social Security	\$ 5,871	\$ 8,408	\$ 17,730	\$ 11,524	\$ 12,810	-28%
01-215-41-125	Health Insurance	\$ 12,383	\$ 11,824	\$ 22,589	\$ 15,157	\$ 14,922	-34%
	Personnel	\$ 107,568	\$ 146,685	\$ 285,994	\$ 198,678	\$ 209,979	-27%
01-215-42-220	Office Supplies	\$ 133	\$ 917	\$ 750	\$ 5,257	\$ 1,500	100%
01-215-42-232	Motor Fuels & Lubricants	\$ 740	\$ 1,092	\$ 1,200	\$ 851	\$ -	-100%
01-215-42-239	Operating Supplies	\$ -	\$ 8,102	\$ 5,000	\$ 5,652	\$ 5,000	0%
01-215-42-290	Uniforms	\$ 26	\$ 169	\$ 500	\$ 244	\$ 500	0%
	Commodities	\$ 899	\$ 10,280	\$ 7,450	\$ 12,004	\$ 7,000	-6%
01-215-43-300	Legal Services	\$ 735	\$ 1,458	\$ 1,500	\$ 210	\$ 1,500	0%
01-215-43-307	Other Professional Services	\$ 225	\$ 2,050	\$ 800	\$ 5,120	\$ 2,500	213%
01-215-43-309	Janitorial	\$ 79	\$ 14,516	\$ 10,000	\$ 15,185	\$ 11,200	12%
01-215-43-319	Janitorial Supplies	\$ -	\$ 185	\$ 250	\$ 1,210	\$ -	-100%
01-215-43-321	Utilities	\$ -	\$ -	\$ 7,500	\$ 976	\$ 1,500	-80%
01-215-43-327	Training & Travel	\$ 2,691	\$ 2,607	\$ 3,000	\$ 3,453	\$ 2,500	-17%
01-215-43-330	Advertising	\$ -	\$ 406	\$ 500	\$ 956	\$ 250	-50%
01-215-43-331	Printing	\$ -	\$ 525	\$ 700	\$ 346	\$ 250	-64%
01-215-43-345	Dues	\$ 1,000	\$ 159	\$ 1,000	\$ 738	\$ 500	-50%
01-215-43-391	Events	\$ 7,146	\$ 6,362	\$ 5,500	\$ 6,074	\$ 5,500	0%
	Contractual	\$ 11,876	\$ 28,267	\$ 30,750	\$ 34,268	\$ 25,700	-16%
01-215-44-460	Building Maintenance	\$ -	\$ 12,740	\$ 15,000	\$ 18,675	\$ 15,000	0%
01-215-44-485	Business Expense	\$ -	\$ -	\$ 250	\$ -	\$ 250	0%
	Operating	\$ -	\$ 12,740	\$ 15,250	\$ 18,675	\$ 15,250	0%
	Total Community Services	\$ 120,343	\$ 197,973	\$ 339,444	\$ 263,625	\$ 257,929	\$ (0)
	Overhead Distribution						
35%	Water & Sewer	\$ 42,120	\$ 69,290	\$ 118,805	\$ 92,269	\$ 90,275	-24%
10%	Refuse	\$ 12,034	\$ 19,797	\$ 33,944	\$ 26,363	\$ 25,793	-24%
	Total Overhead Distribution	\$ 54,154	\$ 89,088	\$ 152,750	\$ 118,631	\$ 116,068	-24%
	Net Community Services	\$ 66,189	\$ 108,885	\$ 186,694	\$ 144,994	\$ 141,861	-24%

COMMUNITY SERVICES

SALARY DETAIL

Last Name	First Name	Union	Department	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Robinson	Geneen	No	Comm Ser	\$ 48,232	\$ 51,297	\$ 50,797						\$ 500	\$ 500
Arias	Tanya	Yes	Comm Ser	\$ 35,999	\$ 38,639	\$ 36,989				\$ 1,250	\$ 400		\$ 1,650
Dampier	Debra	No	Comm Ser	\$ 12,300	\$ 20,250	\$ 20,250							\$ -
Young	Taylor	No	Comm Ser	\$ 12,930	\$ 11,303	\$ 11,303							\$ -
Jackson	Keon	No	Comm Ser	\$ 11,000	\$ 11,303	\$ 11,303							\$ -
Echoles	Terrell	No	Comm Ser	\$ 12,930	\$ 9,061	\$ 9,061							\$ -
Richardson	Philip	No	Comm Ser	\$ 12,240	\$ 4,018	\$ 4,018							\$ -
Gavin	Devin	No	Comm Ser	\$ 10,000	\$ 10,275	\$ 10,275							\$ -
Vacant	Vacant	No	Comm Ser	\$ 11,000	\$ 11,303	\$ 11,303							\$ -
				\$ 166,631	\$ 167,449	\$ 165,299	\$ -	\$ -	\$ -	\$ 1,250	\$ 400	\$ 500	\$ 2,150

Last Name	First Name	Medical	Dental	Vision	Life	Insurance		Police		Pension		Social		Taxes
						80.00%	13.43%	28.20%	ICMA	Benefits	1.45%	6.20%		
Robinson	Geneen	\$ 13,370	\$ 1,214	\$ 129	\$ 209	\$ 14,922	\$ 6,889			\$ 6,889	\$ 744	\$ 3,180	\$ 3,924	
Arias	Tanya					\$ -	\$ 5,189			\$ 5,189	\$ 560	\$ 2,396	\$ 2,956	
Dampier	Debra					\$ -	\$ 2,720			\$ 2,720	\$ 294	\$ 1,256	\$ 1,549	
Young	Taylor					\$ -				\$ -	\$ 164	\$ 701	\$ 865	
Jackson	Keon					\$ -				\$ -	\$ 164	\$ 701	\$ 865	
Echoles	Terrell					\$ -				\$ -	\$ 131	\$ 562	\$ 693	
Richardson	Philip					\$ -				\$ -	\$ 58	\$ 249	\$ 307	
Gavin	Devin					\$ -				\$ -	\$ 149	\$ 637	\$ 786	
Vacant	Vacant					\$ -				\$ -	\$ 164	\$ 701	\$ 865	
		\$ 13,370	\$ 1,214	\$ 129	\$ 209	\$ 14,922	\$ 14,798	\$ -	\$ -	\$ 14,798	\$ 2,428	\$ 10,382	\$ 12,810	

Total		
Last Name	First Name	Compensation
Robinson	Geneen	\$ 77,032
Arias	Tanya	\$ 46,784
Dampier	Debra	\$ 24,519
Young	Taylor	\$ 12,168
Jackson	Keon	\$ 12,168
Echoles	Terrell	\$ 9,754
Richardson	Philip	\$ 4,325
Gavin	Devin	\$ 11,061
Vacant	Vacant	\$ 12,168
		\$ 209,979

***Village of Richton Park
2018/2019 Budget***

PARKS & RECREATION

DEPARTMENT FUNCTION:

The Parks and Recreation Department includes 10 community parks covering over 60 acres, as well as an award winning community center facility, 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 and Recreation Department.

In accordance 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 Olympics Fields, Park Forest, Matteson and Homewood-Flossmoor. For example, the inter-community basketball league is with Park Forest.

Mission:

The mission of the Richton Park Parks and Recreation is to provide quality space, recreational programming, and events that promote healthy, active, entertaining lifestyles to enhance the overall quality of life for not just our community, but influencing others to do so as well.

Richton Park offers a Before Care and After Care, Challengers Program. This program is designed to provide a fun, safe, friendly, and structured environment before and after school for children attending Neil Armstrong Elementary School. During the program, the children will be offered a variety of recreational activities, homework time, snack time, active free time, organized games, crafts and more.

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 70s 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 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 program, with Richton Park Bitty Ball and Youth Basketball League 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 underserve communities to promote athletics and programs.

Community trips offered by the Parks and Recreation Department, continues to be one of the more popular programs and the revenue generated continues to increase.

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 improvement plan.

The population and recreational needs in Richton Park, and nationally, change from year to year and some facilities installed in the 1960s and 1970s 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.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

To address the Boards strategic vision Parks and Recreation is adopted the following goals and objectives for the 2017/2018 fiscal year.

1. Continue with Lifecycle Plan projects, coordinating with the Parks and Recreation Advisory Committee.

New park equipment was purchased for Glaeser Park that includes a slide and a jungle gym to climb on. Purchased in fiscal year 2018 and planned installation completion in fiscal year 2019.

Parks and Recreation department is constantly surveying the parks in the Village to see what type of upgrades are needed in order to be safely and properly usable by residents. This year the focus started on the ball fields at Glaeser Park that include: grass up-keeping and repair, painting of the dugouts and fencing and other repairs as necessary. This process will continue into the new fiscal year.

The Pavilion located at Glaeser Park is commonly rented and used by the residents each year. Parks and Recreation like to keep this a point of interest and continually upkeep the property. This year money was spend on upgrading the kitchen/storage area along with repairs to the bathroom floors.

Community gardening improves people's quality of life by providing a catalyst for neighborhood and community development, stimulating social interaction, encouraging self-reliance, beautifying neighborhoods, producing nutritious food, reducing family food budgets, conserving resources and creating opportunities for recreation, exercise, therapy and education. The Village started this program and the demand has been high so extra garden plots were added.

PARKS & RECREATION

2. In cooperation with the Parks and Recreation Commission, develop a means to obtain more immediate feedback from the public and program participants.

Word of mouth feedback- surveys on particular programs via paper after/or during programs. This is something the department is looking to increase in order to help change the future of the programs.

3. Continue to expand Teen Services and youth programming.

During the year many meetings were held regarding new programs for teens. This teen focus will continue and programs will be implementing in fiscal year 2019.

During this year, many programs were revamped in order to find ways to attract more customers. This was done by means of changing the programs to make sure it wasn't the same as last year, having meetings to see what worked the previous years and what didn't, and also increase the way the programs were advertised throughout not just the Village but surrounding areas. Due to this programs such as the Daddy/Daughter Dance and the Holiday Express were both sold out. The Trail of Treats attendance was easily over 400 + kids.

4. Initiate strategic pricing plan for programs and services based on surrounding area programs.

Each year time is spent on comparing programs and pricing with surrounding villages such as Park Forest, Matteson, University Park, Olympia Fields, Chicago Heights and other neighboring communities.

5. Each year find out what new programs can be brought to the Village of Richton Park and find new ways to update or revamp current programs.

This year was the first year of the "Ride the Sauk" which is where residents and other participants would get out and ride their bikes along Sauk Trail. This is a way to get residents moving and also to also give riders a chance to see what Richton Park has to offer.

PARKS & RECREATION

During FY18, the Parks and Recreation Department was re-structured. The director position was changed to be under the direction of the Finance Director, with the addition of a new supervisor. Other positions were moved around in order to determine what positions worked better for each employee.

Each year the Village hosts a "Fishing Derby" at Lake George. This year time was spent by the AmeriCorps group to clean out the lake and also to paint the Pier. This year the children that participated were part of the Village's Camp which was about 20 in total.

2018/2019 GOALS AND OBJECTIVES:

1. Continue with Lifecycle Plan projects, coordinating with the Parks and Recreation Commission. Evaluation of all parks to upgrade equipment/landscaping and safety improvements and/or additions as the budget allows.
2. Add additional programs to reach more youth and young adults. Such programs are: Sports Camp, Teen Club (will create other teen programs and work with younger age students), New After-Care program at the community Center (will cater to all other schools outside of Neil Armstrong). Also to increase more teen programs.
3. Department will take over the President's Golf Outing. In the past this event was handled by the Community Relations Director but during the revamping of the department this was one program/fundraiser activity the Parks and Recreation Department will take over.

PARKS & RECREATION

PERFORMANCE MEASURES:

The Parks and 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 and Recreation Department programs.

Challengers Before & After School Program: The program is one of the largest at the Village of Richton Park and is a cooperative program between the Richton Park Parks & Recreation Department and School District #159. The program services children in Pre-K through Fifth Grade who attend Neil Armstrong Elementary School. There is an option of adding extended camp which will allow the students to stay longer than the normal program hours.

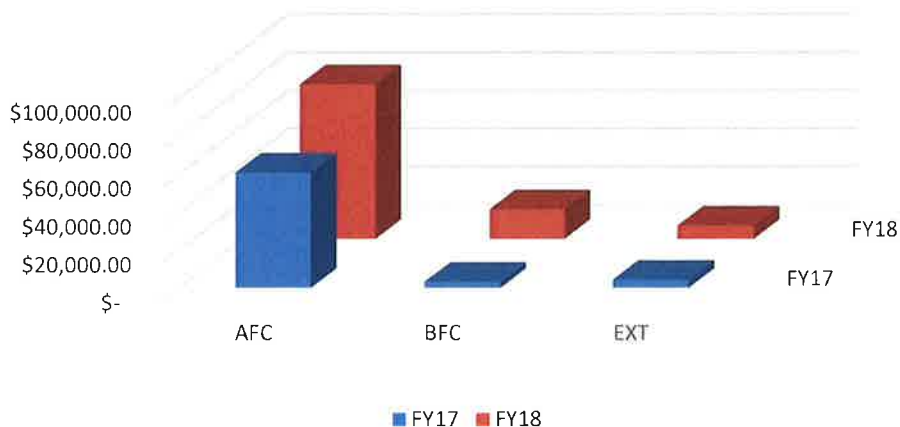
This year enrollment was much higher due to the new enrichment program which includes homework help, new activities and a showcase at the end of the year.

Before Care	FY2017	FY2018	After Care	FY2017	FY2018
#registered	97	112		97	112
#weeks paid for*	522	2,601		4,890	6,621
Total Funds	\$3,262.00	\$15,610.03		\$60,777.19	\$81,207.08

*based on \$6 per day for BFC and \$12 per day for AFC

Extended Camp	FY2017	FY2018
#registered	43	78
#weeks paid for	212	350
Total Funds	\$4,230.00	\$6,992.00

Before Care, After Care and Extended Camp



Summer Camps: During the summer the Parks and Recreation runs two separate camps. Camp Bananas is for ages 5-9 and Teen Camp is for ages 10-14. Each camp has the option for "extended camp" which will allow children to stay for the after camp programs for a fee of \$20 each week.

Camp Bananas	FY2017	FY2018	Teen Camp	FY2017	FY2018
#registered	175	195		37	23
#weeks paid for	703	802		146	42
#weeks with Extended Camp	110	227		42	8
Total Funds	\$78,506.37	\$86,925.84		\$16,151.62	\$4,273.50

PARKS & RECREATION

Basketball/Cheerleading Program: There are two levels to the basketball: Bitty and Youth.

Bitty Ball is a co-ed basketball league offered to young players from Pre-K to 2nd grade. Participants will learn the basic fundamentals of basketball while developing social skills, character and self-esteem. Each child will improve their dribbling, shooting, teamwork, sportsmanship and coordination.

Bitty Cheerleading is designed for younger dancers and cheerleaders. Participants will combine cheers, jumps, dances, and stunts and will cheer at Bitty Basketball games during the season.

Youth Basketball is a league offered to players from 3rd grade to 8th grade. Each child will learn and improve their dribbling, shooting, passing, teamwork, sportsmanship and coordination.

Youth Cheerleading and Poms are designed for older participants that will enhance and learn new competitive skills including cheer basics, motion technique, chant and sideline cheers, as well as half time performances.

	FY2017		FY2018	
	<i>#Participants</i>	<i>Total Funds</i>	<i>#Participants</i>	<i>Total Funds</i>
<i>Bitty Basketball</i>	85	\$4,907.50	114	\$5,795.00
<i>Youth Basketball</i>	94	\$7,369.02	80	\$6,606.00
<i>Bitty Cheerleading</i>	20	\$1,071.50	36	\$2,245.00
<i>Youth Cheerleading</i>	20	\$1,555.15	46	\$5,305.00

PARKS & RECREATION

Other Programs: The Village offers many other programs and events throughout the year for residents and non-residents to enjoy what Richton Park has to offer.

	FY2017		FY2018	
	<i>#Participants</i>	<i>Total Funds</i>	<i>#Participants</i>	<i>Total Funds</i>
Martial Arts	144	\$8,020.00	85	\$5,120.00
Holiday Express	66	\$990.00	138	\$2,070.00
Daddy/Daughter Dance	104	\$1,435.00	156	\$2,180.00
Mother Son Dance	60	\$880.00	62	\$865.00
Community Garden	17	\$150.00	20	\$420.00

Park Rentals: The Village offers rentals of three major parks in the town for usage of parties, events, etc. Glaeser Park, Pierce Park and Covington Park. The permit allows usage of the park, pavilion and equipment at these locations.

	FY2017	FY2018
# of Park Rentals	34	27
Total Funds	\$7,775.00	\$6,350.00

PARKS & RECREATION

Youth/Adult Programs: Each year the Parks and Recreation department hosts many programs for different age groups that will change on a yearly basis. Some programs continue from year to year but each year these programs can change based on availability of staff/coaches, requests from residents, etc. Listed are the programs that were held in fy2018.

Youth Programs	Summer Session	Fee	# of Participants	Fall Session	Fee	#of Participants	Winter Session	Fee	#of Participants	Spring Session	Fee	#of Participants
Hip Hop	May - June	\$50 Session / \$12 Walk-In Fee	10	No Session			No Session			No Session		
	Program Fee Collected		\$ 310.00	Program Fee Collected		\$ -	Program Fee Collected		\$ -	Program Fee Collected		\$ -
Tennis	June - July	\$20 Session / \$7 Campers	16	No Session			No Session			No Session		
	Program Fee Collected		\$ 172.00	Program Fee Collected		\$ -	Program Fee Collected		\$ -	Program Fee Collected		\$ -
Floor Hockey	June	\$20 Session / \$7 Campers	4	No Session			No Session			No Session		
	Program Fee Collected		\$ 54.00	Program Fee Collected		\$ -	Program Fee Collected		\$ -	Program Fee Collected		\$ -
Youth Soccer	No Session			August - October	\$70 Session	12	No Session			April	\$43.50	2
	Program Fee Collected		\$ -	Program Fee Collected		\$ 840.00	Program Fee Collected		\$ -	Program Fee Collected		\$ 87.00
Bitty Soccer	No Session			August - October	\$50 Session	6	No Session			April	\$62	5
	Program Fee Collected		\$ -	Program Fee Collected		\$ 225.00	Program Fee Collected		\$ -	Program Fee Collected		\$ 273.00
Bowling	No Session			September - October	\$9 per class	7	No Session			No Session		
	Program Fee Collected		\$ -	Program Fee Collected		\$ 63.00	Program Fee Collected		\$ -	Program Fee Collected		\$ -
Flag Football	No Session			No Session			February - March	\$25 Session	10	April	\$25 Session	13
	Program Fee Collected		\$ -	Program Fee Collected		\$ -	Program Fee Collected		\$ 250.00	Program Fee Collected		\$ 325.00
Youth Open Gym	August	\$2 per person	46	September - December	\$2 per person	219	January - March	\$2 per person	92	April - May	\$2 per person	104.00
	Program Fee Collected		\$ 93.00	Program Fee Collected		\$ 334.32	Program Fee Collected		\$ 169.75	Program Fee Collected		\$ 208.00

Sessions	Session Fees Collected	Number of Participants
Summer Session	\$ 629.00	76
Fall Session	\$ 1,462.32	244
Winter Session	\$ 419.75	102
Spring Session	\$ 893.00	20
Grand Total FY 18	\$ 3,404.07	442

Adult Programs	Summer Session	Fee	# of Participants	Fall Session	Fee	#of Participants	Winter Session	Fee	#of Participants	Spring Session	Fee	#of Participants
Silver Stars Tap Dance	8 week session	\$32 session / \$4 per class	1	October - December 8 week class	\$24 Session / \$4 per class	6	February - March 8 week session	\$32 session / \$4 per class	9	April - May 8 week session	\$32 session / \$4 class	9
	Program Fee Collected		\$ 32.00	Program Fee Collected		\$ 132.00	Program Fee Collected		\$ 184.00	Program Fee Collected		\$ 208.00
Musical Trip	May-17	\$45	1							no session		
	Program Fee Collected		\$ 45.00	Program Fee Collected		\$ -	Program Fee Collected		\$ -	Program Fee Collected		\$ -
Zumba	May	\$45 Session	4	September	45	2				no session		
	Program Fee Collected		\$ 170.00	Program Fee Collected		\$ 55.00	Program Fee Collected		\$ -	Program Fee Collected		\$ -
Excel Class	May	\$15 Session	2	No session			No session			no session		
	Program Fee Collected		\$ 30.00	Program Fee Collected		\$ -	Program Fee Collected		\$ -	Program Fee Collected		\$ -
Line Dance	August	\$40 Session	5	No session			No session			no session		
	Program Fee Collected		\$ 200.00	Program Fee Collected		\$ -	Program Fee Collected		\$ -	Program Fee Collected		\$ -
Self Defense	No Session			No session			No session			Apr-18	\$25	5
	Program Fee Collected		\$ -	Program Fee Collected		\$ -	Program Fee Collected		\$ -	Program Fee Collected		\$ 125.00
Adult Open Gym	May - August	\$5 per person	140	September - December	\$5 per person	207	January - March	\$5 per person	115	April - May	\$5 per person	61
	Program Fee Collected		\$ 693.55	Program Fee Collected		\$ 1,139.55	Program Fee Collected		\$ 628.00	Program Fee Collected		\$ 305.50

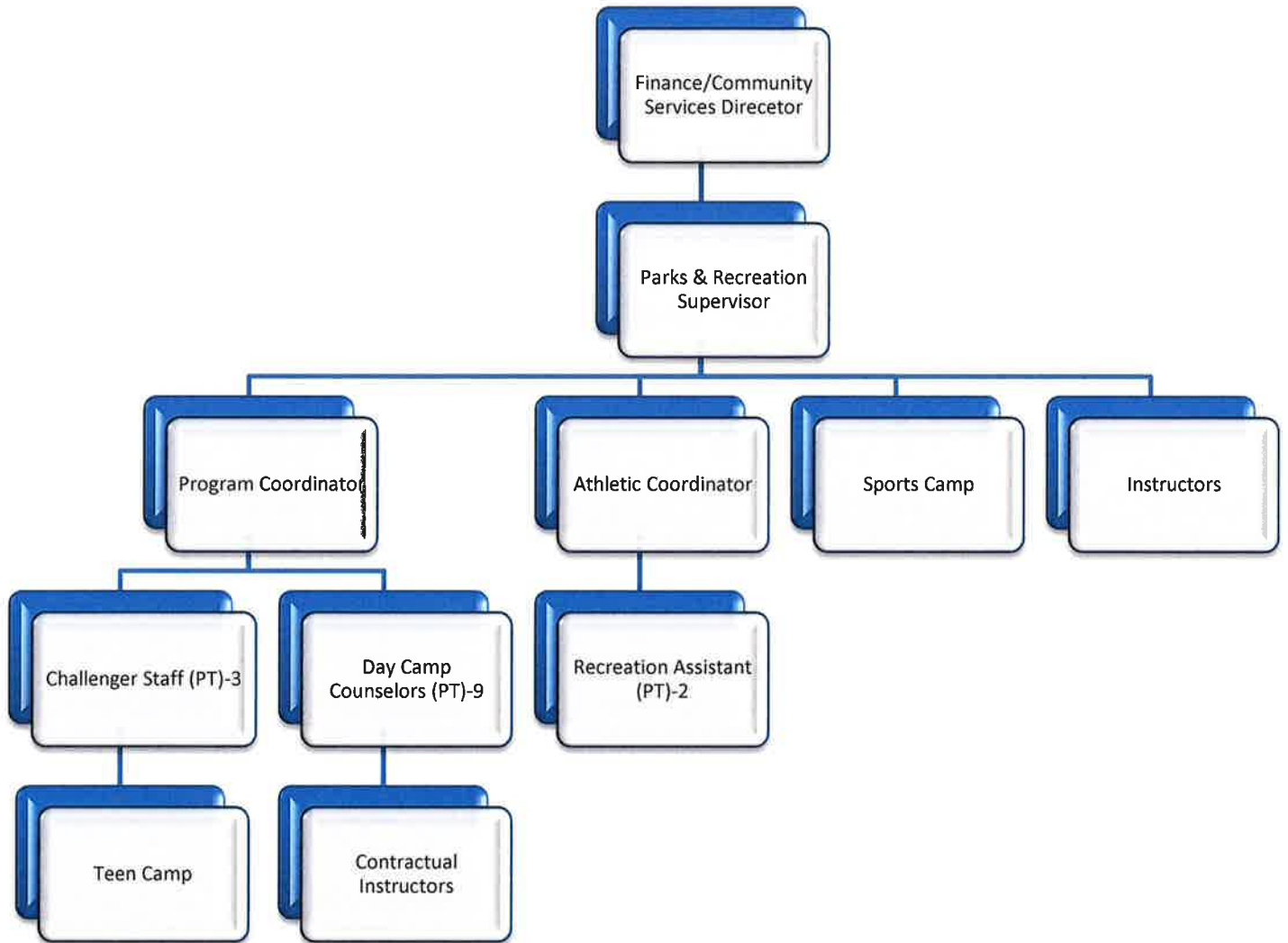
Sessions	Session Fees Collected	Number of Participants per Session
Summer Session	\$ 1,170.55	153
Fall Session	\$ 1,326.55	215
Winter Session	\$ 812.00	124
Spring Session	\$ 638.50	75
Grand Total FY 18	\$ 3,947.60	567

PARKS & RECREATION

STAFFING

Parks & Rec Department	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Supervisor	0	0	1	1	1	1
Athletic Coordinator	1	1	1	1	1	1
Program Coordinator	1	1	1	1	1	1
Challenger Staff-PT	1.5	1.5	1.5	1.5	1.5	2.5
Recreation Assistant PT	1	1	1	1	1	2
Counselors	9	9	9	9	9	10
Teen Camp	2	2	2	2	2	10
Instructors	2.2	2.2	2.2	2.2	2.2	2.5
Summer Park Maint.	.5	.5	.5	.5	.5	1
Total	18.2	18.2	18.2	18.2	18.2	31

ORGANIZATION CHART



PARKS & RECREATION

BUDGET SUMMARY

Parks & Rec		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
	Administrative Revenues	\$ 111,965	\$ 100,882	\$ 320,000	\$ 4,782	\$ 155,696	-51%
	Adult Programs	\$ 2,628	\$ 4,319	\$ 11,000	\$ 586	\$ 11,000	0%
	Youth Programs	\$ 42,905	\$ 61,183	\$ 44,000	\$ 27,319	\$ 44,000	0%
	Other Program Revenues	\$ 8,524	\$ 11,004	\$ 10,000	\$ 5,376	\$ 8,000	-20%
	Special Events	\$ 5,046	\$ 5,245	\$ 20,300	\$ 5,095	\$ 32,000	58%
	Education	\$ 145,905	\$ 164,552	\$ 192,000	\$ 177,057	\$ 303,750	58%
	Revenues	\$ 316,974	\$ 347,185	\$ 597,300	\$ 220,214	\$ 554,446	-7%
	Administrative	\$ 397,552	\$ 441,297	\$ 453,534	\$ 277,151	\$ 480,446	6%
	Adult Programs	\$ 2,811	\$ 4,635	\$ 4,000	\$ 1,762	\$ 4,000	0%
	Youth Programs	\$ 29,521	\$ 37,527	\$ 21,000	\$ 17,883	\$ 25,000	19%
	Trips	\$ -	\$ -	\$ 4,000	\$ 321	\$ 4,000	0%
	Special Events	\$ 7,516	\$ 4,599	\$ 9,000	\$ 3,243	\$ 11,000	22%
	Education	\$ 35,612	\$ 26,747	\$ 30,000	\$ 14,156	\$ 30,000	0%
	Expenses	\$ 473,012	\$ 514,805	\$ 521,534	\$ 314,516	\$ 554,446	6%
	Surplus (Deficit)	\$ (156,038)	\$ (167,620)	\$ 75,766	\$ (94,302)	\$ -	

PARKS & RECREATION

Parks & Recreation		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
05-400-31-101	Property Tax	\$ 103,834	\$ 95,900	\$ 125,000	\$ -	\$ 125,000	0%
05-400-36-651	Concessions	\$ 7,646	\$ 4,832	\$ -	\$ 4,532	\$ 5,000	100%
05-400-36-652	Community Garden	\$ 165	\$ 150	\$ -	\$ 250	\$ 250	100%
05-400-36-697	Transfer In	\$ -	\$ -	\$ 185,000	\$ -	\$ 24,946	-87%
05-400-36-699	Miscellaneous Income	\$ 320	\$ -	\$ 10,000	\$ -	\$ 500	-95%
Administrative Revenues		\$ 111,965	\$ 100,882	\$ 320,000	\$ 4,782	\$ 155,696	-51%
05-405-71-101	Adult Programs	\$ 2,628	\$ 4,319	\$ 11,000	\$ 586	\$ 11,000	0%
Adult Programs		\$ 2,628	\$ 4,319	\$ 11,000	\$ 586	\$ 11,000	0%
05-405-72-200	Youth Programs	\$ 7,006	\$ 15,896	\$ 10,000	\$ 2,816	\$ 10,000	0%
05-405-72-201	Martial Arts	\$ 203	\$ 6,856	\$ 6,000	\$ 4,510	\$ 6,000	0%
05-405-72-203	Basketball/Cheerleading	\$ 35,696	\$ 38,431	\$ 28,000	\$ 19,993	\$ 28,000	0%
Youth Programs		\$ 42,905	\$ 61,183	\$ 44,000	\$ 27,319	\$ 44,000	0%
05-405-73-301	Drop in Basketball	\$ 4,366	\$ 6,765	\$ 5,000	\$ 4,101	\$ 5,000	0%
05-405-74-401	Parks	\$ 4,158	\$ 4,239	\$ 5,000	\$ 1,275	\$ 3,000	-40%
Other Program Revenues		\$ 8,524	\$ 11,004	\$ 10,000	\$ 5,376	\$ 8,000	-20%
05-405-75-500	Daddy/Daughter Dance	\$ 1,133	\$ 1,435	\$ 1,300	\$ 2,180	\$ 2,000	54%
05-405-75-501	Mother/Son Bowling	\$ 489	\$ 880	\$ 1,000	\$ 245	\$ 1,000	0%
05-405-75-502	Fall Festival	\$ -	\$ -	\$ 1,500	\$ -	\$ 2,000	33%
05-405-75-504	Holiday Event	\$ -	\$ -	\$ 1,500	\$ -	\$ 2,000	33%
05-405-75-505	Presidents Golf Outing	\$ -	\$ -	\$ -	\$ -	\$ -	0%
05-405-75-511	Children's Sepcial Events	\$ 3,425	\$ 2,930	\$ 15,000	\$ 2,670	\$ 25,000	67%
Special Events Programs		\$ 5,046	\$ 5,245	\$ 20,300	\$ 5,095	\$ 32,000	58%
05-405-76-600	Before Care	\$ 12,082	\$ 3,185	\$ 3,000	\$ 13,118	\$ 14,000	367%
05-405-76-601	After Care	\$ 69,920	\$ 61,152	\$ 45,000	\$ 66,941	\$ 75,000	67%
05-405-76-602	Teen Camp	\$ 19,685	\$ 17,478	\$ 19,000	\$ 4,174	\$ 51,750	172%
05-405-76-604	Camp Bananas	\$ 43,918	\$ 78,506	\$ 80,000	\$ 85,833	\$ 138,000	73%
05-405-76-605	Extended Camp	\$ 300	\$ 4,230	\$ 45,000	\$ 6,992	\$ 25,000	-44%
Education Programs		\$ 145,905	\$ 164,552	\$ 192,000	\$ 177,057	\$ 303,750	58%
Total Parks & Rec Revenues		\$ 316,974	\$ 347,185	\$ 597,300	\$ 220,214	\$ 554,446	-7%

PARKS & RECREATION

Parks & Recreation-Administration		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
05-400-41-101	Supervision	\$ 31,407	\$ 70,807	\$ 57,918	\$ 43,348	\$ 59,511	3%
05-400-41-102	Labor	\$ 32,478	\$ 35,309	\$ 66,369	\$ 47,666	\$ 69,068	4%
05-400-41-104	Part-Time	\$ 139,331	\$ 183,753	\$ 105,407	\$ 68,117	\$ 122,102	16%
05-400-41-120	IMRF	\$ 11,881	\$ 16,670	\$ 10,336	\$ 10,482	\$ 19,985	93%
05-400-41-121	Social Security	\$ 15,435	\$ 21,637	\$ 17,572	\$ 11,138	\$ 18,710	6%
05-400-41-125	Health Insurance	\$ 7,314	\$ 18,952	\$ 16,332	\$ 13,603	\$ 23,470	44%
	Personnel	\$ 237,846	\$ 347,129	\$ 273,934	\$ 194,354	\$ 312,846	14%
05-400-42-220	Office Supplies	\$ 10,062	\$ 2,797	\$ 2,400	\$ 930	\$ 1,500	-38%
05-400-42-232	Motor Fuels & Lubricants	\$ 1,140	\$ 1,086	\$ 1,200	\$ 971	\$ 1,200	0%
05-400-42-239	Operating Supplies	\$ 21,573	\$ 12,500	\$ 15,000	\$ 6,154	\$ 7,000	-53%
05-400-42-250	Concessions	\$ 2,125	\$ 2,942	\$ 2,000	\$ 2,898	\$ 3,000	50%
05-400-42-290	Uniforms	\$ 1,064	\$ 794	\$ 2,000	\$ 1,304	\$ 2,000	0%
	Commodities	\$ 35,964	\$ 20,119	\$ 22,600	\$ 12,257	\$ 14,700	-35%
05-400-43-307	Other Professional Services	\$ 11,087	\$ 8,609	\$ 8,500	\$ 669	\$ 9,500	12%
05-400-43-309	Janitorial	\$ 8,900	\$ 4,142	\$ 5,000	\$ 2,770	\$ 4,000	-20%
05-400-43-310	Payment Verification	\$ 6,136	\$ 8,073	\$ 5,000	\$ 6,027	\$ 7,000	40%
05-400-43-321	Utilities	\$ 23,653	\$ 787	\$ 10,000	\$ 2,059	\$ -	-100%
05-400-43-327	Training & Travel	\$ 948	\$ 1,219	\$ 2,000	\$ 272	\$ 3,000	50%
05-400-43-330	Advertising	\$ 858	\$ 575	\$ 500	\$ 625	\$ 700	40%
05-400-43-331	Printing	\$ 6,305	\$ 3,753	\$ 5,000	\$ 5,650	\$ 6,000	20%
05-400-43-335	Postage & Meter Rental	\$ -	\$ 424	\$ 2,000	\$ 700	\$ 1,000	-50%
05-400-43-344	SSSRA/ADA	\$ 38,578	\$ 34,619	\$ 72,000	\$ 33,288	\$ 72,000	0%
05-400-43-354	Vehicle Maintenance-Outside	\$ -	\$ 160	\$ 250	\$ -	\$ 250	0%
05-400-43-363	Equipment Maintenance-Outside	\$ 19,542	\$ 1,427	\$ 30,000	\$ 4,322	\$ 26,000	-13%
05-400-43-365	Rental	\$ -	\$ 1,760	\$ 8,800	\$ 12,458	\$ 15,500	76%
	Contractual	\$ 116,007	\$ 65,548	\$ 149,050	\$ 68,840	\$ 144,950	-3%
05-400-44-450	Community Garden	\$ 6,775	\$ 4,731	\$ 4,500	\$ 1,168	\$ 4,500	0%
05-400-44-454	Vehicle Maintenance	\$ 780	\$ 1,288	\$ 1,500	\$ 505	\$ 1,500	0%
05-400-44-460	Building Maintenance	\$ 180	\$ 2,101	\$ 1,700	\$ -	\$ 1,700	0%
05-400-44-485	Business Expenses	\$ -	\$ 382	\$ 250	\$ 28	\$ 250	0%
	Operating	\$ 7,735	\$ 8,502	\$ 7,950	\$ 1,700	\$ 7,950	0%
	Administrative Expenses	\$ 397,552	\$ 441,297	\$ 453,534	\$ 277,151	\$ 480,446	6%

PARKS & RECREATION

Parks & Recreation-Programs		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
05-405-81-100	Adult Programs	\$ 2,811	\$ 4,635	\$ 4,000	\$ 1,762	\$ 4,000	0%
	Adult Program Expenses	\$ 2,811	\$ 4,635	\$ 4,000	\$ 1,762	\$ 4,000	0%
05-405-82-200	Youth Programs	\$ 6,709	\$ 16,191	\$ 8,500	\$ 3,484	\$ 8,500	0%
05-405-82-201	Martial Arts	\$ -	\$ 4,470	\$ 2,500	\$ 3,682	\$ 4,000	60%
05-405-82-203	Basketball/Cheerleading	\$ 22,812	\$ 16,866	\$ 10,000	\$ 10,717	\$ 12,500	25%
	Youth Program Expenses	\$ 29,521	\$ 37,527	\$ 21,000	\$ 17,883	\$ 25,000	19%
05-405-83-300	Trips	\$ -	\$ -	\$ 4,000	\$ 321	\$ 4,000	0%
	Trips	\$ -	\$ -	\$ 4,000	\$ 321	\$ 4,000	0%
05-405-85-500	Daddy Daughter Dance	\$ 1,251	\$ 1,016	\$ 1,000	\$ 772	\$ 1,500	50%
05-405-85-501	Mother Son Bowling	\$ 1,420	\$ 944	\$ 1,000	\$ -	\$ 1,500	50%
05-405-85-502	Family Fall Fest	\$ -	\$ -	\$ -	\$ -	\$ -	0%
05-405-85-503	Holiday Express	\$ 1,688	\$ 1,517	\$ 1,000	\$ 1,231	\$ 1,500	50%
05-405-85-504	Tree Lighting Ceremony	\$ 240	\$ 633	\$ 1,000	\$ 348	\$ 1,500	50%
05-405-85-511	Special Events	\$ 2,917	\$ 489	\$ 5,000	\$ 892	\$ 5,000	0%
	Special Events Program Expenses	\$ 7,516	\$ 4,599	\$ 9,000	\$ 3,243	\$ 11,000	22%
05-405-86-600	Before Care	\$ 600	\$ 266	\$ 1,000	\$ 106	\$ 1,000	0%
05-405-86-601	After Care	\$ 1,936	\$ 853	\$ 2,000	\$ 1,097	\$ 2,000	0%
05-405-86-602	Teen Camp	\$ 14,006	\$ 7,437	\$ 8,000	\$ 113	\$ 8,000	0%
05-405-86-604	Camp Bananas	\$ 19,070	\$ 18,191	\$ 19,000	\$ 12,840	\$ 19,000	0%
	Education Program Expenses	\$ 35,612	\$ 26,747	\$ 30,000	\$ 14,156	\$ 30,000	0%
	Total Program Expenses	\$ 75,460	\$ 73,508	\$ 68,000	\$ 37,365	\$ 74,000	9%
	Total Parks & Rec	\$ 473,012	\$ 514,805	\$ 521,534	\$ 314,516	\$ 554,446	6%

PARKS & RECREATION

SALARY DETAIL

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Vacant	Vacant	No	Supervisor	\$ 57,918	\$ 59,511	\$ 59,511						\$ -	\$ -
Wilkerson	Davia	No	Program Coordinator	\$ 36,369	\$ 38,243	\$ 37,743						\$ 500	\$ 500
Burgs	Donavan	No	Sports Coordinator	\$ 30,000	\$ 30,825	\$ 30,825							\$ -
Barrett	Linda	No	Challengers Before/After	\$ 16,723	\$ 20,250	\$ 20,250							\$ -
Dawson	Sheila	No	Challengers Before/After	\$ 12,352	\$ 9,250	\$ 9,250							\$ -
Logan	Regina	No	Challengers Before/After	\$ 12,352	\$ 9,250	\$ 9,250							\$ -
Kelly	Urlas	No	Challengers Before/After	\$ -	\$ 9,250	\$ 9,250							\$ -
Dixon	Michelle	No	Recreation Asst.	\$ 12,352	\$ 11,300	\$ 11,300							\$ -
Bush	Robert	No	Recreation Asst.	\$ 12,352	\$ 8,302	\$ 8,302							\$ -
Summer Camp	Counselors	No	Counselors	\$ 23,821	\$ 32,000	\$ 32,000							\$ -
Teen Camp	Youth Programs	No	Youth Programs	\$ 4,415	\$ 7,000	\$ 7,000							\$ -
Fee Based	Instructors	No	Instructors	\$ 5,520	\$ 8,000	\$ 8,000							\$ -
Outdoor Parks	Park Maint	No	Park Maint	\$ 5,520	\$ 7,500	\$ 7,500							\$ -
				\$ 229,694	\$ 250,681	\$ 250,181	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500

Last Name	First Name	Medical	Dental	Vision	Life	80.00%	13.43%	28.20%	Pension	ICMA	1.45%	6.20%	Taxes	
						Insurance	IMRF	Police			Benefits	Medicare		Social
Vacant	Vacant				\$ 246	\$ 246	\$ 7,992				\$ 7,992	\$ 863	\$ 3,690	\$ 4,553
Wilkerson	Davia	\$ 8,236	\$ 364	\$ 99	\$ 194	\$ 8,893	\$ 5,136				\$ 5,136	\$ 555	\$ 2,371	\$ 2,926
Burgs	Donavan	\$ 13,370	\$ 832	\$ 129	\$ -	\$ 14,331	\$ 4,140				\$ 4,140	\$ 447	\$ 1,911	\$ 2,358
Barrett	Linda					\$ -	\$ 2,717				\$ 2,717	\$ 294	\$ 1,256	\$ 1,550
Dawson	Sheila					\$ -					\$ -	\$ 134	\$ 574	\$ 708
Logan	Regina					\$ -					\$ -	\$ 134	\$ 574	\$ 708
Kelly	Urlas					\$ -					\$ -	\$ 134	\$ 574	\$ 708
Dixon	Michelle					\$ -					\$ -	\$ 164	\$ 701	\$ 865
Bush	Robert					\$ -					\$ -	\$ 119	\$ 510	\$ 629
Summer Camp	Counselors					\$ -					\$ -	\$ 464	\$ 1,984	\$ 2,448
Teen Camp	Youth Programs					\$ -					\$ -	\$ 102	\$ 434	\$ 536
Fee Based	Instructors					\$ -					\$ -	\$ 116	\$ 496	\$ 612
Outdoor Parks	Park Maint					\$ -					\$ -	\$ 109	\$ -	\$ 109
		\$ 21,606	\$ 1,196	\$ 228	\$ 440	\$ 23,470	\$ 19,985	\$ -	\$ -	\$ -	\$ 19,985	\$ 3,635	\$ 15,075	\$ 18,710

Total		
Last Name	First Name	Compensation
Vacant	Vacant	\$ 72,302
Wilkerson	Davia	\$ 55,198
Burgs	Donavan	\$ 51,654
Barrett	Linda	\$ 24,517
Dawson	Sheila	\$ 9,958
Logan	Regina	\$ 9,958
Kelly	Urlas	\$ 9,958
Dixon	Michelle	\$ 12,165
Bush	Robert	\$ 8,931
Summer Camp	Counselors	\$ 34,448
Teen Camp	Youth Programs	\$ 7,536
Fee Based	Instructors	\$ 8,612
Outdoor Parks	Park Maint	\$ 7,609
		\$ 312,846

Village of Richton Park

2018/2019 Budget

SPECIAL REVENUE FUNDS

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 generate small amounts of revenue over time, except for the MFT Fund.

DRUG ASSET SEIZURE

DEPARTMENT FUNCTION:

This fund is related to the Police Department and is setup based on the Drug Asset Forfeiture Procedure Act. The Act simply requires that after a review of the facts surrounding the seizure, the State’s Attorney must be of the opinion that the seized property is subject to forfeiture. Seizure of a property occurs when the police department takes custody of private property such as money, vehicles, etc. related to a crime. This money is turned over to the State’s Attorney and after confirmation of forfeiture, the state will refund 65% of the funds back to the Village. Expenditures can only be used to assist the police department, if a vehicle is not auctioned, the department can chose to use that vehicle for needs revolving narcotics. This fund will track all seizures and forfeitures.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

If this fund generates 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.

2018/2019 GOALS AND OBJECTIVES:

To generate enough revenue annually to be self-sufficient and thereby not become a burden to the general fund.

PERFORMANCE MEASURES:

Last year \$7,689.00 was collected from search warrants and the police department purchased an item known as “The Beast”. This program is an evidence inventory system and auditing system between Richton Park and the Lab.

BUDGET SUMMARY

Drug Asset Seizure		Actual FY2016	Actual FY2017	Budget FY2018	Actual 02-28-18	Budget FY2019	Change % + or -
10-600-35-510	Seizures	\$ 271	\$ 730	\$ 1,000	\$ 5,251	\$ 1,000	0%
	Total Revenues	\$ 271	\$ 730	\$ 1,000	\$ 5,251	\$ 1,000	0%
10-600-44-476	Operating Expenses	\$ 224	\$ -	\$ 500	\$ 14,909	\$ 500	0%
	Total Expenditures	\$ 224	\$ -	\$ 500	\$ 14,909	\$ 500	0%
	Fund Surplus (Deficit)	\$ 47	\$ 730	\$ 500	\$ (9,658)	\$ 500	0%

MOTOR FUEL TAX

DEPARTMENT FUNCTION:

Motor Fuel Tax (MFT) Funds are disbursed 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 the Motor Fuel Tax funds is restricted to direct expenses associated with street construction, improvements, maintenance, and operations. This work includes, but 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 location reported by residents.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

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 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.

- Sweep streets and remove debris from Village roadways.

The Village owns a street sweeper and utilizes the vehicle as needed a few times a year in order to keep streets clear of leaves and other debris.

- Maintain curbside vegetation.

Maintenance upkeep of vegetation is done by Public Woks staff and volunteers throughout the Village. Mowing is done on a weekly basis by DPW Staff and some areas are contracted out.

- Replace traffic and street name signs.

Signs are replaced as needed throughout the Village and are determined by staff and resident recommendations.

2. Purchase a sufficient amount of salt for effective snow and ice removal.

In fy2018, the Village experienced a mild winter. More than enough salt was purchased and only utilized a portion of what was purchased leaving extra for the next fiscal year, and less that needs to be purchased.

3. Maintain Village streets to Illinois Department of Transportation (IDOT) standards.

Streets are maintained to IDOT standards within the budget allotment.

4. Provide safety trainings and/or workshops to stress safety in the workplace.

This is a continued goal in order to keep employees safe. The importance of safety was stressed through the Village's group safety committee 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).

5. Find additional sources of funding to assist with improving street infrastructure.

Grants and other sources of income are a yearly goal in order to help offset large costs to complete projects. Last year the Village was able to utilize AmeriCorps National Civilian Community Corps (NCCC) to assist in some large projects.

2018/2019 GOALS AND OBJECTIVES:

1. Provide existing services at a high level of quality. These services include:
 - a. Maintain, patch and repair Village streets.
 - b. Maintain, remove and replace substandard curb, curb and gutter, and sidewalks.
 - c. Maintain and repair traffic signals and streetlights.
 - d. Remove snow and ice from Village streets.
 - e. Sweep streets and remove debris from Village roadways.
 - f. Maintain curbside vegetation.
 - g. Replace traffic and street name signs.

2. Provide safety training and/or workshops to stress safety in the workplace.

3. Find additional sources of funding to assist with improving street infrastructure.

PERFORMANCE MEASURES:

	2014	2015	2016	2017	2018
Sidewalks removed & replaced (sq. ft.)	38,474	22,279	10,338	10,870	4,230
Curbs & Gutters removed & replaced (linear ft.)	153	0	32	60	34
Street Light Pole Replacement (each)	3	1	2	2	3
Street Light Repairs (service requests)	122	107	112	79	348
Salt Purchased (tons)	1,048	1,048	1,102	816	1,011
Streets patched (square yards)	1,568	1,225	505	3,425	1,185
Streets resurfaced (square yards)	16,277	8,133	6,816	9,709	4,055

SPECIAL REVENUE FUNDS

BUDGET SUMMARY

MFT		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
14-540-33-308	IL State Allotment	\$ 300,834	\$ 358,453	\$ 270,000	\$ 244,027	\$ 170,000	-37%
14-540-36-601	Interest Income	\$ 28,780	\$ 908	\$ 40,000	\$ 1,222	\$ 2,000	-95%
	Revenues	\$ 329,614	\$ 359,362	\$ 310,000	\$ 245,249	\$ 172,000	-45%
14-540-42-293	Supplies-Patch Mix/Stone	\$ 9,428	\$ 4,629	\$ 8,000	\$ 5,175	\$ 8,000	0%
14-540-42-294	Supplies-Nacl Salt	\$ 29,664	\$ 61,739	\$ 100,000	\$ 28,759	\$ 60,000	-40%
14-540-42-295	Supplies-Replacement Sign	\$ 3,468	\$ 2,651	\$ 8,000	\$ 4,570	\$ 8,000	0%
	Commodities	\$ 42,560	\$ 69,019	\$ 116,000	\$ 38,504	\$ 76,000	-34%
14-540-43-302	Engineering Services	\$ 10,780	\$ -	\$ 5,000	\$ -	\$ -	-100%
14-540-43-321	Utilities	\$ 58,525	\$ -	\$ 90,000	\$ 45,731	\$ 50,000	-44%
14-540-43-355	Streetlight Maintenance	\$ 39,382	\$ 15,713	\$ 20,000	\$ 22,039	\$ 20,000	0%
14-540-43-356	Traffic Signal Maintenance	\$ 21,483	\$ 16,034	\$ 20,000	\$ 9,915	\$ 10,000	-50%
	Contractual	\$ 130,170	\$ 31,747	\$ 135,000	\$ 77,684	\$ 80,000	-41%
14-540-44-440	Tree Replacement Program	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	0%
14-540-44-441	Tree & Stump Removal	\$ 9,650	\$ 135	\$ 5,000	\$ 324	\$ 5,000	0%
	Operating	\$ 9,650	\$ 135	\$ 10,000	\$ 324	\$ 10,000	0%
	Total Expenses	\$ 182,380	\$ 100,901	\$ 261,000	\$ 116,512	\$ 166,000	-36%
	Fund Surplus (Deficit)	\$ 147,234	\$ 258,461	\$ 49,000	\$ 128,737	\$ 6,000	-88%

ADMINISTRATIVE SEIZURE

DEPARTMENT FUNCTION:

This fund is related to the Police Department and the recording of seizures related to ordinance 454. These funds are considered administrative funds for smaller offenses such as a suspended license.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

If this fund generates 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.

2018/2019 GOALS AND OBJECTIVES:

To generate enough revenue annually to be self-sufficient and thereby not become a burden to the general fund.

PERFORMANCE MEASURES:

\$34,015.00 in funds were collected in FY2018. These funds along with prior balance were used to purchase three new squad cars, one for the canine unit.

BUDGET SUMMARY

Administrative Seizure		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
15-600-35-513	Administrative Seizure	\$ 60,750	\$ 56,750	\$ 65,000	\$ 26,015	\$ 45,000	-31%
	Total Revenues	\$ 60,750	\$ 56,750	\$ 65,000	\$ 26,015	\$ 45,000	-31%
15-600-44-477	Refund of Seizure Fees	\$ 5,000	\$ 11,000	\$ 10,000	\$ 250	\$ 5,000	-50%
15-600-44-570	Canine Unit	\$ -	\$ -	\$ 15,000	\$ -	\$ -	-100%
	Operating	\$ 5,000	\$ 11,000	\$ 25,000	\$ 250	\$ 5,000	-80%
15-600-45-571	Vehicles	\$ -	\$ 27,690	\$ 33,539	\$ 54,096	\$ 37,000	10%
	Capital	\$ -	\$ 27,690	\$ 33,539	\$ 54,096	\$ 37,000	10%
	Total Expenditures	\$ 5,000	\$ 38,690	\$ 58,539	\$ 54,346	\$ 42,000	-28%
	Fund Surplus (Deficit)	\$ 55,750	\$ 18,060	\$ 6,461	\$ (28,331)	\$ 3,000	-54%

FOREIGN FIRE INSURANCE

DEPARTMENT FUNCTION:

The Illinois Foreign Fire Insurance Fund is distributed by the state of Illinois Municipal League. In accordance with Illinois Compiled Statutes, the Illinois Municipal League collect the 2% foreign fire insurance tax from the out of state insurance companies that conduct business in Richton Park. Those funds are distributed to fire departments across the state to provide for the needs of the department as the department sees fit to compensate for what is not provided by the municipality.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

If this fund generates 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.

2018/2019 GOALS AND OBJECTIVES:

To generate enough revenue annually to be self-sufficient and thereby not become a burden to the general fund.

PERFORMANCE MEASURES:

Received \$12,113.17 in Illinois Funds which was spent to replace outdated Gear Lockers and to purchase additional lockers to accommodate all employees.

BUDGET SUMMARY

Foreign Fire		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
16-100-36-695	Foreign Fire Insurance	\$ 11,589	\$ 11,970	\$ 12,000	\$ 12,113	\$ 12,200	2%
	Total Revenues	\$ 11,589	\$ 11,970	\$ 12,000	\$ 12,113	\$ 12,200	2%
16-500-44-494	Miscellaneous Expense	\$ 2,949	\$ 13,737	\$ 10,000	\$ 7,703	\$ 10,000	0%
	Total Expenses	\$ 2,949	\$ 13,737	\$ 10,000	\$ 7,703	\$ 10,000	0%
	Surplus (Deficit)	\$ 8,640	\$ (1,767)	\$ 2,000	\$ 4,410	\$ 2,200	10%

DUI FINES

DEPARTMENT FUNCTION:

This fund is associated with the Police Department and is setup to track the administrative fees related to DUI tickets that are returned to the Village from Cook County.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

If this fund generates 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.

2018/2019 GOALS AND OBJECTIVES:

To generate enough revenue annually to be self-sufficient and thereby not become a burden to the general fund.

PERFORMANCE MEASURES:

\$9,775.21 of DUI fines were collected in fiscal year 2018.

BUDGET SUMMARY

DUI Fines		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
17-600-35-519	DUI Fines Returned	\$ 1,884	\$ 2,048	\$ 3,000	\$ 4,722	\$ 5,000	67%
	Total Revenues	\$ 1,884	\$ 2,048	\$ 3,000	\$ 4,722	\$ 5,000	67%
17-600-44-494	Miscellaneous Expenses	\$ 13,521	\$ 14,069	\$ 11,000	\$ -	\$ -	-100%
	Total Expenditures	\$ 13,521	\$ 14,069	\$ 11,000	\$ -	\$ -	-100%
	Fund Surplus (Deficit)	\$ (11,637)	\$ (12,021)	\$ (8,000)	\$ 4,722	\$ 5,000	-163%

CPR CLASSES

DEPARTMENT FUNCTION:

The Village offers a CPR class to become certified for both professional or person use. CPR, or Cardiopulmonary Resuscitation is a lifesaving technique useful in many emergencies, including a heart attack or near drowning, in which someone's breathing or heartbeat has stopped. The Village also offers training with the AED, Automated External Defibrillator which is a portable electronic device that automatically diagnoses the life threatening cardiac arrhythmias and is able to treat them through defibrillation, the application of electricity which stops the arrhythmia, allowing the heart to reestablish an effective rhythm. The purpose of the CPR Fund is to track the revenues and expenses related to this class.

The Village offers three types of classes:

1. Healthcare Provider CPR Classes- for individuals that work in ANY healthcare profession such as: nursing home, home healthcare, hospital, physical therapy, doctor's office, dentist office, or EMS.
2. Heart Saver CPR/AED Classes- for individuals that work in childcare, teaching, coaching, health club, gyms, lifeguards, or those that needs to learn the use of an AED.
3. Heart Saver CPR/AED and First Aid Classes- for individuals who need additional first aid training.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

If this fund generates 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.

2018/2019 GOALS AND OBJECTIVES:

To generate enough revenue annually to be self-sufficient and thereby not become a burden to the general fund.

PERFORMANCE MEASURES:

	2017	2018
Heart Saver CPR/AED Classes	9	5
Healthcare Provider CPR Classes	14	11
Heart Saver CPR/AED & First Aid Classes	5	11
Total	28	27

BUDGET SUMMARY

CPR		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
18-500-34-425	CPR Class Revenue	\$ 11,415	\$ 1,335	\$ 1,500	\$ 1,020	\$ 1,200	-20%
	Total Revenues	\$ 11,415	\$ 1,335	\$ 1,500	\$ 1,020	\$ 1,200	-20%
18-500-44-455	CPR Training Materials	\$ 960	\$ 1,052	\$ 700	\$ 1,118	\$ 1,000	43%
	Total Expenses	\$ 960	\$ 1,052	\$ 700	\$ 1,118	\$ 1,000	43%
	Surplus (Deficit)	\$ 10,455	\$ 283	\$ 800	\$ (98)	\$ 200	-75%

TAX INCREMENT FINANCING DISTRICTS (TIFs)

DEPARTMENT FUNCTION:

The Village currently has five active TIFs: Governors Highway, Bohlman, Lakewood, Governors Sauk Trail, 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 planning 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 decreased 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.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

If this fund generates 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.

2018/2019 GOALS AND OBJECTIVES:

To generate enough revenue annually to be self-sufficient and thereby not become a burden to the general fund.

PERFORMANCE MEASURES:

Property Taxes

	TIF Crossings	TIF Gov Hwy	TIF Bohlman	TIF Lakewood	TIF Gov/Sauk	TIF TownCenter	TIF SaukWest
FY 2004	\$ 1,399,557	\$ 41,211	\$ 176,531	\$ 1,704	\$ -	\$ -	\$ -
FY 2005	\$ 1,481,654	\$ 26,819	\$ 85,579	\$ 4,888	\$ 91,258	\$ -	\$ -
FY 2006	\$ 1,622,876	\$ -	\$ 73,432	\$ 6,198	\$ 38,426	\$ -	\$ -
FY 2007	\$ 1,916,914	\$ -	\$ 77,482	\$ 59,807	\$ 438,065	\$ -	\$ -
FY 2008	\$ 1,726,062	\$ 1,901	\$ 77,673	\$ 24,322	\$ 265,005	\$ -	\$ -
FY 2009	\$ 1,730,950	\$ 70,675	\$ 85,019	\$ 33,767	\$ 191,299	\$ -	\$ -
FY 2010	\$ 1,612,434	\$ -	\$ 104,943	\$ 200,308	\$ 279,231	\$ -	\$ -
FY 2011	\$ 1,202,717	\$ -	\$ 55,435	\$ 16,811	\$ 338,536	\$ -	\$ -
FY 2012	\$ 1,288,545	\$ -	\$ 73,523	\$ 195,149	\$ 222,134	\$ -	\$ -
FY 2013	\$ 762,650	\$ -	\$ 81,586	\$ 37,390	\$ 95,116	\$ -	\$ -
FY 2014	\$ 1,633	\$ -	\$ 42,048	\$ 101,172	\$ 38,412	\$ -	\$ -
FY 2015	\$ 229	\$ -	\$ 134,591	\$ 82,347	\$ 120,245	\$ -	\$ -
FY 2016	\$ -	\$ -	\$ 98,552	\$ 198,837	\$ 99,857	\$ 13,907.79	\$ -
FY 2017	\$ -	\$ -	\$ 96,567	\$ 4	\$ 104,079	\$ 33,369.37	\$ -
FY 2018	\$ -	\$ -	\$ 98,391	\$ 1,906,654	\$ 124,587	\$ 28,153.89	\$ 6,687.36

SPECIAL REVENUE FUNDS

BUDGET SUMMARY

TIF Crossings		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
70-100-31-101	Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	0%
70-100-43-300	Legal Services	\$ -	\$ -	\$ -	\$ -	\$ -	0%
70-100-43-302	Engineering Services	\$ -	\$ -	\$ -	\$ -	\$ -	0%
70-100-43-307	Other Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	0%
70-100-43-340	Prop Rental-Other Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	0%
70-100-44-450	Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Operating	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Fund Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	0%

TIF Governors Hwy		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
72-100-31-101	Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	0%
72-100-43-300	Legal Services	\$ -	\$ -	\$ -	\$ -	\$ -	0%
72-100-43-302	Engineering Services	\$ -	\$ -	\$ -	\$ -	\$ -	0%
72-100-43-307	Other Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	0%
72-100-43-340	Prop Rental-Other Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	0%
72-100-44-450	Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Operating	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Fund Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	0%

TIF Bohlman		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
74-100-31-101	Property Taxes	\$ 98,552	\$ 96,567	\$ 87,000	\$ 45,349	\$ 90,000	
	Total Revenues	\$ 98,552	\$ 96,567	\$ 87,000	\$ 45,349	\$ 90,000	3%
74-100-43-307	Other Professional Services	\$ 38	\$ 6,469	\$ 2,800	\$ 11,465	\$ 12,000	329%
	Contractual	\$ 38	\$ 6,469	\$ 2,800	\$ 11,465	\$ 12,000	329%
74-100-46-585	Principal Series 1996	\$ 60,286	\$ 60,286	\$ 60,286	\$ 60,286	\$ 60,285	0%
74-100-46-586	Interest Series 1996	\$ 9,475	\$ 7,889	\$ 6,294	\$ 6,290	\$ 4,720	-25%
	Debt Service	\$ 69,761	\$ 68,175	\$ 66,580	\$ 66,575	\$ 65,005	-2%
	Total Expenditures	\$ 69,798	\$ 74,644	\$ 69,380	\$ 78,040	\$ 77,005	11%
	Fund Surplus (Deficit)	\$ 28,754	\$ 21,923	\$ 17,620	\$ (32,691)	\$ 12,995	-26%

SPECIAL REVENUE FUNDS

TIF Lakewood		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
76-100-31-101	Property Taxes	\$ 198,837	\$ 4	\$ 325,000	\$ 1,900,646	\$ 2,000,000	515%
	Total Revenues	\$ 198,837	\$ 4	\$ 325,000	\$ 1,900,646	\$ 2,000,000	515%
76-100-43-300	Legal Services	\$ 6,510	\$ 641	\$ -	\$ 29,611	\$ 20,000	100%
76-100-43-302	Engineering Services	\$ -	\$ -	\$ -	\$ 108,207	\$ 15,000	100%
76-100-43-307	Other Professional Services	\$ 20,043	\$ 36,146	\$ -	\$ 29,733	\$ 15,000	100%
76-100-43-309	Janitorial	\$ 7,036	\$ -	\$ -	\$ 300	\$ 500	100%
76-100-43-321	Utilities	\$ 51,944	\$ 1,333	\$ -	\$ 110	\$ 500	100%
76-100-43-340	Property Rental-Other Professional Services	\$ 27,651	\$ -	\$ -	\$ 580	\$ 1,000	100%
	Contractual	\$ 113,185	\$ 38,119	\$ -	\$ 168,540	\$ 52,000	100%
76-100-44-472	TIF Reimbursement Expense	\$ -	\$ -	\$ -	\$ 1,716,835	\$ 1,800,000	100%
	Operating	\$ -	\$ -	\$ -	\$ 1,716,835	\$ 1,800,000	100%
	Total Expenditures	\$ 113,185	\$ 38,119	\$ -	\$ 1,885,375	\$ 1,852,000	100%
	Fund Surplus (Deficit)	\$ 85,652	\$ (38,115)	\$ 325,000	\$ 15,272	\$ 148,000	-54%

TIF Governors/Sauk Trail		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
77-100-31-101	Property Taxes	\$ 99,857	\$ 104,079	\$ 92,000	\$ 51,398	\$ 102,000	11%
	Property Taxes	\$ 99,857	\$ 104,079	\$ 92,000	\$ 51,398	\$ 102,000	11%
77-100-39-600	Governors Highway Rent	\$ 36,703	\$ 34,414	\$ 36,000	\$ 30,744	\$ 36,000	0%
	Rental Income	\$ 36,703	\$ 34,414	\$ 36,000	\$ 30,744	\$ 36,000	0%
	Total Revenues	\$ 136,559	\$ 138,493	\$ 128,000	\$ 82,142	\$ 138,000	8%
77-100-43-307	Other Professional Services	\$ -	\$ 16,674	\$ 9,000	\$ 17,514	\$ 12,000	33%
	Contractual	\$ -	\$ 16,674	\$ 9,000	\$ 17,514	\$ 12,000	33%
77-100-44-470	Prop Rental-Bldg Repairs/Mtce	\$ -	\$ 5,898	\$ 11,500	\$ 725	\$ 2,000	-83%
77-100-44-471	Prop Rental-Property Taxes	\$ -	\$ 29,359	\$ 37,500	\$ 9,009	\$ 30,000	-20%
	Contractual	\$ -	\$ 35,257	\$ 49,000	\$ 9,734	\$ 32,000	-35%
	Total Expenditures	\$ -	\$ 51,931	\$ 58,000	\$ 27,248	\$ 44,000	-24%
	Fund Surplus (Deficit)	\$ 99,857	\$ 52,148	\$ 34,000	\$ 24,150	\$ 94,000	176%

TIF Town Center		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
78-100-31-101	Property Taxes	\$ 13,908	\$ 33,369	\$ 19,000	\$ 14,988	\$ 30,000	58%
	Total Revenues	\$ 13,908	\$ 33,369	\$ 19,000	\$ 14,988	\$ 30,000	58%
78-100-43-307	Other Professional Services	\$ 13,521	\$ 14,069	\$ 11,000	\$ 20,227	\$ 28,000	155%
78-100-43-340	Prop Rental-Other Professional Services	\$ 5,563	\$ -	\$ -	\$ 390	\$ 1,000	100%
	Contractual	\$ 19,083	\$ 14,069	\$ 11,000	\$ 20,617	\$ 29,000	164%
	Total Expenditures	\$ 19,083	\$ 14,069	\$ 11,000	\$ 20,617	\$ 29,000	164%
	Fund Surplus (Deficit)	\$ (5,175)	\$ 19,300	\$ 8,000	\$ (5,629)	\$ 1,000	-88%

SPECIAL REVENUE FUNDS

TIF Sauk West		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
79-100-31-101	Property Taxes	\$ -	\$ -	\$ -	\$ 6,348	\$ -	0%
	Total Revenues	\$ -	\$ -	\$ -	\$ 6,348	\$ -	0%
79-100-43-300	Legal Services	\$ 6,836	\$ 7,286	\$ 8,000	\$ 3,103	\$ 6,500	-19%
79-100-43-302	Engineering Services	\$ -	\$ 870	\$ -	\$ -	\$ -	0%
79-100-43-307	Other Professional Services	\$ 13,669	\$ 23,308	\$ 14,000	\$ 18,865	\$ 20,000	43%
79-100-43-340	Prop Rental-Other Professional Services	\$ 1,113	\$ -	\$ 1,500	\$ -	\$ -	-100%
	Contratual	\$ 21,618	\$ 31,464	\$ 23,500	\$ 21,967	\$ 26,500	13%
79-100-44-471	Property Taxes	\$ -	\$ 821	\$ -	\$ 67,863	\$ -	0%
	Operating	\$ -	\$ 821	\$ -	\$ 67,863	\$ -	0%
	Total Expenditures	\$ 21,618	\$ 32,286	\$ 23,500	\$ 89,830	\$ 26,500	13%
	Fund Surplus (Deficit)	\$ (21,618)	\$ (32,286)	\$ (23,500)	\$ (83,482)	\$ (26,500)	13%

Village of Richton Park

2018/2019 Budget

COMMUTER PARKING LOT FUND - CPL

DEPARTMENT FUNCTION:

The Village owns and maintains five commuter parking lots for people to park when riding the Metra Train. There are five lots: one quarterly, two monthly, and two daily lots which all but one daily is located on the northeast corner of Governors Highway and Sauk Trail. The one daily lot is located on the east side of the tracks at Richton Road and Sauk Trail.

Our two Daily Parking Lots have a total of 582 parking spaces. The Monthly Parking Lots have 273 spaces and the Quarterly Parking Lot has 194 spaces.

Commuters parking in the daily lot have two options to pay, one by cash or credit cards with numbers associated with their parking spots, and the second option is by an online app called PassPort. Monthly and Quarterly passes are available for purchase at the Village Hall during business hours.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

1. Install video cameras around the Metra Station Parking Lots for public safety.

Due to budget constraints this goal was moved to FY2019.

2. Maintain and repair pavement, sidewalk, gates, grounds, payment boxes, pavement markings, parking lot lights and any miscellaneous items.

On a daily basis public works spends time on maintenance and repairs on and around the Metra Parking Lots. Due to a lighting grant new LED lights were installed in the Metra commuter parking lots. \$58,215.11 was spend on paving of the parking lot and the streets around the lots. Public Works fixed and/or replaced the numbers located at the daily lots. Also, upkeep of the payment boxes was handled by Total Parking Solutions.

3. Snow and ice removal operations.

The Village contracted with GT&L Company to handle the snow and ice removal at the commuter parking lots. During FY18, the Village spent \$27,805 on contracted work.

4. Grounds upkeep and debris removal.

On a daily basis Public Works Department spends time to upkeep the grounds around the commuter parking lots. This includes, but not limited to: garbage cleanup, painting of the curbside, tree leaves and debris cleanup, etc.

5. Evaluate rates as needed.

Each year time is spent evaluating rates for the surrounding commuter lots in order to keep pricing competitive. The rates have not changed in a few years due to these studies to keep them in line.

ENTERPRISE FUNDS

6. Research and/or incorporate any applicable new technologies for infrastructure improvements.

The Village continues to have studies done to find new ways to incorporate new technologies for infrastructure improvements. During FY2018 no money was spent on these upgrades.

2018/2019 GOALS AND OBJECTIVES:

1. Install video cameras around the Metra Station Parking Lots for public safety.
2. Maintain and repair pavement, sidewalk, payment boxes, gates, grounds, pavement markings, parking lot lights and any miscellaneous items.
3. Snow and ice removal operations.
4. Grounds upkeep and debris removal.

PERFORMANCE MEASURES:

	FY2017		FY2018	
	<i># Passes Sold</i>	<i>Total Funds</i>	<i>#Passes Sold</i>	<i>Total Funds</i>
Daily	60,840	\$91,260.68	54,856	\$82,284.28
Daily- Pass Port*	2,125	\$3,805.15	3,247	\$5,844.57
Monthly	3,164	\$101,258.84	2,226	\$71,239.83
Quarterly	719	\$61,138.89	477	\$40,532.09

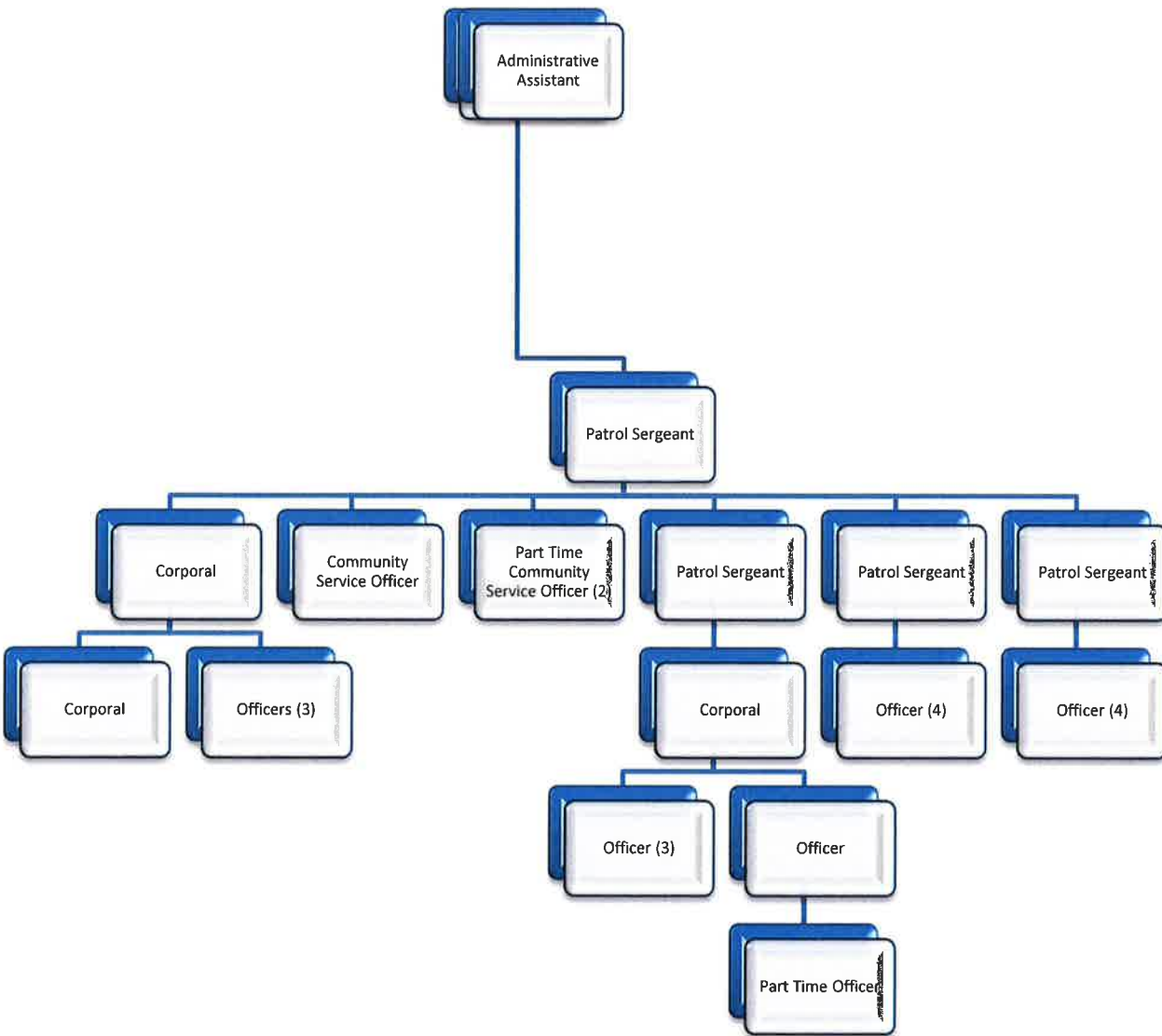
**Pass Port- app to pay for daily parking via website/phone*

ENTERPRISE FUNDS

STAFFING

CPL	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Community Service Officer	2	2	2	2	2	2
Total	2	2	2	2	2	2

ORGANIZATION CHART



ENTERPRISE FUNDS

BUDGET SUMMARY

CPL Fund		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
	Chargers for Services	\$ 250,430	\$ 253,658	\$ 235,000	\$ 175,650	\$ 210,000	-11%
	Revenues	\$ 250,430	\$ 253,658	\$ 235,000	\$ 175,650	\$ 210,000	-11%
	Personnel	\$ 88,755	\$ 87,154	\$ 99,565	\$ 86,237	\$ 98,297	-1%
	Commodities	\$ 8,087	\$ 688	\$ 7,500	\$ 4,282	\$ 4,900	-35%
	Contractual	\$ 32,981	\$ 13,223	\$ 64,350	\$ 26,089	\$ 55,500	-14%
	Operating	\$ 45,258	\$ -	\$ 46,600	\$ 201	\$ 25,600	-45%
	Expenses	\$ 175,081	\$ 101,065	\$ 218,015	\$ 116,809	\$ 184,297	-15%
	Surplus (Deficit)	\$ 75,349	\$ 152,593	\$ 16,985	\$ 58,840	\$ 25,703	

CPL		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
53-811-34-445	Daily Parking Fees	\$ 104,679	\$ 91,261	\$ 100,000	\$ 68,291	\$ 80,000	-20%
53-811-34-446	Monthly Parking Permits	\$ 93,743	\$ 101,259	\$ 85,000	\$ 66,883	\$ 80,000	-6%
53-811-34-447	Quarterly Parking Permits	\$ 52,008	\$ 61,139	\$ 50,000	\$ 40,475	\$ 50,000	0%
	Charges for Services	\$ 250,430	\$ 253,658	\$ 235,000	\$ 175,650	\$ 210,000	-11%
	Total CPL Revenues	\$ 250,430	\$ 253,658	\$ 235,000	\$ 175,650	\$ 210,000	-11%

Commuter Parking Lot		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
53-811-41-102	Labor	\$ 42,355	\$ 38,840	\$ 46,532	\$ 40,570	\$ 47,773	3%
53-811-41-104	Part-Time	\$ 19,685	\$ 24,703	\$ 25,000	\$ 21,743	\$ 25,000	0%
53-811-41-120	IMRF	\$ 5,108	\$ 4,644	\$ 3,227	\$ 4,820	\$ 5,416	68%
53-811-41-121	Social Security	\$ 4,541	\$ 4,659	\$ 5,365	\$ 4,486	\$ 5,568	4%
53-811-41-125	Health Insurance	\$ 17,066	\$ 14,308	\$ 19,441	\$ 14,618	\$ 14,540	-25%
	Personnel	\$ 88,755	\$ 87,154	\$ 99,565	\$ 86,237	\$ 98,297	-1%
53-811-42-220	Office Supplies	\$ -	\$ 68	\$ 150	\$ -	\$ 150	0%
53-811-42-235	Maintenance Supplies	\$ -	\$ 265	\$ 350	\$ 1,075	\$ 1,000	186%
53-811-42-239	Operating Supplies	\$ 6,007	\$ 355	\$ 1,000	\$ 320	\$ 750	-25%
53-811-42-290	Uniforms	\$ 2,080	\$ -	\$ 6,000	\$ 2,887	\$ 3,000	-50%
	Commodities	\$ 8,087	\$ 688	\$ 7,500	\$ 4,282	\$ 4,900	-35%
53-811-43-307	Other Professional Services	\$ 2,220	\$ -	\$ 1,500	\$ 4,175	\$ 4,500	200%
53-811-43-308	Lawn Maintenance	\$ 6,805	\$ 5,195	\$ 7,500	\$ 8,935	\$ 10,000	33%
53-811-43-309	Janitorial Services	\$ (900)	\$ -	\$ 350	\$ -	\$ -	-100%
53-811-43-312	Snow Removal	\$ -	\$ -	\$ 40,000	\$ 6,275	\$ 25,000	-38%
53-811-43-321	Utilities	\$ 10,546	\$ 8,028	\$ 8,000	\$ 5,144	\$ 7,000	-13%
53-811-43-358	Coin Unit Maintenance Contract	\$ 14,310	\$ -	\$ 5,000	\$ -	\$ 7,000	40%
53-811-43-485	Animal Control	\$ -	\$ -	\$ 2,000	\$ 1,560	\$ 2,000	0%
	Contractual	\$ 32,981	\$ 13,223	\$ 64,350	\$ 26,089	\$ 55,500	-14%
53-811-44-400	Depreciation Expense	\$ 45,258	\$ -	\$ 46,000	\$ -	\$ 25,000	46%
53-811-44-460	Building Maintenance	\$ -	\$ -	\$ 250	\$ 201	\$ 250	0%
53-811-44-463	Equipment Maintenance	\$ -	\$ -	\$ 250	\$ -	\$ 250	0%
53-811-44-476	Other Operating Expenses	\$ -	\$ -	\$ 100	\$ -	\$ 100	0%
	Operating	\$ 45,258	\$ -	\$ 46,600	\$ 201	\$ 25,600	-45%
	Total Commuter Parking	\$ 175,081	\$ 101,065	\$ 218,015	\$ 116,809	\$ 184,297	-15%

ENTERPRISE FUNDS

SALARY DETAIL

Last Name	First Name	Union	Department	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Schoeling	Jeffrey	No	CPL	\$ 46,532	\$ 47,773	\$ 46,373						\$ 1,400	\$ 1,400
Vacant		No	CPL	\$ 25,000	\$ 26,000	\$ 25,000							\$ -
				\$ 71,532	\$ 72,773	\$ 71,373	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400

Last Name	First Name	Medical	Dental	Vision	Life	80.00%	13.43%	28.20%	ICMA	1.45%	6.20%	Taxes	
						Insurance	IMRF	Pension		Benefits	Medicare		Social
Schoeling	Jeffrey	\$ 13,370	\$ 832	\$ 129	\$ 209	\$ 14,540	\$ 5,416			\$ 5,416	\$ 693	\$ 2,962	\$ 3,655
Vacant	Vacant					\$ -				\$ -	\$ 363	\$ 1,550	\$ 1,913
		\$ 13,370	\$ 832	\$ 129	\$ 209	\$ 14,540	\$ 5,416	\$ -	\$ -	\$ 5,416	\$ 1,056	\$ 4,512	\$ 5,568

Total		
Last Name	First Name	Compensation
Schoeling	Jeffrey	\$ 71,384
Vacant	Vacant	\$ 26,913
		\$ 98,297

Village of Richton Park

2018/2019 Budget

REFUSE FUND

DEPARTMENT FUNCTION:

Garbage, recycling, and yard waste collection in single-family residential areas are funded through the Refuse 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 Company is the parent company of Nu-Way Disposal and Star Disposal companies. At the end of 2016, the Village entered into a four-year contract with Homewood Disposal 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 7am and 7pm, 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, Independence Day, 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 a store, and a sticker will also need to be purchased from the Village hall. 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 pickup service in January will

ENTERPRISE FUNDS

be provided each year and 3-4 bundles of branches per week will also be picked up. Branches must be cut into 5-foot lengths and no greater than 4-inch in diameter.

The current recycling program consists of the following: Star Disposal will provide single-family residences with a 64-gallon wheeled carts for recyclable materials to be collected every other week. Additional carts are available upon request. The recycling program allows the following recyclable materials to be placed curbside:

- Newsprint- any papers that arrives in newspapers
- Junk mail-any papers that arrive in the mail
- Glossy paper-magazines and catalogues.
- Tin and aluminum containers
- White, brown and green glass bottles
- Plastic bottles- #1 through #7, with exception of #6
- Telephone books
- Chipboard and corrugated cardboard.

As of January 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 are available at Illinois Environmental Protection Agency (IEPA), Star Disposal, Village Hall, local electronic stores, local County offices and the Village website.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

1. Promote recycling through Village media.

The Village holds annually a Village wide cleanup day where residents can bring items to the Village for disposal. The Village also offers alternative ways to dispose of items that can't be taken to the curb to help residents dispose items properly such as a container for medicine, new Pods behind the Village for donations, and last year hosted an electronic drop off location.

2. Evaluate rates necessary to fully cover costs.

Each year the Village compares costs across the Village and compares to other towns around to ensure the best rates to charge for refuse to cover the costs related. The Village also will lock in contract rates to help keep costs low.

2018/2019 GOALS AND OBJECTIVES:

1. Promote recycling through Village media.
2. Evaluate rates necessary to fully cover costs.

PERFORMANCE MEASURES:

	FY2017	FY2018
Billing	\$954,570.18	\$952,104.88
Penalties	\$25,922.91	\$25,246.34
Dumpster Pickups	\$5,435.12	\$40,868.42
Contract Payment	\$731,619.54	\$643,355.17

Quarterly Billing	FY2017		FY2018	
	#Customers	Total Billed	#Customers	Total Billed
June	2,969	\$233,897	2,990	\$240,276
September	2,986	\$235,237	2,999	\$240,999
December	2,986	\$235,237	3,000	\$241,080
March	2,995	\$240,678	3,003	241,321

BUDGET SUMMARY

Refuse		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
	Charges for Services	\$ 890,942	\$ 980,493	\$ 1,069,743	\$ 730,880	\$ 1,101,836	3%
	Revenues	\$ 890,942	\$ 980,493	\$ 1,069,743	\$ 730,880	\$ 1,101,836	3%
	Contractual	\$ 516,231	\$ 560,921	\$ 598,000	\$ 583,597	\$ 615,940	3%
	Operating	\$ 26,257	\$ 31,022	\$ 35,000	\$ 46,304	\$ 35,000	0%
10%	OH-Administration	\$ 96,675	\$ 95,256	\$ 107,819	\$ 92,216	\$ 110,903	3%
10%	OH-IRMA	\$ 25,933	\$ 23,108	\$ 35,239	\$ 29,322	\$ 27,000	-23%
10%	OH-Community Services	\$ 12,034	\$ 19,797	\$ 33,944	\$ 26,363	\$ 25,793	-24%
10%	OH-Finance	\$ 56,118	\$ 78,585	\$ 73,565	\$ 70,215	\$ 88,231	20%
10%	OH-Public Works	\$ 105,120	\$ 89,738	\$ 114,150	\$ 95,300	\$ 121,578	7%
	Expenses	\$ 838,368	\$ 898,427	\$ 997,718	\$ 943,316	\$ 1,024,445	3%
	Surplus (Deficit)	\$ 52,574	\$ 82,066	\$ 72,025	\$ (212,436)	\$ 77,391	

Refuse		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
54-570-34-450	Refuse Billing	\$ 854,928	\$ 954,570	\$ 1,029,756	\$ 712,980	\$ 1,060,649	3%
54-570-34-451	Refuse Penalties	\$ 36,014	\$ 25,923	\$ 39,987	\$ 17,899	\$ 41,187	3%
	Charges for Services	\$ 890,942	\$ 980,493	\$ 1,069,743	\$ 730,880	\$ 1,101,836	3%
	Total Revenues	\$ 890,942	\$ 980,493	\$ 1,069,743	\$ 730,880	\$ 1,101,836	3%

Refuse		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
54-570-43-390	Refuse	\$ 516,231	\$ 560,921	\$ 598,000	\$ 583,597	\$ 615,940	3%
	Contractual	\$ 516,231	\$ 560,921	\$ 598,000	\$ 583,597	\$ 615,940	3%
54-570-44-401	Bad Debt Expense	\$ 26,257	\$ 31,022	\$ 35,000	\$ -	\$ 35,000	0%
54-570-44-494	Miscellaneous	\$ -	\$ -	\$ -	\$ 46,304	\$ -	0%
	Operating	\$ 26,257	\$ 31,022	\$ 35,000	\$ 46,304	\$ 35,000	0%
	Total Refuse	\$ 542,488	\$ 591,943	\$ 633,000	\$ 629,901	\$ 650,940	3%

Village of Richton Park

2018/2019 Budget

WATER AND SEWER FUND/STORM WATER 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 consist 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, IL 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.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

1. Continue to provide water service at the same high level of quality.

The Water Department has two employees certified with a water license to maintain and treat the water well system in the Village. The Village has obtained a Bond to help assist in the costs of updating the water towers and well system.

2. Maintain wells, pumps, water plant, mains, hydrants, storage and meters.

2017/2018 The Village was in the process of installing new meters throughout all of Richton Park. Money was spent on completion of one tower and will continue next year to update the old towers and well plants.

3. Repair water main breaks quickly and efficiently.

The Village works diligently in completing and repairing water main breaks in a timely matter. If the department does not have the sufficient equipment M&U Underground is called out which is an outside contractor to complete the projects.

4. Continue to practice and improve safety policies and procedures.

Continued training is a requirement in this field and employees attend training, workshops and conferences. IRMA has also held training onsite for safety and the department hosts safety meeting to ensure all employees are aware of the policies and procedures.

2018/2019 GOALS AND OBJECTIVES:

1. Continue to provide water service at the same high level of quality.
2. Maintain wells, pumps, water plant, mains, hydrants, storage and meters.
3. Repair water main breaks quickly and efficiently.
4. Continue to practice and improve safety policies and procedures
5. Evaluate rates as needed
6. Continue to improve the water distribution system researching and/or incorporating any applicable new technologies for infrastructure improvements.

PERFORMANCE MEASURES:

	FY2017	FY2018
Water Main Breaks Repairs	25	23
Water & Sewer Billing	\$2,198,779.67	\$2,339,396.40
Water & Sewer Penalties	\$58,052.23	\$78,608.69
Storm Water Billing	\$403,202.19	\$409,794.46
Storm Water Penalties	\$10,217.58	\$2,368.01

	FY2017		FY2018	
	#	Total Funds	#	Total Funds
Turn on Fees	1,033	\$61,950	1,158	\$69,480
Temp Turn Ons	333	\$33,360	419	\$41,900
Water App Fees	280	\$14,000	305	\$15,250

Quarterly Billing	FY2017		FY2018	
	#	Total Funds	#	Total Funds
Water				
June	3,471	\$422,360	3,490	\$409,876
September	3,479	\$410,732	3,497	\$483,690
December	3,477	\$415,640	3,499	\$400,803
March	3,492	\$438,735	3,493	\$488,492

ENTERPRISE FUNDS

Quarterly Billing	FY2017		FY2018	
	#	Total Funds	#	Total Funds
Sewer				
June	3,467	\$139,785	3,484	\$135,253
September	3,474	\$135,838	3,491	\$160,230
December	3,471	\$135,887	3,494	\$132,840
March	3,486	\$145,008	3,488	\$161,717

Quarterly Billing	FY2017		FY2018	
	#	Total Funds	#	Total Funds
Storm Water				
June	3,467	\$101,118	3,491	\$103,568
September	3,479	\$101,293	3,496	\$103,548
December	3,478	\$101,332	3,500	\$103,726
March	3,492	\$103,627	3,494	\$101,939

Quarterly Billing	FY2017		FY2018	
	#	Total Funds	#	Total Funds
Senior Discount				
June	386	(\$3,465)	408	(\$3,672)
September	394	(\$3,546)	413	(\$4,532)
December	401	(\$3,600)	416	(\$4,576)
March	401	(\$3,609)	419	(\$4,609)

BUDGET SUMMARY

Water & Sewer/ Storm Water		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
	Charges for Services- Water & Sewer	\$ 2,770,783	\$ 2,368,886	\$ 2,846,000	\$ 1,874,881	\$ 2,995,900	5%
	Charges for Services- Storm Water	\$ 475,809	\$ 403,202	\$ 468,000	\$ 307,966	\$ 469,200	0%
	Miscellaneous- Water & Sewer	\$ 321	\$ 250	\$ 400	\$ 100	\$ 400	0%
	Revenues	\$ 3,246,913	\$ 2,772,338	\$ 3,314,400	\$ 2,182,947	\$ 3,465,500	5%
	Water & Sewer Operating	\$ 1,150,408	\$ 767,891	\$ 1,209,004	\$ 963,120	\$ 1,643,004	36%
	Water & Sewer OH-Administration	\$ 338,361	\$ 333,395	\$ 377,368	\$ 322,757	\$ 388,161	3%
	Water & Sewer OH-IRMA	\$ 90,767	\$ 80,877	\$ 123,337	\$ 102,627	\$ 94,500	-23%
	Water & Sewer OH-Community Services	\$ 42,120	\$ 69,290	\$ 118,805	\$ 92,269	\$ 90,275	-24%
	Water & Sewer OH-Finance	\$ 196,414	\$ 275,049	\$ 257,477	\$ 245,751	\$ 308,807	20%
	Water & Sewer OH-Public Works	\$ 420,479	\$ 358,952	\$ 456,601	\$ 381,198	\$ 486,312	7%
	Storm Water Operating	\$ 88,833	\$ 48,440	\$ 117,725	\$ 50,342	\$ 147,400	25%
	Expenses	\$ 2,327,383	\$ 1,933,895	\$ 2,660,317	\$ 2,158,064	\$ 3,158,459	19%
	Surplus (Deficit)	\$ 919,530	\$ 838,444	\$ 654,083	\$ 24,883	\$ 307,041	

Water & Sewer		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
55-560-34-450	Water & Sewer Billing	\$ 2,587,885	\$ 2,198,780	\$ 2,685,000	\$ 1,703,785	\$ 2,792,400	4%
55-560-34-451	Water & Sewer Penalties	\$ 69,170	\$ 58,052	\$ 50,000	\$ 59,241	\$ 62,000	24%
55-560-34-452	Water & Sewer Turn On Fees	\$ 64,332	\$ 61,950	\$ 60,000	\$ 52,440	\$ 75,000	25%
55-560-34-453	Water & Sewer Tap Inspection	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	0%
55-560-34-456	Temporary Turn On Fee	\$ 30,400	\$ 33,360	\$ 30,000	\$ 37,700	\$ 42,000	40%
55-560-34-459	Water & Sewer Meter Sales	\$ 6,796	\$ 2,744	\$ 5,000	\$ 7,466	\$ 8,000	60%
55-560-34-460	Water Administration Fee	\$ 12,200	\$ 14,000	\$ 15,000	\$ 14,250	\$ 15,500	3%
	Charges for Services	\$ 2,770,783	\$ 2,368,886	\$ 2,846,000	\$ 1,874,881	\$ 2,995,900	5%
55-560-36-698	NSF Check Income	\$ 125	\$ 250	\$ 300	\$ 100	\$ 300	0%
55-560-36-699	Miscellaneous Income	\$ 196	\$ -	\$ 100	\$ -	\$ 100	0%
	Miscellaneous	\$ 321	\$ 250	\$ 400	\$ 100	\$ 400	0%
	Total Water & Sewer	\$ 2,771,104	\$ 2,369,136	\$ 2,846,400	\$ 1,874,981	\$ 2,996,300	5%

Storm Water		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
55-580-34-450	Storm Water Billing	\$ 467,474	\$ 403,202	\$ 460,000	\$ 307,966	\$ 469,200	2%
55-580-34-451	Storm Water Penalties	\$ 8,335	\$ -	\$ 8,000	\$ -	\$ -	-100%
	Charges for Services	\$ 475,809	\$ 403,202	\$ 468,000	\$ 307,966	\$ 469,200	0%
	Total Storm Water	\$ 475,809	\$ 403,202	\$ 468,000	\$ 307,966	\$ 469,200	0%
	Total W&S / Storm Water	\$ 3,246,913	\$ 2,772,338	\$ 3,314,400	\$ 2,182,947	\$ 3,465,500	5%

ENTERPRISE FUNDS

Water & Sewer		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
55-560-41-101	Supervision	\$ -	\$ -	\$ 76,050	\$ 35,942	\$ 77,063	1%
55-560-41-102	Labor	\$ 101,904	\$ 86,226	\$ 106,246	\$ 66,353	\$ 144,809	36%
55-560-41-120	IMRF	\$ 12,759	\$ 11,241	\$ 11,576	\$ 13,072	\$ 29,797	157%
55-560-41-121	Social Security	\$ 8,255	\$ 7,301	\$ 12,385	\$ 8,072	\$ 16,971	37%
55-560-41-125	Health Insurance	\$ 8,645	\$ 6,988	\$ 10,237	\$ 9,281	\$ 41,239	303%
	Personnel	\$ 131,563	\$ 111,756	\$ 216,494	\$ 132,720	\$ 309,879	43%
55-560-42-220	Office Supplies	\$ 974	\$ -	\$ 500	\$ -	\$ -	-100%
55-560-42-232	Motor Fuels & Lubricants	\$ 9,767	\$ 7,361	\$ 7,500	\$ 8,254	\$ 10,000	33%
55-560-42-239	Operating Supplies	\$ 70,188	\$ 8,056	\$ 10,000	\$ 2,186	\$ 9,000	-10%
55-560-42-240	Cards & Forms	\$ -	\$ 858	\$ 1,000	\$ 665	\$ 1,000	0%
55-560-42-260	Purification	\$ (1,259)	\$ 3,369	\$ 6,000	\$ 4,904	\$ 8,000	33%
55-560-42-290	Uniforms	\$ 1,920	\$ 1,666	\$ 2,000	\$ 1,323	\$ 2,000	0%
	Commodities	\$ 81,590	\$ 21,300	\$ 27,000	\$ 17,333	\$ 30,000	11%
55-560-43-300	Legal Services	\$ 688	\$ -	\$ 750	\$ -	\$ 500	-33%
55-560-43-307	Other Professional Services	\$ 11,070	\$ 13,664	\$ 16,000	\$ 56,263	\$ 20,000	25%
55-560-43-310	Payment Verification	\$ 34,619	\$ 35,635	\$ 34,000	\$ 34,150	\$ 37,000	9%
55-560-43-321	Utilities	\$ 114,327	\$ 198,516	\$ 130,000	\$ 89,991	\$ 110,000	-15%
55-560-43-323	Julie	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	0%
55-560-43-327	Training & Travel	\$ 285	\$ 631	\$ 1,500	\$ 540	\$ 3,500	133%
55-560-43-330	Advertising	\$ -	\$ 683	\$ 750	\$ 2,363	\$ 750	0%
55-560-43-331	Printing	\$ 3,492	\$ 3,540	\$ 4,000	\$ 3,792	\$ 4,000	0%
55-560-43-335	Postage & Meter Rental	\$ 6,822	\$ 6,833	\$ 6,800	\$ 6,536	\$ 4,000	-41%
55-560-43-345	Dues	\$ 1,196	\$ 955	\$ 1,500	\$ 981	\$ 1,000	-33%
55-560-43-354	Vehicle Maintenance-Outside	\$ 5,472	\$ (60)	\$ 5,000	\$ 60	\$ 1,000	-80%
55-560-43-360	Building Maintenance-Outside	\$ 1,125	\$ -	\$ 750	\$ 223	\$ 750	0%
55-560-43-363	Equipment Maintenance-Outside	\$ 39,636	\$ 2,740	\$ 19,000	\$ 22,781	\$ 24,000	26%
55-560-43-365	Rental	\$ 581	\$ 581	\$ 1,000	\$ -	\$ 750	-25%
55-560-43-386	Water Projects	\$ -	\$ 8,225	\$ 10,000	\$ 8,042	\$ 60,000	500%
55-560-43-387	Cathodic Protection	\$ -	\$ -	\$ 2,000	\$ -	\$ 1,500	-25%
55-560-43-388	Lab Analysis	\$ 5,545	\$ 3,348	\$ 6,000	\$ 4,520	\$ 5,000	-17%
55-560-43-395	Tax Equivalent	\$ 210,922	\$ 163,978	\$ 210,000	\$ 169,267	\$ 173,000	-18%
	Contractual	\$ 435,780	\$ 439,269	\$ 450,550	\$ 399,508	\$ 448,250	-1%
55-560-44-401	Bad Debt Expense 2%	\$ 312,355	\$ -	\$ 47,710	\$ -	\$ 35,000	-27%
55-560-44-454	Vehicle Maintenance	\$ 6,215	\$ 1,176	\$ 6,000	\$ 279	\$ 3,000	-50%
55-560-44-465	Commercial Meters	\$ 4,575	\$ 1,285	\$ 6,000	\$ -	\$ 6,000	0%
55-560-44-466	Residential Meters	\$ 1,972	\$ 7,577	\$ 7,500	\$ 6,088	\$ 7,500	0%
55-560-44-467	Construction Meters	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	0%
55-560-44-473	Well Maintenance	\$ -	\$ -	\$ 2,000	\$ -	\$ 20,000	900%
55-560-44-474	Watermain Restoration	\$ 10,409	\$ 9,723	\$ 10,000	\$ 11,391	\$ 15,000	50%
55-560-44-488	Sewer Solvent	\$ 4,145	\$ 10,014	\$ 7,500	\$ 6,772	\$ 7,500	0%
55-560-44-491	TV Testing	\$ -	\$ -	\$ 25,000	\$ -	\$ 20,000	-20%
55-560-44-492	Salt for Treatment Plants	\$ 161,804	\$ 165,791	\$ 151,500	\$ 124,202	\$ 150,000	-1%
55-560-44-495	Small Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	0%
55-560-44-498	Manholes	\$ -	\$ -	\$ 750	\$ -	\$ 10,000	1233%
	Operating	\$ 501,475	\$ 195,566	\$ 264,960	\$ 148,733	\$ 275,000	4%
55-370-46-591	Series 2017 Principal	\$ -	\$ -	\$ -	\$ 220,000	\$ 336,625	100%
55-370-46-592	Series 2017 Interest	\$ -	\$ -	\$ 250,000	\$ 44,826	\$ 243,250	-3%
	Debt Service	\$ -	\$ -	\$ 250,000	\$ 264,826	\$ 579,875	132%
	Total Water & Sewer	\$ 1,150,408	\$ 767,891	\$ 1,209,004	\$ 963,120	\$ 1,643,004	36%

ENTERPRISE FUNDS

Storm Water		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
55-580-41-102	Labor	\$ 6,954	\$ 32,856	\$ 77,120	\$ 34,283	\$ 79,240	3%
55-580-41-120	IMRF	\$ 833	\$ 3,917	\$ 5,514	\$ 4,133	\$ 10,642	93%
55-580-41-121	Social Security	\$ 531	\$ 2,494	\$ 5,900	\$ 2,445	\$ 6,060	3%
55-580-41-125	Health Insurance	\$ 1,200	\$ 5,173	\$ 13,491	\$ 9,481	\$ 37,458	178%
	Personnel	\$ 9,518	\$ 44,440	\$ 102,025	\$ 50,342	\$ 133,400	31%
55-580-42-290	Uniforms	\$ -	\$ -	\$ 1,200	\$ -	\$ 2,000	67%
	Commodities	\$ -	\$ -	\$ 1,200	\$ -	\$ 2,000	67%
55-580-43-300	Legal Services	\$ -	\$ -	\$ 500	\$ -	\$ 500	0%
55-580-43-307	Other Professional Services	\$ -	\$ 4,000	\$ 5,000	\$ -	\$ 2,500	-50%
	Contractual	\$ -	\$ 4,000	\$ 5,500	\$ -	\$ 3,000	-45%
55-580-44-400	Depreciation Expense	\$ 66,116	\$ -	\$ -	\$ -	\$ -	0%
55-580-44-401	Bad Debt Expense 2%	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	0%
55-580-44-475	Storm Water Maintenance	\$ 13,199	\$ -	\$ 1,000	\$ -	\$ 1,000	0%
	Operating	\$ 79,315	\$ -	\$ 9,000	\$ -	\$ 9,000	0%
	Total Storm Water	\$ 88,833	\$ 48,440	\$ 117,725	\$ 50,342	\$ 147,400	25%

ENTERPRISE FUNDS

SALARY DETAIL

WATER & SEWER FUND

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance	
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives	
Riechers	Matthew	No	Assistant PW Director	\$ 76,050	\$ 77,063	\$ 77,063						\$ -	
Derrick	Danny	Yes	Water Operator #2	\$ 55,823	\$ 51,603	\$ 44,103	\$ 2,500					\$ 5,000	\$ 7,500
Gasik	Jacob	Yes	Water Operator #1	\$ 50,423	\$ 44,103	\$ 44,103							\$ -
Vacant	Vacant	Yes	Water Opeartor #3	\$ -	\$ 49,103	\$ 44,103	\$ 2,500	\$ 2,500					\$ 5,000
				\$182,296	\$221,872	\$ 209,372	\$ 5,000	\$ 2,500	\$ -	\$ -	\$ -	\$ 5,000	\$ 7,500

Last Name	First Name	Medical	Dental	Vision	Life	80.00% Insurance		13.43% Police		28.20% Pension		1.45% Medicare		6.20% Social Security		Taxes
						Benefits	IMRF	Pension	ICMA	Benefits	Medicare	Security				
Riechers	Matthew	\$ 13,370	\$ 832	\$ 129	\$ -	\$ 14,331	\$ 10,349			\$ 10,349	\$ 1,117	\$ 4,778	\$ 5,895			
Derrick	Danny	\$ 8,236	\$ 364	\$ -	\$ 248	\$ 8,848	\$ 6,930			\$ 6,930	\$ 748	\$ 3,199	\$ 3,947			
Gasik	Jacob	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,923			\$ 5,923	\$ 639	\$ 2,734	\$ 3,373			
Vacant	Vacant	\$ 16,912	\$ 747	\$ 126	\$ 275	\$ 18,060	\$ 6,595			\$ 6,595	\$ 712	\$ 3,044	\$ 3,756			
		\$ 38,518	\$ 1,943	\$ 255	\$ 523	\$ 41,239	\$ 29,797	\$ -	\$ -	\$ 29,797	\$ 3,216	\$ 13,755	\$ 16,971			

Total		
Last Name	First Name	Compensation
Riechers	Matthew	\$ 107,638
Derrick	Danny	\$ 71,328
Gasik	Jacob	\$ 53,399
Vacant	Vacant	\$ 77,514
		\$ 309,879

STORM WATER FUND

Last Name	First Name	Union	Title	FY17-18	FY18-19	FY18-19	Crew				Longevity	Allowance
				Salary	Base Wages	Grade II	Grade III	Leader	Stipend	Education	Pay	& Incentives
Vacant	Vacant	Yes	Maintenance Operator #1	\$ 38,560	\$ 39,620	\$ 39,620						\$ -
Vacant	Vacant	Yes	Maintenance Operator #1	\$ 38,560	\$ 39,620	\$ 39,620						\$ -
				\$ 77,120	\$ 79,240	\$ 79,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Last Name	First Name	Medical	Dental	Vision	Life	80.00% Insurance		13.43% Police		28.20% Pension		1.45% Medicare		6.20% Social Security		Taxes
						Benefits	IMRF	Pension	ICMA	Benefits	Medicare	Security				
Vacant	Vacant	\$ 17,606	\$ 747	\$ 126	\$ 250	\$ 18,729	\$ 5,321			\$ 5,321	\$ 574	\$ 2,456	\$ 3,030			
Vacant	Vacant	\$ 17,606	\$ 747	\$ 126	\$ 250	\$ 18,729	\$ 5,321			\$ 5,321	\$ 574	\$ 2,456	\$ 3,030			
		\$ 35,212	\$ 1,494	\$ 252	\$ 500	\$ 37,458	\$ 10,642	\$ -	\$ -	\$ 10,642	\$ 1,148	\$ 4,912	\$ 6,060			

Total		
Last Name	First Name	Compensation
Vacant	Vacant	\$ 66,700
Vacant	Vacant	\$ 66,700
		\$ 133,400

Village of Richton Park

2018/2019 Budget

SCHOLARSHIP FUND

DEPARTMENT FUNCTION:

This fund was created to track all fund related to the Fleming Scholarship. Money is raised through fundraisers and/or donations and expensed as scholarships to residents.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

If this fund generates 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.

2018/2019 GOALS AND OBJECTIVES:

To generate enough revenue annually to be self-sufficient and thereby not become a burden to the general fund.

BUDGET SUMMARY

Scholarship		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
08-400-36-692	Scholarship Contributions	\$ 1,300	\$ 4,461	\$ 1,500	\$ 4,622	\$ 5,000	233%
08-400-36-693	Fundraisers	\$ 5,130	\$ 6,775	\$ 5,000	\$ 7,295	\$ 7,500	50%
	Total Revenues	\$ 6,430	\$ 11,236	\$ 6,500	\$ 11,917	\$ 12,500	92%
08-400-42-239	Operating Expenses	\$ 3,926	\$ 3,651	\$ 2,000	\$ 3,999	\$ 4,000	100%
	Commodities	\$ 3,926	\$ 3,651	\$ 2,000	\$ 3,999	\$ 4,000	100%
08-400-44-456	Scholarship	\$ 6,500	\$ 6,400	\$ 4,000	\$ 5,200	\$ 6,000	50%
	Operating	\$ 6,500	\$ 6,400	\$ 4,000	\$ 5,200	\$ 6,000	50%
	Total Expenditures	\$ 10,426	\$ 10,051	\$ 6,000	\$ 9,199	\$ 10,000	67%
	Fund Surplus (Deficit)	\$ (3,996)	\$ 1,185	\$ 500	\$ 2,718	\$ 2,500	400%

Village of Richton Park

2018/2019 Budget

Police Pension

DEPARTMENT FUNCTION:

This fund was created to track all funds related to the Police Officers Pension.

ACCOMPLISHMENTS OF 2017/2018 GOALS:

If this fund generates any annual revenue it is a benefit to the Village and therefore, the Village cannot rely on any funds generated by these funds.

2018/2019 GOALS AND OBJECTIVES:

To generate enough revenue annually to be self-sufficient and thereby not become a burden to the general fund.

BUDGET SUMMARY

Police Pension		Actual	Actual	Budget	Actual	Budget	Change
Account #	Account Description	FY2016	FY2017	FY2018	02-28-18	FY2019	% + or -
65-600-31-101	Property Tax	\$ 591,377	\$ 533,182	\$ 1,028,788	\$ 670,126	\$ 1,100,640	7%
65-600-31-102	Contributions	\$ 207,031	\$ 217,214	\$ 235,000	\$ 171,204	\$ 249,000	6%
65-600-36-601	Interest Income	\$ (92,772)	\$ (4,434)	\$ -	\$ -	\$ -	0%
65-600-36-60	Capital Gains	\$ -	\$ 416,870	\$ -	\$ -	\$ -	0%
Total Revenues		\$ 705,636	\$ 1,162,832	\$ 1,263,788	\$ 841,330	\$ 1,349,640	7%
65-600-41-126	Pension Payments	\$ 1,116,673	\$ 1,022,933	\$ 990,000	\$ 865,379	\$ 1,000,000	1%
	Personnel	\$ 1,116,673	\$ 1,022,933	\$ 990,000	\$ 865,379	\$ 1,000,000	1%
65-600-43-300	Legal Services	\$ 13,422	\$ 2,309	\$ 14,000	\$ 757	\$ 14,000	0%
65-600-43-301	Audit Fees	\$ 3,150	\$ 17,173	\$ 3,150	\$ 3,300	\$ 3,500	11%
65-600-43-314	Auditing Services	\$ 11,750	\$ 1,625	\$ 12,000	\$ 7,785	\$ 12,000	0%
65-600-43-322	Recording Secretary	\$ -	\$ 9,420	\$ 7,500	\$ 7,230	\$ 7,500	0%
65-600-43-325	Conference Seminars	\$ 1,750	\$ 1,805	\$ 2,000	\$ -	\$ 2,000	0%
65-600-43-326	Association Fees	\$ 782	\$ 795	\$ 1,000	\$ 795	\$ 1,000	0%
65-600-43-327	Training & Travel	\$ 2,455	\$ 1,407	\$ 2,600	\$ 3,771	\$ 3,900	50%
65-600-43-334	IDOI Filing Fee	\$ 2,533	\$ 2,696	\$ 2,600	\$ 2,593	\$ 2,700	4%
65-600-43-353	Investment Advisor Fee	\$ 53,236	\$ -	\$ 75,000	\$ 41,968	\$ 60,000	-20%
	Contractual	\$ 35,842	\$ 37,230	\$ 44,850	\$ 26,231	\$ 46,600	4%
65-600-44-494	Miscellaneous	\$ -	\$ -	\$ 500	\$ 203	\$ 500	
	Operating	\$ -	\$ -	\$ 500	\$ 203	\$ 500	0%
Total Expenditures		\$ 1,152,515	\$ 1,060,163	\$ 1,035,350	\$ 891,813	\$ 1,047,100	1%
Fund Surplus (Deficit)		\$ (446,879)	\$ 102,669	\$ 228,438	\$ (50,483)	\$ 302,540	32%

Village of Richton Park
Finance Department
Five Year Plan
FY 2017 thru FY 2021

Purpose

The Five Year Plan serves the following purposes

1. Cash Flow analysis for the major funds of the Village for the next five years
2. Setting the Utility rates required for the next five years
3. Calculating the available funds for personnel costs
4. Calculating the available funds for capital equipment and infrastructure
5. Calculating the growth rate of major expenditure classes

The funds included in the five year plan report are

1. General Fund
2. Commuter Parking Fund
3. Refuse Fund
4. Water, Sewer and Storm Water Fund
5. Community Service Fund

Revenues and Rates

1. General Fund-no increase schedule for vehicle sticker rates and possible increase in the local option sales tax rate for FY 2017 is discussed.
2. Commuter Parking Fund-no rate increases is included in the five year plan
3. Refuse-no rate increase for FY 16 of FY 17-a rate increase in FY 18-20 of 4% is assumed but this is dependent on the negotiation of an update to the refuse contract in FY 17
4. Water, Sewer and Storm Water Fund-a Water and Sewer rate increase of 4% per year and a Storm Water rate increase of 2% per year. Rate ordinances are currently in effect thru FY 17.
5. Community Service Fund-no rate increases are anticipated.

Major Expense categories

1. Personnel wage increases are scheduled to increase by 3% per year which is in line with the expiring FOP union contract.
2. Health Insurance costs currently costs the Village \$762,000 and the 10 year average increase is 3.87%
3. Illinois Municipal Retirement Fund currently costs \$502,740 and the 10 year average increase is 12.31%
4. Police Pension Fund costs are currently \$572,544 and the 10 year average increase is 5.67%
5. South Com costs are currently \$432,000 and the 10 year average rate increase is 8.58%
6. IRMA costs are currently \$303,000 and 10 year average rate increase is 9.78%.
7. Fuel costs have shown a reduction over last year of \$25,000 to \$30,000 over last year. It is not possible to estimate what the future costs will be, but for this report we are estimating they will return to their highs within five years.

Village of Richton Park
Finance Department
Five Year Plan
FY 2017 thru FY 2021

Overhead Costs Departments

The following is a listing of general fund overhead departments and the percentage and dollar amount of the department's costs that are distributed to other funds

Department	Total	General	Wtr & Swr	Refuse	TIF
Administration	100%	55%	35%	10%	0%
IRMA	100%	50%	35%	10%	5%
Community Relations	100%	55%	35%	10%	0%
Finance	100%	55%	35%	10%	0%
Economic Development	100%	2%	0%	0%	98%
Public Works	100%	50%	35%	10%	5%
Administration	\$1,149,424	\$632,183	\$402,299	\$114,942	\$0
IRMA	\$487,908	\$267,908	\$160,000	\$40,000	\$40,000
Community Relations	\$182,295	\$100,262	\$63,803	\$18,230	\$0
Finance	\$1,083,220	\$595,771	\$379,127	\$108,322	\$0
Economic Development	\$205,760	\$4,115	\$0	\$0	\$201,645
Public Works	\$1,132,246	\$622,735	\$396,286	\$113,225	\$0
Total	\$4,240,853	\$2,222,974	\$1,401,515	\$394,719	\$241,645

General Fund Discussion

The General Fund five year plan will be presented with four different scenarios as follows

1. Status Quo
2. 10% reduction in the Villages share of state income tax revenues cost \$173,891
3. Walmart associated revenues of \$281,377 in FY 2017 \$330,000 in FY 2017-2020
4. Walmart Associated revenues plus an increase in the local option sales tax of \$260,000 per year in 2018.

The General Fund budget will be prepared as a status quo budget until the Village can determine whether the State will reduce the Villages budget or if Walmart will open in 2nd quarter of FY '17.

The central issue for the General Fund is the structural long term shortfall in revenues vs expenses growth rate is 3% of the General Fund budget of \$10,915,000 or \$327,450.

The General Fund capital budget is \$500,000 per year. The General Fund will subsidize the Community Services Fund (parks & community center) with annual transfers from \$350,000 to \$450,000.

Village of Richton Park
Finance Department
Five Year Plan
FY 2017 thru FY 2021

Water, Sewer, and Storm Water Fund

A rate increase of 4% for water and sewer and 2% for storm water are currently in effect by ordinances. The need for these rate increases is based upon no current growth in the consumption or new customer for the Village. Therefore the Village is required to cover the cost of inflation with rate increases.

A new assistant public works director for \$75,000, this is a replacement employee at a higher salary.

Capital expenditures for this fund will range from \$208,000 to \$568,000 per year.

The Water, Sewer and Storm Water Fund pays the General Fund \$1,150,000 in overhead costs and \$150,000 per year as a tax equivalent.

Refuse Fund

The Refuse Fund will have no rate increase for FY 2017. The five year plan estimates a rate increase of 4% in FY 2018-2021, but this will be dependent upon a negotiation of a contract between the Village and its Refuse hauler.

The Refuse has debt interest payments in the amount of \$42,000 per year that will be paid off in FY 2017.

The Refuse Fund pays the General Fund \$330,000 per year in overhead costs.

Commuter Parking Fund

No rate increases are currently anticipated in the next five years.

Commuter parking no longer pays any overhead costs to the General Fund.

The major variable expense for Commuter parking is snow removal costs which has ranged from \$40,000 to \$100,000 in the last five years.

Capital Expenditures will be \$50,000 per year.

Village of Richton Park
Finance Department
Five Year Plan
FY 2017 thru FY 2021

Community Services Fund

The community services fund is consist of the Parks & Recreation Department and the Community Center Department.

The Community Services Fund is supported by a General Fund transfer in the range of \$350,000 to \$450,000 per year. Tax Levy for Parks Maintenance in the amount of \$50,000 and a HSRRA tax levy of \$70,000 per year.

The parks department has program revenue from camp and preschool programs in the amount of \$200,000 per year. The State of Illinois has announced reductions in their contributions which will reduce the size of these programs.

Capital expenditures for this fund will come out of the \$500,000 general capital fund.

State of Illinois State Shared Revenue Issues

Currently, there are debates within the State of IL pertaining to the local share of the income tax. In anticipation of these possible revenue reductions, the Village has developed the following list of budget changes to offset this lost revenue:

1. Reductions to the capital outlay budget
 2. Reductions to the personnel budget
 3. Increase Village's fees
 4. Issuance of Tax anticipation notes to increase the available cash flow-estimated value of \$750,000 twice during a fiscal year
 5. In an emergency the sale of village water tank cell antenna leases-estimated value of \$750,000
-

Village of Richton Park
Five Year Plan 2017-2021

Status Quo

General Fund	2016	2017	2018	2019	2020	2021
Total Revenues	9,464,938	9,538,886	9,825,053	10,119,804	10,423,398	10,736,100
Net Administration	512,839	530,672	549,274	568,692	588,980	588,980
Net IRMA	86,000	115,927	148,780	184,847	224,441	267,908
Total Building	207,788	216,067	224,799	234,017	243,763	254,077
Total Comm Dev	174,347	181,356	188,756	196,581	204,867	213,650
Total Code Enf	154,770	160,542	166,614	173,009	179,755	186,880
Total RR Grant	225,000	0	0	0	0	0
Net Community Relations	81,555	84,875	88,389	92,112	96,063	96,063
Net Finance	495,202	507,932	528,148	549,466	571,975	595,771
Net Econ Dev	3,442	3,564	3,693	3,827	3,968	4,115
Total Fire	1,303,109	1,350,330	1,400,147	1,452,788	1,509,007	1,566,581
Total Police	3,873,944	4,028,313	4,189,463	4,357,889	4,534,122	4,709,737
Total Fire & Police Commission	12,000	13,000	14,000	15,000	16,000	16,000
Total Adm Hearing	11,000	11,000	11,000	11,000	11,000	11,000
Net DPW	537,177	553,292	569,891	586,988	604,597	622,735
Total Transfers & Retirees	1,838,902	1,904,709	1,974,465	2,048,444	2,126,943	2,188,012
Total Expenses	9,517,074	9,661,579	10,057,418	10,474,661	10,915,480	11,321,510
Gain or Loss	(52,136)	(122,692)	(232,366)	(354,857)	(492,082)	(585,410)
Revenues						
01-100-31	5,420,443	5,583,056	5,750,548	5,923,064	6,100,756	6,283,779
01-100-32	636,231	655,318	674,977	695,227	716,084	737,566
01-100-33	1,607,418	1,655,641	1,705,310	1,756,469	1,809,163	1,863,438
01-100-34	711,730	733,082	755,074	777,727	801,058	825,090
01-100-35	563,616	580,524	597,940	615,878	634,355	653,385
01-100-36	525,500	331,265	341,203	351,439	361,982	372,842
Total Revenues	9,464,938	9,538,886	9,825,053	10,119,804	10,423,398	10,736,100

Village of Richton Park
 Five Year Plan 2017-2021
 State of Illinois Shared Revenue Reduction of 10%

General Fund	2016	2017	2018	2019	2020	2021
Total Revenues	9,314,938	9,384,386	9,665,918	9,955,895	10,254,572	10,562,209
Net Administration	512,839	530,672	549,274	568,692	588,980	588,980
Net IRMA	86,000	115,927	148,780	184,847	224,441	267,908
Total Building	207,788	216,067	224,799	234,017	243,763	254,077
Total Comm Dev	174,347	181,356	188,756	196,581	204,867	213,650
Total Code Enf	154,770	160,542	166,614	173,009	179,755	186,880
Total RR Grant	225,000	0	0	0	0	0
Net Community Relations	81,555	84,875	88,389	92,112	96,063	96,063
Net Finance	495,202	507,932	528,148	549,466	571,975	595,771
Net Econ Dev	3,442	3,564	3,693	3,827	3,968	4,115
Total Fire	1,303,109	1,350,330	1,400,147	1,452,788	1,509,007	1,566,581
Total Police	3,929,672	4,144,338	4,370,644	4,609,387	4,861,419	5,118,659
Total Fire & Police Commission	12,000	13,000	14,000	15,000	16,000	16,000
Total Adm Hearing	11,000	11,000	11,000	11,000	11,000	11,000
Net DPW	537,177	553,292	569,891	586,988	604,597	622,735
Total Transfers & Retirees	1,838,902	1,904,709	1,974,465	2,048,444	2,126,943	2,188,012
Total Expenses	9,572,802	9,777,604	10,238,599	10,726,159	11,242,778	11,730,432
Gain or Loss	(257,864)	(393,218)	(572,681)	(770,263)	(988,206)	(1,168,222)
Revenues						
01-100-31	5,420,443	5,583,056	5,750,548	5,923,064	6,100,756	6,283,779
01-100-32	636,231	655,318	674,977	695,227	716,084	737,566
01-100-33	1,457,418	1,501,141	1,546,175	1,592,560	1,640,337	1,689,547
01-100-34	711,730	733,082	755,074	777,727	801,058	825,090
01-100-35	563,616	580,524	597,940	615,878	634,355	653,385
01-100-36	525,500	331,265	341,203	351,439	361,982	372,842
Total Revenues	9,314,938	9,384,386	9,665,918	9,955,895	10,254,572	10,562,209

Village of Richton Park
Five Year Plan 2017-2021

Walmart opens 2nd Quarter of FY 17

General Fund	2016	2017	2018	2019	2020	2021
Total Revenues	9,614,938	9,788,886	10,082,553	10,385,029	10,696,580	11,017,478
Net Administration	512,839	530,672	549,274	568,692	588,980	588,980
Net IRMA	86,000	115,927	148,780	184,847	224,441	267,908
Total Building	207,788	216,067	224,799	234,017	243,763	254,077
Total Comm Dev	174,347	181,356	188,756	196,581	204,867	213,650
Total Code Enf	154,770	160,542	166,614	173,009	179,755	186,880
Total RR Grant	225,000	0	0	0	0	0
Net Community Relations	81,555	84,875	88,389	92,112	96,063	96,063
Net Finance	495,202	507,932	528,148	549,466	571,975	595,771
Net Econ Dev	3,442	3,564	3,693	3,827	3,968	4,115
Total Fire	1,303,109	1,350,330	1,400,147	1,452,788	1,509,007	1,566,581
Total Police	3,873,944	4,028,313	4,189,463	4,357,889	4,534,122	4,709,737
Total Fire & Police Commission	12,000	13,000	14,000	15,000	16,000	16,000
Total Adm Hearing	11,000	11,000	11,000	11,000	11,000	11,000
Net DPW	537,177	553,292	569,891	586,988	604,597	622,735
Total Transfers & Retirees	1,838,902	1,904,709	1,974,465	2,048,444	2,126,943	2,188,012
Total Expenses	9,517,074	9,661,579	10,057,418	10,474,661	10,915,480	11,321,510
Gain or Loss	97,864	127,308	25,134	(89,632)	(218,900)	(304,033)
Revenues						
01-100-31	5,420,443	5,583,056	5,750,548	5,923,064	6,100,756	6,283,779
01-100-31	0	250,000	257,500	265,225	273,182	281,377
01-100-32	636,231	655,318	674,977	695,227	716,084	737,566
01-100-33	1,607,418	1,655,641	1,705,310	1,756,469	1,809,163	1,863,438
01-100-34	711,730	733,082	755,074	777,727	801,058	825,090
01-100-34	150,000	0	0	0	0	0
01-100-35	563,616	580,524	597,940	615,878	634,355	653,385
01-100-36	525,500	331,265	341,203	351,439	361,982	372,842
Total Revenues	9,614,938	9,788,886	10,082,553	10,385,029	10,696,580	11,017,478

Village of Richton Park Five Year Plan 2017-2021		Walmart opens 2nd Quarter of FY 17 Local option sales tax increase in FY 17					
General Fund		2016	2017	2018	2019	2020	2021
Total Revenues		9,614,938	10,038,886	10,340,053	10,650,254	10,969,762	11,298,855
Net Administration		512,839	530,672	549,274	568,692	588,980	588,980
Net IRMA		86,000	115,927	148,780	184,847	224,441	267,908
Total Building		207,788	216,067	224,799	234,017	243,763	254,077
Total Comm Dev		174,347	181,356	188,756	196,581	204,867	213,650
Total Code Enf		154,770	160,542	166,614	173,009	179,755	186,880
Total RR Grant		225,000	0	0	0	0	0
Net Community Relations		81,555	84,875	88,389	92,112	96,063	96,063
Net Finance		495,202	507,932	528,148	549,466	571,975	595,771
Net Econ Dev		3,442	3,564	3,693	3,827	3,968	4,115
Total Fire		1,303,109	1,350,330	1,400,147	1,452,788	1,509,007	1,566,581
Total Police		3,873,944	4,028,313	4,189,463	4,357,889	4,534,122	4,709,737
Total Fire & Police Commission		12,000	13,000	14,000	15,000	16,000	16,000
Total Adm Hearing		11,000	11,000	11,000	11,000	11,000	11,000
Net DPW		537,177	553,292	569,891	586,988	604,597	622,735
Total Transfers & Retirees		1,838,902	1,904,709	1,974,465	2,048,444	2,126,943	2,188,012
Total Expenses		9,517,074	9,661,579	10,057,418	10,474,661	10,915,480	11,321,510
Gain or Loss		97,864	377,308	282,634	175,593	54,282	(22,655)
Revenues							
01-100-31	Taxes	5,420,443	5,583,056	5,750,548	5,923,064	6,100,756	6,283,779
01-100-31	Walmart Sales Taxes	0	250,000	257,500	265,225	273,182	281,377
01-100-31	Local Option Sales Tax	0	250,000	257,500	265,225	273,182	281,377
01-100-32	Licenses & Permits	636,231	655,318	674,977	695,227	716,084	737,566
01-100-33	Intergovernmental	1,607,418	1,655,641	1,705,310	1,756,469	1,809,163	1,863,438
01-100-34	Charges for Services	711,730	733,082	755,074	777,727	801,058	825,090
01-100-34	Walmart Building Fees	150,000	0	0	0	0	0
01-100-35	Fines & Forfeitures	563,616	580,524	597,940	615,878	634,355	653,385
01-100-36	Miscellaneous	525,500	331,265	341,203	351,439	361,982	372,842
Total Revenues		9,614,938	10,038,886	10,340,053	10,650,254	10,969,762	11,298,855

Village of Richton Park
 Five Year Plan 2017-2021
 General Fund

Expenses	2016	2017	2018	2019	2020	2021
Administration						
01-100-41		450,449	463,963	477,882	492,218	506,985
01-100-41-120	Personnel -SS-MED-PT-OT 3%	437,329	463,963	477,882	492,218	506,985
01-100-41-125	IMRF 12.31%	42,979	54,212	60,885	68,380	76,798
01-100-42	Insurance 5.67%	79,134	88,362	93,372	98,666	104,260
01-100-43	Commodities 3%	20,497	21,745	22,398	23,070	23,762
01-100-44	Contractual 3%	318,270	337,653	347,782	358,216	368,962
	Operating 3%	59,225	62,832	64,717	66,658	68,658
	Total	957,434	1,028,766	1,067,035	1,107,208	1,149,424
30%	OH Wtr & Swr	(335,102)	(360,068)	(373,462)	(387,523)	(402,299)
10%	OH Refuse	(95,743)	(102,877)	(106,704)	(110,721)	(114,942)
	Net Administration	526,589	565,822	586,869	608,964	632,183

Expenses	2016	2017	2018	2019	2020	2021
IRMA						
01-110-43		335,927	368,780	404,847	444,441	487,908
30%	Contractual 9.78%	306,000	368,780	404,847	444,441	487,908
10%	Total	306,000	368,780	404,847	444,441	487,908
2.50%	OH Wtr & Swr	(160,000)	(160,000)	(160,000)	(160,000)	(160,000)
2.50%	OH Refuse	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
	OH TIF Lakewood	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
	OH TIF Gauv Sauk	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
	Net IRMA	86,000	148,780	184,847	224,441	267,908

Village of Richton Park
Five Year Plan 2017-2021

General Fund		2016	2017	2018	2019	2020	2021
Expenses							
Building							
01-200-41	Personnel -SS-MED-PT-OT 3%	122,652	126,332	130,122	134,026	138,047	142,188
01-200-41-120	IMRF 12.31%	14,024	15,750	17,689	19,867	22,313	25,060
01-200-41-125	Insurance 5.67%	27,750	29,323	30,986	32,743	34,600	36,562
01-200-42	Commodities 3%	26,470	27,264	28,082	28,924	29,792	30,686
01-200-43	Contractual 3%	16,377	16,868	17,374	17,895	18,432	18,985
01-200-44	Operating 3%	515	530	546	562	579	596
	Total Building	207,788	216,067	224,799	234,017	243,763	254,077
Expenses							
Comm Dev							
01-205-41	Personnel -SS-MED-PT-OT 3%	105,083	108,235	111,482	114,827	118,271	121,820
01-205-41-120	IMRF 12.31%	13,102	14,715	16,526	18,560	20,845	23,411
01-205-41-125	Insurance 5.67%	20,936	22,123	23,377	24,702	26,103	27,583
01-205-42	Commodities 3%	4,120	4,244	4,371	4,502	4,637	4,776
01-205-43	Contractual 3%	30,488	31,403	32,345	33,315	34,315	35,344
01-205-44	Operating 3%	618	637	656	675	696	716
	Total Comm Dev	174,347	181,356	188,756	196,581	204,867	213,650
Expenses							
Code Enf							
01-210-41	Personnel -SS-MED-PT-OT 3%	94,737	97,579	100,506	103,521	106,627	109,826
01-210-41-120	IMRF 12.31%	10,120	11,366	12,765	14,336	16,101	18,083
01-210-41-125	Insurance 5.67%	6,988	7,384	7,803	8,245	8,712	9,206
01-210-42	Commodities 3%	3,193	3,289	3,388	3,490	3,595	3,703
01-210-43	Contractual 3%	39,732	40,924	42,152	43,417	44,720	46,062
	Total Code Enf	154,770	160,542	166,614	173,009	179,755	186,880

Village of Richton Park
Five Year Plan 2017-2021
General Fund

Expenses	2016	2017	2018	2019	2020	2021
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RR Quiet Zone Grant

01-211-45-560 Capital	225,000	0	0	0	0	0
Total RR Grant	225,000	0	0	0	0	0

Expenses

Comm Rel

05-215-41 Personnel -SS-MED-PT-OT 3%	104,006	107,126	110,340	113,650	117,060	120,571
05-215-41-120 IMRF 12.31%	12,953	14,547	16,338	18,349	20,608	23,145
05-215-41-125 Insurance 5.67%	14,328	15,140	15,999	16,906	17,864	18,877
05-215-42 Commodities 3%	1,545	1,591	1,639	1,688	1,739	1,791
05-215-43 Contractual 3%	15,450	15,914	16,391	16,883	17,389	17,911
Total Comm Relations	148,282	154,318	160,707	167,476	174,660	182,295
35% OH Water & Sewer	(51,899)	(54,011)	(56,247)	(58,617)	(61,131)	(63,803)
10% OH Refuse	(14,828)	(15,432)	(16,071)	(16,748)	(17,466)	(18,230)
Net Community Relations	81,555	84,875	88,389	92,112	96,063	100,262

Expenses

Finance

01-300-41 Personnel -PT-OT 3%	491,351	505,662	520,832	536,457	552,551	569,127
01-300-41-120 IMRF 12.31%	67,426	63,000	70,755	79,465	89,247	100,233
01-300-41-125 Insurance 5.67%	112,878	119,278	126,041	133,188	140,740	148,720
01-300-42 Commodities 3%	15,965	16,444	16,937	17,445	17,969	18,508
01-300-43 Contractual 3%	178,757	184,119	189,643	195,332	201,192	207,228
01-300-44 Operating 3%	33,990	35,010	36,060	37,142	38,256	39,404
Total	900,367	923,513	960,268	999,029	1,039,955	1,083,220
35% OH Wtr & Swr	(315,128)	(323,230)	(336,094)	(349,660)	(363,984)	(379,127)
10% OH Refuse	(90,037)	(92,351)	(96,027)	(99,903)	(103,995)	(108,322)
Net Finance	495,202	507,932	528,148	549,466	571,975	595,771

Village of Richton Park
Five Year Plan 2017-2021

General Fund		2016	2017	2018	2019	2020	2021
Expenses							
Econ Dev							
01-460-41	Personnel -SS-MED-PT-OT 3%	51,449	52,992	54,582	56,219	57,906	59,643
01-460-41-120	IMRF 12.31%	6,415	7,205	8,092	9,088	10,207	11,463
01-460-41-125	Insurance 5.67%	14,179	14,983	15,833	16,731	17,680	18,682
01-460-42	Commodities 3%	2,575	2,652	2,732	2,814	2,898	2,985
01-460-43	Contractual 3%	96,408	99,300	102,279	105,348	108,508	111,763
01-460-44	Operating 3%	1,056	1,087	1,120	1,154	1,188	1,224
	Total	172,081	178,220	184,638	191,353	198,387	205,760
98%	TIF Gov Sauk	(168,640)	(174,655)	(180,945)	(187,526)	(194,419)	(201,645)
	Net Econ Dev	3,442	3,564	3,693	3,827	3,968	4,115

Expenses							
Fire							
01-500-41	Personnel -SS-MED-PT-OT 3%	851,537	877,083	903,396	930,498	958,412	987,165
01-500-41-120	IMRF 12.31%	104,824	117,728	132,220	148,496	166,776	187,306
01-500-41-125	Insurance 5.67%	15,862	16,761	17,711	18,715	19,776	20,897
01-500-42	Commodities 3%	66,950	68,959	71,027	73,158	75,353	77,613
05-500-42-232	Motor Vehicle Fuel	18,500	20,000	21,500	23,000	25,000	25,000
01-500-43	Contractual	104,236	107,363	110,584	113,901	117,319	120,838
01-500-44	Operating	41,200	42,436	43,709	45,020	46,371	47,762
01-500-46	Debt Service	100,000	100,000	100,000	100,000	100,000	100,000
	Total Fire	1,303,109	1,350,330	1,400,147	1,452,788	1,509,007	1,566,581

Village of Richton Park
Five Year Plan 2017-2021
General Fund

	2016	2017	2018	2019	2020	2021
Expenses						
Police						
01-600-41 Personnel -SS-MED-PT-OT 3%	2,609,083	2,687,355	2,767,976	2,851,015	2,936,546	3,024,642
01-600-41-120 IMRF 12.31%	27,016	30,342	34,077	38,272	42,983	48,274
01-600-41-125 Insurance 5.67%	421,879	445,800	471,076	497,786	526,011	555,836
01-600-42 Commodities 3%	73,645	75,854	78,130	80,474	82,888	85,375
01-600-42-232 Motor Fuel 10%	60,000	70,000	80,000	90,000	100,000	100,000
01-600-43 Contractual 3%	129,265	120,142	109,747	98,039	84,980	71,530
01-600-43-308 SouthCom 8.58%	522,775	567,629	616,331	669,213	726,631	788,976
01-600-44 Operating 3%	30,282	31,190	32,126	33,090	34,083	35,105
Total Police	3,873,944	4,028,313	4,189,463	4,357,889	4,534,122	4,709,737

Expenses						
Fire & Police Commission						
01-609-43 Contractual 3%	12,000	13,000	14,000	15,000	16,000	16,000
Total Fire & Police Commission	12,000	13,000	14,000	15,000	16,000	16,000

Expenses						
Adm Hearing						
01-610-42 Commodities 3%	10,000	10,000	10,000	10,000	10,000	10,000
01-610-43 Contractual 3%	1,000	1,000	1,000	1,000	1,000	1,000
Total Adm Hearing	11,000	11,000	11,000	11,000	11,000	11,000

Expenses						
Police Jag Grant						
01-640-41-102 Personnel -SS-MED-PT-OT 5.2%	0	0	0	0	0	0
Total Police Jag Grant	0	0	0	0	0	0

Village of Richton Park
Five Year Plan 2017-2021
General Fund

	2016	2017	2018	2019	2020	2021
Expenses						
DPW						
01-700-41		545,237	561,594	578,442	595,795	613,669
01-700-41-120	Personnel -SS-MED-PT-OT 3%					
	IMRF 12.31%	529,356				
		58,431	60,184	61,990	63,849	65,765
01-700-41-125	Insurance 5.67%	131,915	139,949	144,147	148,472	152,926
01-700-42	Commodities 3%	49,955	52,997	54,587	56,225	57,912
01-700-42-232	Motor Fuel	25,750	27,318	28,138	28,982	29,851
01-700-43	Contractual 3%	141,265	149,868	154,364	158,994	163,764
01-700-44	Operating 3%	41,715	44,255	45,583	46,951	48,359
	Total	976,685	1,036,165	1,067,250	1,099,268	1,132,246
35%	OH Wtr & Swr	(341,840)	(362,658)	(373,538)	(384,744)	(396,286)
10%	OH Refuse	(97,669)	(103,617)	(106,725)	(109,927)	(113,225)
	Net DPW	537,177	569,891	586,988	604,597	622,735
Expenses						
Transfers & Retirees						
01-900-41-128	Police Pension 6.37%	686,795	730,544	777,079	826,579	879,232
01-900-42-232	Gasoline Rich Township	123,600	131,127	135,061	139,113	143,286
01-900-42-245	Ipad Purchase Account	50,000	50,000	50,000	50,000	50,000
01-900-43-307	Parks & HSSRA PT Alloc 3%	125,660	133,313	137,312	141,431	145,674
01-900-47-068	Transfer To Capital Projects	500,000	500,000	500,000	500,000	500,000
01-900-47-005	Transfer To Park & Rec	393,976	429,481	448,992	469,819	469,819
	Total Transfers & Retirees	1,838,902	1,974,465	2,048,444	2,126,943	2,188,012

Village of Richton Park
Five Year Plan 2017-2021

		2016		2017		2018		2019		2020		2021	
		4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%
Water & Sewer Fund													
Water & Sewer Billing													
55-560-34-450	Water & Sewer Billing	2,159,358	2,245,732	2,335,561	2,428,984	2,526,143	2,627,189						
55-560-34-451	Water & Sewer Penalties	75,750	78,780	81,932	85,209	88,617	92,162						
55-560-34-452	Water & Sewer Turnon Fees	64,829	67,422	70,119	72,923	75,840	78,874						
55-560-34-456	Temporary Turnon	20,600	21,218	21,855	22,510	23,185	23,881						
55-560-34-459	SW Meter Fines	6,347	6,537	6,733	6,935	7,143	7,358						
55-560-34-460	Administrative Fee	13,871	14,287	14,715	15,157	15,612	16,080						
Storm Water Billing		2%	2%	2%	2%	2%	2%						
55-580-34-450	Storm Water Billing	415,870	424,187	432,671	441,324	450,151	459,154						
55-580-34-452	Storm Water Penalties	4,114	4,279	4,450	4,628	4,813	5,006						
Miscellaneous													
55-560-36-601	Interest Income	10,000	10,000	10,000	10,000	10,000	10,000						
55-560-36-699	Miscellaneous	1,000	1,000	1,000	1,000	1,000	1,000						
Total Water & Sewer Revenues		2,771,738	2,873,442	2,979,036	3,088,671	3,202,505	3,320,703						
35%	OH W & S ADM	335,102	347,295	360,068	373,462	387,523	402,299						
35%	OH W & S IRMA	107,100	117,574	129,073	141,697	155,554	170,768						
35%	OH W & S COMM REL	51,899	54,011	56,247	58,617	61,131	63,803						
35%	OH W & S FINANCE	315,128	323,230	336,094	349,660	363,984	379,127						
35%	OH W & S DPW	327,240	337,057	347,168	357,583	368,311	379,360						
	Total W & S EX	924,293	954,987	986,940	1,020,230	1,054,943	1,091,171						
	Total Storm Water EX	185,953	192,425	199,347	206,762	214,718	214,718						
	Total Debt Service	297,295	297,475	297,295	297,595	297,595	297,595						
	Capital Water & Sewer	182,183	199,510	213,442	226,450	238,997	238,997						
	Capital Storm Water	45,546	49,878	53,360	56,613	59,749	59,749						
Total Expenses		2,771,738	2,873,442	2,979,035	3,088,671	3,202,505	3,297,586						
Gain or Loss		0	0	0	0	0	23,116						

Village of Richton Park
 Five Year Plan 2017-2021
 Water & Sewer Fund

	2016	2017	2018	2019	2020	2021
Expenses						
Administration						
01-100-41		157,657	162,387	167,259	172,276	177,445
01-100-41-120	153,065	16,895	18,974	21,310	23,933	26,879
01-100-41-125	27,697	29,267	30,927	32,680	34,533	36,491
01-100-42	7,174	7,389	7,611	7,839	8,074	8,317
01-100-43	111,395	114,736	118,178	121,724	125,375	129,137
01-100-44	20,729	21,351	21,991	22,651	23,330	24,030
Total Adm	335,102	347,295	360,068	373,462	387,523	402,299
Expenses						
IRMA						
01-110-43	107,100	117,574	129,073	141,697	155,554	170,768
Contractual 9.78%						
Total IRMA	107,100	117,574	129,073	141,697	155,554	170,768
Expenses						
Comm Rel						
01-215-41		37,494	38,619	39,778	40,971	42,200
01-215-41-120	36,402	5,092	5,718	6,422	7,213	8,101
01-215-41-125	4,533	5,299	5,600	5,917	6,253	6,607
01-215-42	5,015	557	574	591	609	627
01-215-43	541	5,570	5,737	5,909	6,086	6,269
Contractual 3%	5,408					
Total Comm Relations	51,899	54,011	56,247	58,617	61,131	63,803

Village of Richton Park
Five Year Plan 2017-2021
Water & Sewer Fund

	2016	2017	2018	2019	2020	2021
Expenses						
Finance 35%						
01-300-41	171,973	176,982	182,291	187,760	193,393	199,195
01-300-41-120	23,599	22,050	24,764	27,813	31,236	35,082
01-300-41-125	39,507	41,747	44,114	46,616	49,259	52,052
01-300-42	5,588	5,755	5,928	6,106	6,289	6,478
01-300-43	62,565	64,442	66,375	68,366	70,417	72,530
01-300-44	11,897	12,253	12,621	13,000	13,390	13,791
Total Finance	315,128	323,230	336,094	349,660	363,984	379,127

Expenses						
Water & Sewer						
01-560-41	New Emp	158,723	163,485	168,389	173,441	178,644
01-560-41-120	Personnel -SS-MED-PT-OT 3%	27,547	30,938	34,746	39,023	43,827
01-560-41-125	IMRF 12.31%	15,000	15,851	16,749	17,699	18,702
01-560-42	Insurance 5.67%	38,667	39,827	41,022	42,253	43,521
01-560-43	Commodities 3%	476,848	491,153	505,888	521,064	536,696
01-560-44	Contractual 3%	207,508	213,734	220,146	226,750	233,553
01-560-44	Operating 3%	924,293	954,987	986,940	1,020,230	1,054,943
Total Water & Sewer		207,508	213,734	220,146	226,750	233,553
		924,293	954,987	986,940	1,020,230	1,054,943
		184,003	184,003	178,644	178,644	184,003
		49,222	49,222	43,827	43,827	49,222
		19,763	19,763	18,702	18,702	19,763
		44,826	44,826	43,521	43,521	44,826
		552,797	552,797	505,888	521,064	536,696
		240,559	240,559	220,146	226,750	233,553
		1,091,171	1,091,171	986,940	1,020,230	1,054,943

Expenses						
Storm Water						
01-580-41	New Emp	80,000	82,400	84,872	87,418	90,041
01-580-41-120	Personnel -SS-MED-PT-OT 3%	19,404	21,793	24,475	27,488	30,872
01-580-41-125	IMRF 12.31%	22,000	23,247	24,566	25,958	27,430
01-580-42	Insurance 5.67%	1,309	1,348	1,388	1,430	1,473
01-580-43	Commodities 3%	6,180	6,365	6,556	6,753	6,956
01-580-44	Contractual 3%	8,399	8,651	8,910	9,178	9,453
01-580-44	Operating 3%	185,953	192,425	199,347	206,762	214,718
Total Storm Water		185,953	192,425	199,347	206,762	214,718
		92,742	92,742	84,872	87,418	90,041
		34,672	34,672	24,475	27,488	30,872
		28,986	28,986	24,566	25,958	27,430
		1,517	1,517	1,388	1,430	1,473
		7,164	7,164	6,556	6,753	6,956
		9,737	9,737	8,910	9,178	9,453
		214,718	214,718	199,347	206,762	214,718

Village of Richton Park
 Five Year Plan 2017-2021
 Water & Sewer Fund

	2016	2017	2018	2019	2020	2021
Expenses						
DPW						
01-700-41	185,275	190,833	196,558	202,455	208,528	214,784
01-700-41-120	19,855	20,451	21,064	21,696	22,347	23,018
01-700-41-125	46,170	47,555	48,982	50,452	51,965	53,524
01-700-42	17,484	18,009	18,549	19,106	19,679	20,269
01-700-43	9,013	9,283	9,561	9,848	10,144	10,448
01-700-44	49,443	50,926	52,454	54,027	55,648	57,317
Total DPW	327,240	337,057	347,168	357,583	368,311	379,360

Village of Richton Park
Five Year Plan 2017-2021

Refuse Fund		2016	2017	2018	2019	2020	2021
		17.49	18.02	EST 4%	EST 4%	EST 4%	EST 4%
Refuse Billing & Penalties							
54-570-34-450	Refuse Billing	1,015,000	1,015,000	1,055,600	1,097,824	1,141,737	1,187,406
54-570-34-455	Refuse Penalty	21,674	21,674	22,541	23,443	24,380	25,356
	Total Refuse Revenues	1,036,674	1,036,674	1,078,141	1,121,267	1,166,117	1,212,762
10%	OH Refuse ADM	95,743	99,227	102,877	106,704	110,721	114,942
10%	OH Refuse IRMA	30,600	33,593	36,878	40,485	44,444	48,791
10%	OH Refuse COMM REL	14,828	15,432	16,071	16,748	17,466	18,230
10%	OH Refuse FINANCE	90,037	92,351	96,027	99,903	103,995	108,322
10%	OH Refuse DPW	93,497	96,302	99,191	102,167	105,232	108,389
	Total Refuse Ex	722,204	747,034	728,082	752,851	778,703	805,710
	Total Expenses	1,046,909	1,083,939	1,079,125	1,118,856	1,160,561	1,204,384
	Gain or Loss	(10,235)	(47,265)	(984)	2,410	5,556	8,378

Expenses		2016	2017	2018	2019	2020	2021
Administration							
01-100-41	New Emp	43,733	45,045	46,396	47,788	49,222	50,698
01-100-41-120	Personnel -SS-MED-PT-OT 3%	4,298	4,827	5,421	6,089	6,838	7,680
01-100-41-125	IMRF 12.31%	7,913	8,362	8,836	9,337	9,867	10,426
01-100-42	Insurance 5.67%	2,050	2,111	2,175	2,240	2,307	2,376
01-100-43	Commodities 3%	31,827	32,782	33,765	34,778	35,822	36,896
01-100-44	Contractual 3%	5,923	6,100	6,283	6,472	6,666	6,866
	Total	95,743	99,227	102,877	106,704	110,721	114,942
Expenses							
IRMA							
01-110-43	Contractual 9.78%	30,600	33,593	36,878	40,485	44,444	48,791
	Total	30,600	33,593	36,878	40,485	44,444	48,791

Village of Richton Park
Five Year Plan 2017-2021
Refuse Fund

	2016	2017	2018	2019	2020	2021
Expenses						
Comm Rel						
01-215-41	10,401	10,713	11,034	11,365	11,706	12,057
01-215-41-120	1,295	1,455	1,634	1,835	2,061	2,314
01-215-41-125	1,433	1,514	1,600	1,691	1,786	1,888
01-215-42	155	159	164	169	174	179
01-215-43	1,545	1,591	1,639	1,688	1,739	1,791
Total	14,828	15,432	16,071	16,748	17,466	18,230

Expenses						
Finance						
01-300-41	49,135	50,566	52,083	53,646	55,255	56,913
01-300-41-120	6,743	6,300	7,076	7,947	8,925	10,023
01-300-41-125	11,288	11,928	12,604	13,319	14,074	14,872
01-300-42	1,597	1,644	1,694	1,745	1,797	1,851
01-300-43	17,876	18,412	18,964	19,533	20,119	20,723
01-300-44	3,399	3,501	3,606	3,714	3,826	3,940
Total	90,037	92,351	96,027	99,903	103,995	108,322

Expenses						
Refuse						
54-570-43-310	17.49	18.02	EST 3%	EST 3%	EST 3%	EST 3%
54-570-43-401	648,531	668,183	688,229	708,876	730,142	752,046
54-570-44-494	22,241	24,979	28,054	31,507	35,386	39,742
54-570-46-601	10,567	11,166	11,799	12,468	13,175	13,922
54-570-46-601	38,831	40,768	0	0	0	0
54-570-46-601	2,034	1,938	0	0	0	0
Total Refuse Ex	722,204	747,034	728,082	752,851	778,703	805,710

Village of Richton Park
 Five Year Plan 2017-2021
 Refuse Fund

	2016	2017	2018	2019	2020	2021
Expenses						
DPW						
01-700-41	52,936	54,524	56,159	57,844	59,579	61,367
01-700-41-120	5,673	5,843	6,018	6,199	6,385	6,576
01-700-41-125	13,192	13,587	13,995	14,415	14,847	15,293
01-700-42	4,996	5,145	5,300	5,459	5,622	5,791
01-700-43	2,575	2,652	2,732	2,814	2,898	2,985
01-700-44	14,126	14,550	14,987	15,436	15,899	16,376
Total	93,497	96,302	99,191	102,167	105,232	108,389

Village of Richton Park
Five Year Plan 2017-2021
Commuter Parking Fund

	2016	2017	2018	2019	2020	2021
CPL Revenues						
53-811-34-445	120,975	124,604	128,342	132,192	136,158	140,243
53-811-34-446	121,017	124,647	128,387	132,238	136,205	140,292
53-811-34-447	66,763	68,765	70,828	72,953	75,142	77,396
53-811-36-650	1,356	1,397	1,439	1,482	1,526	1,572
Total CPL Revenues	308,754	318,016	327,557	337,384	347,505	357,930
Total CPL Expenses	190,895	19,771	204,962	212,482	220,354	220,354
Gain or Loss	117,859	298,245	122,595	124,902	127,151	137,576
Current Fund Balance	(762,556)	(464,311)	(341,716)	(216,814)	(89,663)	47,913
Expenses						
Commuter Parking						
01-811-41	56,566	58,263	60,010	61,811	63,665	65,575
01-811-41-120	5,671	6,369	7,153	8,034	9,023	10,134
01-811-41-121	4,525	4,871	5,243	5,644	6,076	6,541
01-811-41-125	15,468	16,345	17,272	18,251	19,286	20,380
01-811-42	25,133	25,887	26,663	27,463	28,287	29,136
01-811-43	82,400	84,872	87,418	90,041	92,742	95,524
01-811-44	1,133	1,167	1,202	1,238	1,275	1,313
01-811-45	50,000	50,000	50,000	50,000	50,000	50,000
Total	190,895	197,773	204,962	212,482	220,354	228,603

Village of Richton Park
Five Year Plan 2017-2021

Community Services	2016	2017	2018	2019	2020	2021
Total Revenues	722,175	749,056	777,332	807,114	838,520	864,653
Community Center	171,554	177,486	183,669	190,117	196,847	196,847
Total Parks Administration	381,268	393,855	406,971	420,646	434,918	449,823
Total Parks Events	169,354	177,715	186,693	196,350	206,754	217,982
Total Grant	0	0	0	0	0	0
Total Expenses	722,175	749,056	777,333	807,114	838,520	864,653
Gain or Loss	0	0	0	0	0	0

Revenues

05-100-36	Transfer From General Fund	411,176	429,481	448,992	469,819	485,056
05-100-31	Property Taxes	125,660	129,430	133,313	141,431	145,674
05-400-32	Licenses & Permits	16,480	16,974	17,484	18,008	19,105
05-400-36	Grants	0	0	0	0	0
05-405-71	Adult Programs	11,330	11,670	12,020	12,381	13,135
05-405-72	Youth Programs	45,320	46,680	48,080	49,522	51,008
05-405-73	Trips	500	500	500	500	500
05-405-74	Parks	5,000	5,000	5,000	5,000	5,000
05-405-75	Special Events	18,849	19,414	19,997	20,597	21,215
05-405-76	Education	105,060	108,212	111,458	114,802	118,246
Total Revenues		722,175	777,332	807,114	838,520	864,653

Expenses

Community Center

05-450-41	Personnel -PO-OT 3	68,801	70,865	72,991	75,181	77,436	79,759
05-450-41-120	IMRF 12.31%	4,525	5,082	5,708	6,411	7,200	8,086
05-450-41-121	SS 7.65	5,263	5,421	5,584	5,751	5,924	6,102
05-450-41-125	Health Insurance	13,644	14,418	15,235	16,099	17,012	17,976
05-450-42	Commodities 3%	40,170	41,375	42,616	43,895	45,212	46,568
05-450-43	Contractual 3%	39,243	40,420	41,633	42,882	44,168	45,493
05-450-44	Operating 3%	5,150	5,305	5,464	5,628	5,796	5,970
Total Community Center		176,796	182,886	189,231	195,846	202,748	209,955

<u>Expenses</u>									
<u>Parks Administration</u>									
05-400-41	Personnel -SS-MED-PT-OT 3%	229,292	236,170	243,255	250,553	258,070	265,812		
05-400-41-120	IMRF 12.31%	10,344	11,617	13,047	14,653	16,457	18,483		
05-400-41-125	Insurance 5.67%	21,034	22,226	23,486	24,818	26,225	27,712		
05-400-42	Commodities 3%	22,145	22,809	23,494	24,198	24,924	25,672		
05-400-43	Contractual 3%	83,636	86,145	88,729	91,391	94,133	96,957		
05-400-44	Operating 3%	2,318	2,387	2,459	2,532	2,608	2,687		
05-400-45-576	ADA	12,500	12,500	12,500	12,500	12,500	12,500		
	Total Parks Administration	381,268	393,855	406,971	420,646	434,918	449,823		

<u>Expenses</u>									
<u>Parks Events</u>									
05-405-85	Special Events	11,021	11,352	11,692	12,043	12,404	12,776		
05-405-86	Education	29,201	32,796	36,833	41,367	46,459	52,178		
05-405-45-576	Insurance 5.67%	21,034	22,226	23,486	24,818	26,225	27,712		
05-400-42	Commodities 3%	22,145	22,809	23,494	24,198	24,924	25,672		
05-400-43	Contractual 3%	83,636	86,145	88,729	91,391	94,133	96,957		
05-400-44	Operating 3%	2,318	2,387	2,459	2,532	2,608	2,687		
	Total Parks Events	169,354	177,715	186,693	196,350	206,754	217,982		

<u>Expenses</u>									
<u>Grant</u>									
05-425-41	Personnel -SS-MED-PT-OT 3%	0	0	0	0	0	0	0	0
	Total Grant	0	0	0	0	0	0	0	0



Capital Improvement Plan
2018-2022

Executive Summary

Introduction

This Capital Improvement Plan (CIP) has been prepared to assist the Village of Richton Park in identifying and accounting for major capital projects and purchases for the next five years. The CIP focuses on the Village's capital assets, including facilities such as the Village Hall and Community Center, equipment such as public safety and maintenance vehicles, and infrastructure such as water mains, sewers, and roadways.

Extent of CIP

The CIP includes 32 projects over the five-year period from FY 2018 to 2022. Over this period, the CIP calls for approximately \$4.37 million to be spent on capital assets. Projects included in the CIP may be rescheduled, modified, or removed based on funding sources and the evolving needs of the Village. The CIP document should be updated annually alongside the Village's annual budgeting process. The complete CIP project list is located in **Appendix A**.

Benefits of a CIP

The CIP enables the Village to undertake a proactive approach to asset management, as opposed to reactive decision making on a case-by-case basis. As such, the benefits of planning for capital improvements are numerous including:

- Allowing for a **fiscally responsible approach to budgeting**.
- Extending the **useful life of existing assets** through regular maintenance.
- Identifying and providing opportunities for **interdepartmental and intergovernmental coordination**.
- Enhancing **ability to pursue outside funding** and grants through long-term planning.
- Providing the ability to **stabilize debt** and consolidate projects thereby **reducing borrowing costs**.
- Assisting in the **implementation of Village policy** including recommendations of the Comprehensive Plan.

CIP Project Summaries

Projects are organized by department to assist with internal budgeting. Each department section begins with a narrative relating department functions to comprehensive plan goals and objectives and a summary project list including total number of projects and project costs for the department.

A project summary is provided for every project included in the CIP and each summary provides the following information:

- **Project Name** – A short description of the project.
- **Lead Department** – The Village department responsible for project implementation.
- **Category** – The project’s general type indicating whether it is required by mandate (A), maintains an existing asset (B), or represents the substantial expansion of an existing asset or construction/acquisition of a new asset (C).
- **Score** – The project’s compiled score based on criteria as defined in the CIP Development Process section below.
- **Project Description** – Additional narrative detailing what is known about the project at the time of the CIP adoption. For example, the description might include information regarding the project’s physical scope and extent, or the community benefit and/or need satisfied by the project.
- **Project Funding** – The project’s total cost over five years including the portion of the project funded by the Village versus non-Village funds. For project’s exceeding the five-year horizon of the CIP, the total project cost is also shown. Narrative detailing any unique funding parameters such as a grant’s local match requirement is also provided.
- **Potential Outside Funding Sources** – A short description of any potential outside funding sources that could likely be pursued to wholly or partially fund the project to assist with future grant pursuits.
- **Supplementary Material** – Small photos, maps, or links to other Village documents that provide supporting information about the project.

CIP Projects Beyond 2022

In creating this CIP, Village staff identified more than 100 desired capital projects. In ranking and prioritizing these projects, CMAP and Village staff developed a 10-year project list which was then revised and narrowed to identify projects to be included within this 5-year CIP document. An overview of CIP projects identified for 2023 and beyond is provided at the outset of each department’s respective section. This list should be referred to and updated as appropriate in creating the next 5-year CIP. A complete list can be found in **Appendix B**.

Long Term Projects

There are numerous projects that would benefit the Village, but are beyond the available resources dedicated to other higher-ranking projects. No Village funds have been assigned to these projects within the five-year horizon of the CIP; however, Village departments should continue to seek outside funding to implement these important projects. Where applicable, a brief summary of unfunded long-term projects has been provided for each department. Several long-term projects represent initiatives to facilitate long-term economic development including, but not limited to:

- Improving existing or installing new stormwater infrastructure to expand development potential within targeted areas including the Town Center as informed by the Town Center Storm Water Management Plan and areas along the Sauk Trail corridor, to the west of Interstate 57.
- Enhancing roadways and utilities to accommodate desired residential and commercial growth in the areas to the west of Interstate 57.

CIP Funding

The next several pages describe the funding sources that will be used to cover CIP expenditures, the distribution of investments across Village departments and project types, and a comparison of expenditures to expected revenues. In summary:

- The investments shown in the CIP are divided between multiple funding sources. The remainder is supplemented by the General Fund and anticipated or desired grants from other agencies.
- Infrastructure maintenance makes up the largest share of expenditures, but also has a very high share of external funds.
- The expenditures shown in the CIP are generally within 5 percent of expected resources (not including the General Fund) over the five-year period covered by the plan. Projects included in the CIP are financially reasonable and are within the Village's expected resources. Most of the projects included in the CIP meet immediate needs and will help ensure existing infrastructure is in a state of good repair.
- Projects were selected for inclusion in the CIP through a thorough scoping, evaluation, and prioritization process. There are dozens of projects that were considered for inclusion that are worthy of investment despite not being included within the CIP. The number of projects needed over the near term limits the Village's ability to invest in preventative maintenance and proactive projects.

Expenditures by Funding Source and Year

Funding to support the projects in the CIP comes from a variety of sources. The Water Fund makes up the largest funding source and encompasses expenses to the water and sewer system. The Motor Fuel Tax (MFT) makes up the second largest capital funding source which is received annually from IDOT. MFT funds are to be used for expenses related to the transportation system. The CIP also funds projects using the Commuter Parking Lot (CPL) fund, which is generated by parking revenues at the Richton Park Metra station lots and is used for improvements to those facilities. Lastly, the Department of Public Works (DPW) regularly earmarks \$20,000 in its operating budget to fund parks and recreation equipment projects. The DPW budget is in turn funded by the General Fund. The General Fund is the most flexible of the Village's funding sources and can be used for capital expenses of any kind.

TIF Districts

The Village also has several Tax Increment Financing (TIF) districts that could be leveraged over the long term to fund infrastructure improvement in those districts to promote economic development. The availability of TIF funds and other revenue sources are not estimated, as they are tied to specific projects and are not consistent year-by-year. As such, the CIP does not rely on TIF to implement any desired capital projects identified. Rather, such projects are identified as being desired over the long term and could be included in a future CIP when more certainty exists around the increment anticipated to be generated within the Village's newer TIF districts.

15-5

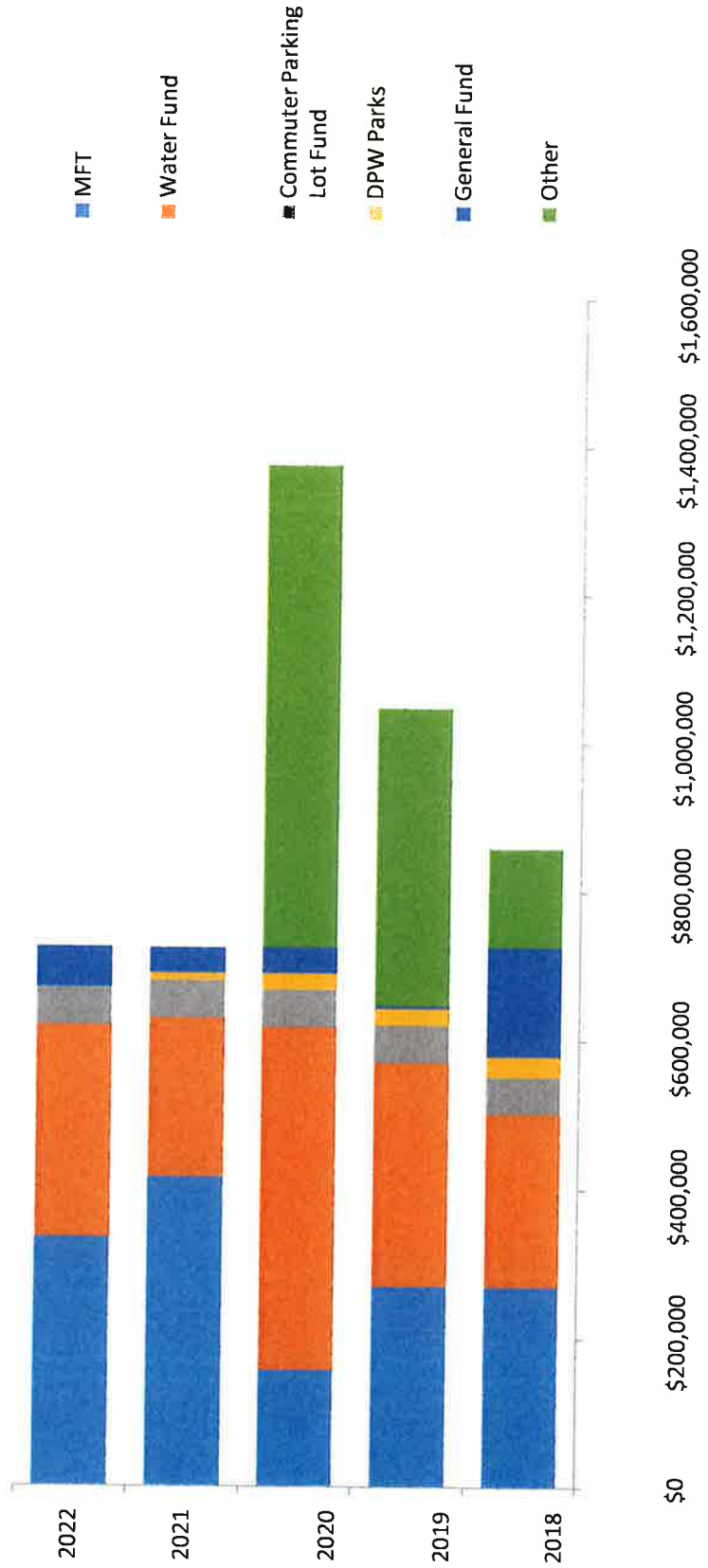
Other Funding Sources

Village staff identified approximately 125 projects totaling nearly \$51.5 million in estimated expenses. Due to the limited amount of capital funds available compared to the project list generated by Village departments, dozens of projects initially identified by Village staff will need to be funded using external grants. While there is a large number of potential grant programs to pursue, larger projects will likely be funded primarily through transportation-related grants from the Illinois Department of Transportation Enhancements Program (ITEP), the Surface Transportation Program (STP), and other direct grants from the Illinois Department of Transportation (IDOT). Other external funding is from the Illinois Department of Commerce and Economic Opportunity (DCEO), the Illinois Environmental Protection Agency (IEPA), and the Illinois Secretary of State. Within the 5-year CIP, 8 projects have been identified as targets for external grant funding totaling \$1.18 million. Where possible, anticipated grant sources have been identified.

Table 1. Expenditures by Funding Source and Year

Funding Source	2018	2019	2020	2021	2022	Total
MFT	\$270,000	\$270,000	\$157,000	\$416,000	\$335,000	\$1,448,000
Water Fund	\$232,000	\$301,000	\$461,000	\$214,000	\$285,000	\$1,493,000
Commuter Parking Lot Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
DPW Parks	\$27,000	\$22,000	\$22,000	\$10,000	\$0	\$81,000
General Fund	\$147,500	\$4,000	\$35,500	\$34,200	\$55,000	\$276,200
Other	\$132,500	\$401,000	\$650,000	\$0	\$0	\$1,107,500
Total	\$859,000	\$1,048,000	\$1,375,500	\$724,200	\$725,000	\$4,655,700

Figure 1. Expenditures by Funding Source and Year



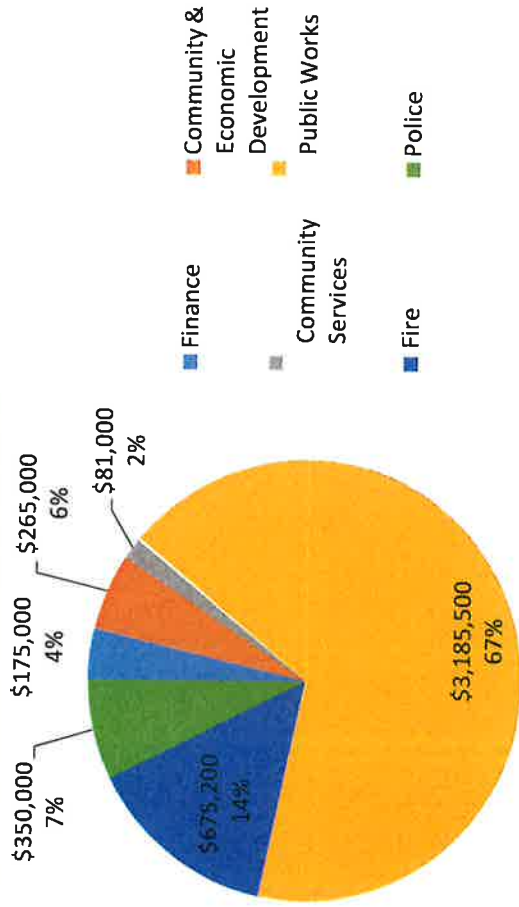
Expenditures by Department and Source

Projects in the CIP are organized by department as summarized in the following table and chart. Approximately two-thirds of capital expenditures are within the Department of Public Works, with nearly \$3.2 million in the CIP devoted to this area. The next largest expenditure sums are under the Fire Department (14 percent) and Police Department (7 percent) respectively. Less than 8 percent of capital expenditures are charged to the General Fund.

Table 2. Expenditures by Department and Source

Funding Source	Finance	Community & Economic Development	Community Services	Public Works	Fire	Police	Total
MFT	\$140,000	\$0	\$0	\$1,187,000	\$61,000	\$60,000	\$1,448,000
Water Fund	\$35,000	\$0	\$0	\$1,458,000	\$0	\$0	\$1,493,000
Commuter Parking Lot Fund	\$0	\$0	\$0	\$200,000	\$0	\$50,000	\$250,000
DPW Parks	\$0	\$0	\$81,000	\$0	\$0	\$0	\$81,000
General Fund	\$0	\$132,500	\$0	\$90,500	\$38,200	\$15,000	\$276,200
Other	\$0	\$132,500	\$0	\$250,000	\$576,000	\$225,000	\$1,183,500
Total	\$175,000	\$265,000	\$81,000	\$3,185,500	\$675,200	\$350,000	\$4,731,700

Figure 2. Expenditures by Department and Source



Expenditures Compared to Revenues

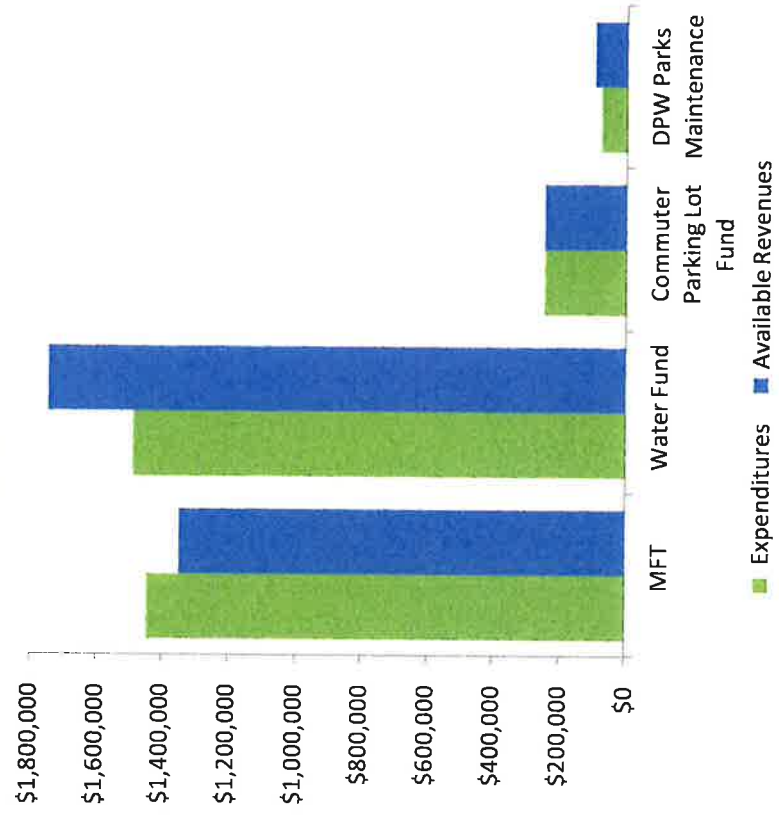
The following table and chart compare available funding for capital programs from each major fund – the MFT, Water Fund, and others – with expenditures shown in the CIP. Expenditures in the CIP align with funding availability and are within the expected resources of the Village. Available revenues are based on historic trends, current spending, and agreed upon funding policy over the life of the CIP.

While MFT expenditures exceed available revenue between 2018 and 2022 by nearly 7 percent, Water Fund expenditures are approximately 17 percent below anticipated revenue. To ensure a balanced budget, the CIP identifies Water Fund expenses that could be applied to related roadway improvements. For example, tying resurfacing improvements for a given roadway to water main replacement projects where possible. In doing so, the total expenditures in any given year within the CIP never exceed identified sources by more than 6.5 percent, therefore minimizing reliance on the Village’s General Fund to implement capital improvements.

Table 3. Expenditures Compared to Revenues

Funding Source	Expenditures	Available Revenues (2018-2022)
MFT	\$1,448,000	\$1,350,000
Water Fund	\$1,493,000	\$1,750,000
Commuter Parking Lot Fund	\$250,000	\$250,000
DPW Parks Maintenance	\$81,000	\$100,000

Figure 3. Expenditures Compared to Revenues



Expenditures by Category

All CIP projects were assigned to one of the following project categories.

- **Category A** projects address an immediate health, safety, or welfare concern which is currently endangering the community.
- **Category B** projects involve the maintenance or replacement of an existing asset (such as resurfacing a street, repairing a sewer, replacing a vehicle, etc).
- **Category C** projects involve the significant expansion of an existing asset or construction or acquisition of a new asset.

The majority of CIP projects are dedicated to maintaining or replacing existing infrastructure. Approximately 86.9 percent of expenditures are within Project Category B. With much of the Village's available capital budget being spent on on-going maintenance, funding for new projects is highly dependent on outside funding such as grants. To better position the Village for economic development and infrastructure expansion, more sustainable, long term funding sources should be identified.

CIP Development Process

The CIP was developed over 18-months with adoption in April 2017. The CIP development process was facilitated by the Chicago Metropolitan Agency for Planning (CMAP) and guided by significant input from elected officials, the Village Manager, and representatives from each Village department.

The preparation of the CIP included the following steps:

- **Identify potential funding sources.** The sources of internal (Village) and external (non-Village) funding sources that could be used for capital projects were identified based on financial reports from prior years and anticipated future revenues.
- **Identify potential CIP projects.** Village department heads identified a comprehensive list of the capital projects that should be considered for inclusion in the CIP. This included both near term and long term projects.
- **Develop criteria for project ranking.** Seven criteria were used to evaluate projects in the CIP, including:
 - Impact to Operating Costs;
 - Timeliness of Intervention;
 - Economic Impact;
 - Safety and Health Impact;
 - Sustainability and Environmental impact;
 - Grouping with Similar Projects; and
 - Consistency with Other Plans.

Executive Summary

Richton Park Capital Improvement Plan

- **Establish Project Priority.** Projects were also classified in terms of whether they primarily involved maintenance or replacement of existing assets, as opposed to construction of a new facility. Projects required by a state or federal mandate or that addressed immediate safety and health concerns were given particular priority.
- **Score and Rank Projects.** Village department heads evaluated and scored each project against the criteria listed above. Scores were then compiled and tallied across departments to establish an overall score for each project and projects. Project scores ranged from 9.0 to 17.7 and the average project score was 12.5. As summarized below, the project score in combination with project priority were used to rank projects in terms of their benefit to the Village. The ranking results were shared with department heads, refined as needed, and then shared again until agreement was reached on the list of priority projects presented in this CIP.
- **Create and Adopt CIP Document.** The results of the project prioritization process were summarized in a draft CIP document by CMAP staff. That draft was then reviewed by Village representatives and officials, revised, and presented for public review at a public hearing before the Village Board of Trustees. The draft CIP was revised based on comments received during the public hearing process and the Village Board voted to adopt the CIP on **April XX, 2017**.

Table 4. Capital Projects by Type and Score

Project Type	High (13+ points)		Moderate (12-13 points)		Low (Less than 12 points)	
	Count	Total*	Count	Total*	Count	Total*
A or B	26	\$14,216,100	34	\$6,925,070	23	\$3,585,550
C	13	\$19,357,000	9	\$372,000	19	\$6,992,000

*Total includes unknown projects with costs of \$0.

CMAP Support

This project is the result of a partnership between the Village of Richton Park and CMAP's Local Technical Assistance (LTA) program. The LTA program is funded by the Federal Highway Administration, Federal Transit Administration, U.S. Department of Housing and Urban Development, IDOT, and the Chicago Community Trust. The Village of Richton Park and CMAP would like to thank these funders for their support for this project.

Community & Economic Development

The Community and Economic Development Department consists of four distinct divisions working together to provide information, services, and education to residents, business owners, developers, contractors, and others. The divisions that comprise the Community and Economic Development Department include:

- Planning and Zoning
- Economic Development
- Building
- Code Enforcement

Goals and Responsibilities

The comprehensive goal of the Community and Economic Development Department is to ensure professional, courteous, consistent and reliable services through the management and oversight of the divisions within the department to the residents and businesses living and working in the Village of Richton Park. The primary responsibilities of the department include:

- Building permitting and inspections
- Business and Contractor's license administration
- Property maintenance / code enforcement administration
- Property occupancy (point of sale) inspections
- Zoning administration
- Long Range Planning
- Business Retention and Attraction

2018-2022 Capital Projects

Within this 2018-2022 CIP, the Community and Economic Development is responsible for 1 project totaling \$265,000 in improvements.

Metra Parking Lot Lighting Upgrades

Project #: 1 | **Lead Department:** Community and Economic Development

Category: B | **Score:** 13.8

Project Description:

Upgrades to energy efficient street lighting in the Metra surface parking lot area to provide safer pedestrian passage to transit services.

Project Funding:

This project is funded through an STP grant with a 50% local match from the General Fund. A DCEO public sector energy efficiency program will also be used to recoup an undetermined portion of the Village's match.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	General Fund	\$132,500	--	--	--	--	\$132,500
Outside Funds	STP	\$132,500	--	--	--	--	\$132,500
	Total	\$265,000	--	--	--	--	\$265,000

CIP Projects Beyond 2022

The Community and Economic Development Department has no projects identified within the 10-year CIP list (**Appendix B**) identified by Village staff.

Long Term or Grant Funded Projects

As listed in the table below, there are several desired capital projects that would be overseen by the Community and Economic Development Department if outside funding were to be identified to facilitate implementation. These projects generally fall into three groups:

- Metra Station Area Improvements;
- Highlight Town Center improvements; and
- Improvements along the Sauk Trail.

	Project Name	Cost	Category	Score
Metra Station Area Improvements	Metra Station façade renovation	\$350,000	B	10.8
	Metra Commuter Parking Structure	\$9,757,000	C	16.1
Town Center Improvements	Pocket Park - Town Center	\$325,000	C	13.3
	Decorative Sidewalk & Crosswalk Replacement & ADA Upgrades - Town Center	\$1,300,000	B	13.1
	Richton Road Extension - Town Center	\$400,000	C	13.0
	Metra Bridge Signage Program - Town Center	\$125,000	C	8.8
	Wayfinding Signage Program - Town Center	\$75,000	C	12.1
	Pedestrian Path - Town Center	\$250,000	C	13.3
Sauk Trail Corridor Improvements	Sauk Trail Corridor Subarea - Pedestrian Intersection Improvements	*	B	12.8
	Sauk Trail Corridor Subarea - Right-of-way landscaping and street furniture	*	C	12.6
	Sauk Trail Corridor Subarea - Gateway Feature and wayfinding Installation	*	C	12.1

Finance

The Finance Department is responsible for coordinating and directing the financial activities of the Village of Richton Park including:

- Controlling expenditures & investing activities
- Coordinating the annual budget for all departments
- Establishing & maintaining proper internal controls to safeguard Village assets
- Issuing & processing vehicle sticker revenue
- Issuing & processing water, sewer, & refuse billing
- Issuing invoices for all departments
- Maintaining the central accounting system
- Managing revenue collections, including cash receipts
- Processing payroll & accounts payable
- Reconciling bank accounts
- Scheduling & oversight of the annual audit

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2018-2022 Capital Projects

Within this 2018-2022 CIP, the Finance Department is responsible for 1 project totaling \$175,000.

CIP Projects Beyond 2022

The Finance Department has no projects identified within the 10-year CIP list (**Appendix B**) identified by Village staff.

New Financial Software Package

Project #: 2 | **Lead Department:** Finance

Category: C | **Score:** 12.8

Project Description:

New software to operate Village utility (water, sewer, storm-water and refuse) billing, accounts receivable/payables, general ledger, financial reporting, financial statements, deposits, and depreciation reports. The project would provide a tool to improve operating efficiency for multiple departments while allowing for more accountability to the residents, staff, and Board.

Project Funding:

This project is funded through the Motor Fuel Tax Fund and Water Fund.

	Funding Source					Total
Village Funds	2018	2019	2020	2021	2022	
Water Fund	--	\$35,000	--	--	--	\$35,000
MFT	--	\$140,000	--	--	--	\$140,000
Total	--	\$175,000	--	--	--	\$175,000

Fire

The Richton Park Fire Department is a fire department committed to providing the highest level of service in the most efficient and cost effective manner to the citizens and communities it serves. Responsibilities of the Fire Department include:

- Emergency Management
- Emergency Medical Services
- Fire Prevention
- Public Education

Mission Statement

The mission of the Fire Department is to save lives and to protect property from the ravages of fire, natural disasters, injuries, illness or any other situation, which could compromise the well-being of all people the department is called upon to help.

2018-2022 Capital Projects

Within this 2018-2022 CIP, the Fire Department is responsible for 4 projects totaling \$675,200 in improvements.

CIP Projects Beyond 2022

The Fire Department has 1 project totaling \$75,000 in improvements identified within the 10-year CIP list (**Appendix B**) identified by Village staff.

Project Name	Cost	Category	Score
Demolition – Fire Training Wall	\$75,000	B	11.7

Driveway Replacement - Fire Station

Project #: 3 | **Lead Department:** Fire

Category: B | **Score:** 14.8

Project Description:

Replace current driveway which is deteriorating quickly due to heavy fire equipment by installing a new driveway with more durable pavement will reduce long-term maintenance costs.

Project Funding:

This project is funded through the Motor Fuel Tax Fund and General Fund.

	Funding Source					Total
Village Funds	2018	2019	2020	2021	2022	Total
General Fund	--	--	--	\$34,200	--	\$34,200
MFT				\$61,000		\$61,000
Total	\$	--	--	\$95,200	--	\$95,200

15-19

Fire Engine

Project #: 4 | **Lead Department:** Fire

Category: C | **Score:** 13.0

Project Description:

A new engine is needed to remove an existing apparatus from front line service after 15 years. The Fire Department is requesting this be a 10-year recurring project. Replacing the fire truck will increase the ability of emergency response workers to aid the community.

Project Funding:

It is anticipated that this project will be funded by a Federal legislative grant through Senator Durbin's office to be allocated for in a single year (2020).

	Funding Source					Total
Village Funds	2018	2019	2020	2021	2022	Total
General Fund	--	--	--	--	--	\$0
Outside Funds			\$500,000			\$500,000
Total	--	--	\$500,000	--	--	\$500,000

Fire Department

Richton Park Capital Improvement Plan

Thermal Imaging Cameras

Project #: 5 | **Lead Department:** Fire

Category: C | **Score:** 12.5

Project Description:

The purchase of two new Thermal Imaging Cameras to replace existing cameras. New cameras will assist fire personnel with search and rescue operation for victims trapped in structures.

Project Funding:

This project is to be funded through the FEMA Assistance to Firefighters Grants (AFG) Program with a 5% local match from the General Fund.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	General Fund	--	\$2,000	--	--	--	\$2,000
Outside Funds	AFG	--	\$38,000	--	--	--	\$38,000
	Total	--	\$40,000	--	--	--	\$40,000

15-20

Portable Radio Replacement

Project #: 6 | **Lead Department:** Fire

Category: C | **Score:** 11.7

Project Description:

Older portable radios have reduced reliability due to advent of narrow banding and other digital radio communication systems technologies. Upgrading radios will enable communication between personnel and with fire department command when operating inside.

Project Funding:

This project is to be funded through the FEMA Assistance to Firefighters Grants (AFG) Program with a 5% local match from the General Fund.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	General Fund	--	\$2,000	--	--	--	\$2,000
Outside Funds	AFG	--	\$38,000	--	--	--	\$38,000
	Total	--	\$40,000	--	--	--	\$40,000

Fire Department

Richton Park Capital Improvement Plan

Community Services

The Community Services Department focuses on relationship building and providing information services to the residents of the Village of Richton Park and the media. It is our goal to develop an informed community and to foster a positive village image in the community and beyond. We also enforce the village's Fair Housing Ordinances, as well as promote diversity and enforcement activities including monitoring real estate transaction listings and redirecting investigative complaints.

Parks and Recreation Division

Parks and Recreation is a division within the Community Services Department. The Parks and Recreation division maintains 10 community parks covering over 60 acres, as well as an award winning community center facility, serving the Richton Park community. The mission of the Richton Park Parks & Recreation is to provide quality space, recreational programming, and events that promote healthy, active, entertaining lifestyles to enhance the overall quality of life for not just our community, but influencing others to do so as well. The Parks and Recreation division is responsible for the following:

- Parks and Facility Maintenance
- Recreation Programming
- Summer Camps and After School Programs
- Fitness and Health Education
- Special Events

15-22

2018-2022 Capital Projects

Within this 2018-2022 CIP, the Community Service Department is responsible for 3 projects totaling \$80,000 in improvements.

Playground Equipment Replacement - Glaeser Park

Project #: 7 | **Lead Department:** Community Services, Parks and Recreation Div. | **Category:** B | **Score:** 11.8

Project Description:

Replacement of outdated and potentially hazardous playground equipment. This is the Village’s main park with the highest resident utilization. The Village also uses this location for its public programming like National Night Out. This location is also used by YBARB annually for youth athletics. Potential to complete in phases.

Project Funding:

This project is to be funded through the annual DPW Parks Maintenance budget.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	DPW Parks Maint.	\$15,000	\$10,000	--	--	--	\$25,000
	Total	\$15,000	\$10,000	--	--	--	\$25,000

15-23

Playground Resurfacing

Project #: 8 | **Lead Department:** Community Services, Parks and Recreation Div. | **Category:** B | **Score:** 11.3

Project Description:

Remove existing mulch, install underground drainage, add pea gravel layer, and add new mulch. Install sidewalk ribbon around play area, and eliminate plastic forms from perimeter. This will add a safety feature to the playground areas, make the area easier to maintain, and address ADA issues.

Project Funding:

This project is to be funded through the annual DPW Parks Maintenance budget.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	DPW Parks Maint.	\$12,000	\$12,000	\$12,000	--	--	\$36,000
	Total	\$12,000	\$12,000	\$12,000	--	--	\$36,000

Glaeser Park Concrete Repair & Replacement

Project #: 9 | **Lead Department:** Community Services, Parks and Recreation Div. | **Category:** B | **Score:** 10.7

Project Description:

Walkway concrete repair and replacement within Glaeser Park.

Project Funding:

This project is to be funded through the annual DPW Parks Maintenance budget.

Funding Source	2018	2019	2020	2021	2022	Total
Village Funds						
DPW Parks Maint.	--	--	\$10,000	\$10,000	--	\$20,000
Total	--	--	\$20,000	\$20,000	--	\$20,000

CIP Projects Beyond 2022

The Community Services Department has 7 projects totaling \$790,000 in improvements identified within the 10-year CIP list (**Appendix B**) identified by Village staff.

Project Name	Cost	Category	Score
Ballfield Renovations - Glaeser Park	\$150,000	B	13.3
Restroom Build-out - Pierce Park	\$75,000	B	11.7
Restroom Build-out - Covington Park	\$75,000	B	10.2

Long Term or Grant Funded Projects

As listed in the table below, there are several desired capital projects that would be overseen by the Community Services Department if outside funding were to be identified to facilitate implementation. These projects include enhancements to the Community Center (gym floor replacement, sound system) and Glaeser Park (LED Light upgrades, splash pad) as well as a new dog park and trail corridor.

Project Name	Cost	Category	Score
Ballfield LED Light Upgrades - Glaeser Park	\$25,000	B	*
Bike Path - CornEd Right-of-way	\$300,000	C	13.2
Gymnasium Floor Replacement - Community Center	\$115,000	C	10
Sound System - Community Center	\$36,000	C	9.2
Community Splash Pad - Glaeser Park	\$100,000	C	9.2
Dog Park	\$65,000	C	8.0

* This item was added following the scoring/ranking exercise.

Police

The Police Department strives to provide excellence in policing services by working collaboratively with the community to address crime, the fear of crime, and other public safety concerns. The department works in partnership with residents, schools, local businesses, homeowner associations, civic groups, churches and other government agencies to provide excellence in law enforcement services, making our community an ideal place for people to live, work and play.

Mission Statement

It is the mission of the Richton Park Police Department to provide professional and ethical law enforcement services; work in cooperation with the community to enhance the quality of life; and preserve a safe environment for all to enjoy.

2018-2022 Capital Projects

Within this 2018-2022 CIP, the Police Department is responsible for 2 projects totaling \$200,000 in improvements.

Portable Video Surveillance Cameras

Project #: 10 | **Lead Department:** Police

Category: C | **Score:** 13.6

Project Description:

A portable video surveillance (PVS) system is a camera mounted on a mobile trailer with an attached energy source that is used to capture events. Municipalities, construction contractors, event centers, and law enforcement have all employed PVS to prevent theft and vandalism, reduce costs, improve the effectiveness of emergency responders, and more.

Project Funding:

This project is to be funded by a yet to be identified grant source. This project is a priority for the Police Department who will work to identify grant funding to ensure implementation in 2019.

Funding Source		2018	2019	2020	2021	2022	Total
Outside Funds	Grant TBD	--	\$75,000	--	--	--	\$75,000
	Total	--	\$75,000	--	--	--	\$75,000

Supplementary Information:

http://www.wanco.com/cp/uploads/brochure_WancoPVS.pdf

Metra Station Video Surveillance

Project #: 11 | **Lead Department:** Police

Category: C | **Score:** 11.5

Project Description:

Installation of a surveillance system in concert with a lighting upgrade project at Metra commuter parking lots.

Project Funding:

This project is to be funded by the Commuter Parking Lot fund (40 percent), Motor Fuel Tax fund (48 percent), and General Fund (12 percent).

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	General Fund	\$15,000	--	--	--	--	\$15,000
	MFT	\$60,000	--	--	--	--	\$60,000
	CPL	\$50,000	--	--	--	--	\$50,000
	Total	\$125,000	--	--	--	--	\$125,000

Police Department

Richton Park Capital Improvement Plan

CIP Projects Beyond 2022

The Police Department has no projects identified within the 10-year CIP list (**Appendix B**) identified by Village staff.

Long Term or Grant Funded Projects

As listed in the table below, there are 2 desired capital projects that would be overseen by the Police Department if outside funding were to be identified to facilitate implementation. These projects relate to the renovation and expansion of the Village's Police Station, which has several issues, including but not limited to:

- Inadequate plumbing in the holding cell that results in regular back-ups;
- Storage space is at full capacity; and
- Limited space for staff to complete necessary paperwork.

While renovations can enhance functional capacity of the existing station, an expansion of the existing facility or the construction of a new facility is needed over the long term to address capacity issues. Village staff believe that long-term expansion plans were developed when the Village's Government Center was built to accommodate additional capacity when needed.

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Project Name	Cost	Category	Score
Police Station Renovation	\$150,000	B	12.5
New or Expanded Police Station	\$4,500,000	C	10.7

Public Works

The Public Works Department is responsible for the design, installation, maintenance, repair, and replacement of the Village's roadway system, sanitary sewer system, storm sewer system, and water purification and distribution system. In addition, the Department operates the Village's commuter parking lots, maintains Village parks, and operates the refuse collection program for single-family homes. Public services are based upon the needs of the residents as set forth in the policies and ordinances established by the board of elected officials. The department's vision is to be recognized as an outstanding provider of public works services to the community.

Mission Statement

The mission of the Public Works Department is to effectively deliver quality and responsive public services to enhance the living and working environment of the community as well as to maintain a reputation for reliability. The mission is carried out through collective efforts of a motivated and professional Public Works staff. Staff strive to foster partnerships, teamwork, quality customer service, employee development, continuous improvement, and a positive public image.

2018-2022 Capital Projects

Within this 2018-2022 CIP, the Public Works Department is responsible for 21 projects totaling \$4.7 million in improvements.

Metra Station Parking Lot Pavement

Project #: 12 | Lead Department: Public Works

Category: B | Score: 13.3

Project Description:

Maintenance and resurfacing of the Metra commuter parking lots.

Project Funding:

This project is funded through the Commuter Parking Lot Fund.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	CPL	--	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
	Total	--	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000

Annual - Sidewalk Replacement

Project #: 13 | Lead Department: Public Works

Category: B | Score: 13.6

Project Description:

Annual sidewalk maintenance to address segments in poor condition and installation of new sidewalks where absent to complete the Village's pedestrian network.

Project Funding:

This project is funded primarily through the Motor Fuel Tax Fund with additional funding through the General Fund on a year-by-year basis.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	MFT	--	--	\$15,000	\$35,000	--	\$80,000
	General Fund	--	--	--	--	\$30,000	\$30,000
	Total	--	--	\$15,000	\$35,000	\$30,000	\$80,000

Annual – Village-wide Water Valve Replacement

Project #: 14 | Lead Department: Public Works

Category: B | Score: 13.2

Project Description:

Due to the age and condition of the valves and contained in the water distribution system, the Village has planned for the design and construction engineering services for water system valve replacement throughout the village. The valves scheduled for replacement are more than 40 years old and have exceeded their useful life. Many are no longer operational.

Project Funding:

This project is funded through the Water Fund.

Funding Source	2018	2019	2020	2021	2022	Total
Village Funds						
Water Fund	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
Total	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000

Annual - Sanitary Sewer Lining

Project #: 15 | Lead Department: Public Works

Category: B | Score: 12.9

Project Description:

Average annual cost of sewer lining over a 5 year period as part of a long term program to address all sewers in need of re-lining (excluding newer subdivisions).

Project Funding:

This project is funded through the Water Fund.

Funding Source	2018	2019	2020	2021	2022	Total
Village Funds						
Water Fund	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Total	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000

Department of Public Works

Richton Park Capital Improvement Plan

Annual - Roadway Patching

Project #: 16 | Lead Department: Public Works

Category: B | Score: 11.7

Project Description:

Annual roadway patching budgeted for the maintenance of local roadways.

Project Funding:

This project is funded primarily through the Motor Fuel Tax Fund with additional funding through the General Fund on a year-by-year basis.

Funding Source	2018	2019	2020	2021	2022	Total
MFT	\$35,000	\$35,000	\$35,000	\$35,000	\$10,000	\$175,000
General Fund	--	--	--	--	\$25,000	\$25,000
Total	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000

15-33

Annual - Crack Sealing

Project #: 17 | Lead Department: Public Works

Category: B | Score: 10.9

Project Description:

Annual crack sealing budgeted for the maintenance of local roadways.

Project Funding:

This project is funded through the Motor Fuel Tax Fund.

Funding Source	2018	2019	2020	2021	2022	Total
MFT	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
Total	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000

Salt Shed Expansion

Project #: 18 | Lead Department: Public Works

Category: A | Score: 12.0

Project Description:

Add onto the current salt storage shed, to increase the capacity from 300 tons to 600 tons. This will likely be required as part of the chloride reduction initiative required through MWRD.

Project Funding:

This project is funded through the Water Fund.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	Water Fund	\$18,000	--	--	--	--	\$18,000
	Total	\$18,000	--	--	--	--	\$18,000

1534

Salt Application Pre-wetting Equipment

Project #: 19 | Lead Department: Public Works

Category: A | Score: 11.8

Project Description:

Purchase of a tank system, for pre-wetting entire loads, or equipment mounted to each vehicle, for pre-wetting at the discharge of the auger on each truck. This will likely be required as part of the chloride reduction initiative required through MWRD.

Project Funding:

This project is funded through the Water Fund.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	Water Fund	--	\$52,000	--	--	--	\$52,000
	Total	--	\$52,000	--	--	--	\$52,000

Lakeshore Drive - Structural Overlay

Project #: 20 | Lead Department: Public Works

Category: B | Score: 13.9

Project Description:

Roadway resurfacing on concert with water main replacement along Lakeshore Drive. Large project spread across a seven year period (2018-2024) to improve several adjacent segments of Lakeshore Drive.

Project Funding:

This project is funded through the Motor Fuel Tax Fund.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	MFT	\$80,000	\$80,000	\$80,000	\$80,000	\$310,000	\$80,000
	Total	\$80,000	\$80,000	\$80,000	\$80,000	\$310,000	\$80,000

15-35

23023-22440 Lakeshore - Water Main Replacement

Project #: 21 | Lead Department: Public Works

Category: B | Score: 13.0

Project Description:

Water main replacement near the apartments at the north end Lakeshore Drive.

Project Funding:

This project is funded through the Water Fund.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	Water Fund	--	--	--	--	\$225,000	\$225,000
	Total	--	--	--	--	\$225,000	\$225,000

22400 Lakeshore - Water Main Replacement

Project #: 22 | Lead Department: Public Works

Category: B | Score: 12.9

Project Description:

Water main replacement in concert with roadway resurfacing along Lakeshore Drive. Part of a seven year project (2018-2024) to improve several adjacent segments of Lakeshore Drive.

Project Funding:

This project is funded through the Water Fund.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	Water Fund	\$154,000	--	--	--	--	\$154,000
	Total	\$154,000	--	--	--	--	\$154,000

15-36

22500 Lakeshore - Water Main Replacement

Project #: 23 | Lead Department: Public Works

Category: B | Score: 12.9

Project Description:

Water main replacement in concert with roadway resurfacing along Lakeshore Drive. Part of a seven year project (2018-2024) to improve several adjacent segments of Lakeshore Drive.

Project Funding:

This project is funded through the Water Fund.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	Water Fund	--	\$154,000	--	--	--	\$154,000
	Total	--	\$154,000	--	--	--	\$154,000

22600 Lakeshore - Water Main Replacement

Project #: 24 | Lead Department: Public Works

Category: B | Score: 12.9

Project Description:

Water main replacement in concert with roadway resurfacing along Lakeshore Drive. Part of a seven year project (2018-2024) to improve several adjacent segments of Lakeshore Drive.

Project Funding:

This project is funded through the Water Fund.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	Water Fund	--	--	\$118,500	--	--	\$118,500
	General Fund	--	--	\$35,500	--	--	\$35,500
	Total	--	--	\$154,000	--	--	\$154,000

15-37

22800 Lakeshore - Water Main Replacement

Project #: 25 | Lead Department: Public Works

Category: B | Score: 12.8

Project Description:

Water main replacement in concert with roadway resurfacing along Lakeshore Drive. Part of a seven year project (2018-2024) to improve several adjacent segments of Lakeshore Drive.

Project Funding:

This project is funded through the Water Fund.

Funding Source		2018	2019	2020	2021	2022	Total
Village Funds	Water Fund	--	--	--	\$154,000	--	\$154,000
	Total	--	--	--	\$154,000	--	\$154,000

Department of Public Works
 Richton Park Capital Improvement Plan

Carlborg - Structural Overlay

Project #: 26 | Lead Department: Public Works

Category: B | Score: 11.9

Project Description:

Resurfacing of Carlborg Court roadway.

Project Funding:

This project is funded through the Motor Fuel Tax Fund.

Funding Source	2018	2019	2020	2021	2022	Total
Village Funds						
MFT	--	--	\$12,000	--	--	\$12,000
Total	--	--	\$12,000	--	--	\$12,000

Back Parking Lot Resurfacing - Glaeser Park

Project #: 27 | Lead Department: Public Works

Category: B | Score: 12.7

Project Description:

The resurfacing of the Glaeser Park back parking lot and the repair of the sunken ground around the sewer drain. This is the Village's main park with the highest resident utilization.

Project Funding:

This project is funded through the Motor Fuel Tax Fund.

Funding Source	2018	2019	2020	2021	2022	Total
Village Funds						
MFT	\$40,000	--	--	--	--	\$40,000
Total	\$40,000	--	--	--	--	\$40,000

Cherie - Structural Overlay

Project #: 28 | Lead Department: Public Works

Category: B | Score: 12.4

Project Description:

Resurfacing of Cherie Court roadway.

Project Funding:

This project is funded through the Motor Fuel Tax Fund.

Funding Source	2018	2019	2020	2021	2022	Total
Village Funds						
MFT	\$12,000	--	--	--	--	\$12,000
Total	\$12,000	--	--	--	--	\$12,000

Hillside - Structural Overlay

Project #: 29 | Lead Department: Public Works

Category: B | Score: 12.0

Project Description:

Resurfacing of Hillside Drive roadway.

Project Funding:

This project is funded through the Motor Fuel Tax Fund.

Funding Source	2018	2019	2020	2021	2022	Total
Village Funds						
MFT	\$190,000	--	--	\$190,000	--	\$190,000
Total	\$190,000	--	--	\$190,000	--	\$190,000

Schaaf - Reconstruct

Project #: 30 | Lead Department: Public Works

Category: B | Score: 10.9

Project Description:

Reconstruction of Schaaf Court roadway.

Project Funding:

This project is funded through the Motor Fuel Tax Fund.

Funding Source	2018	2019	2020	2021	2022	Total
Village Funds						
MFT	\$28,000	--	--	--	--	\$28,000
Total	\$28,000	--	--	--	--	\$28,000

Clark Drive (Karlov to Birchwood) - Water Main Replacement

Project #: 31 | Lead Department: Public Works

Category: B | Score: 12.4

Project Description:

Water main replacement along Clark Drive from Karlov Avenue to Birchwood Road.

Project Funding:

Village staff have applied for funds through the Community Development Block Grant (CDBG) from the Cook County Department of Economic Development.

Funding Source	2018	2019	2020	2021	2022	Total
Village Funds						
CDBG	--	\$250,000	--	--	--	\$250,000
Total	--	\$250,000	--	--	--	\$250,000

Windsor - Water Main Replacement

Project #: 32 | Lead Department: Public Works | Category: B | Score: 11.7

Project Description:

Water main replacement along Windsor Court.

Project Funding:

This project is funded through the Water Fund.

	Funding Source					Total
Village Funds	2018	2019	2020	2021	2022	Total
Water Fund	--	--	\$282,500	--	--	\$282,500
Total	--	--	\$282,500	--	--	\$282,500

CIP Projects Beyond 2022

The Department of Public Works has 17 projects totaling \$3.1 million in improvements identified within the 10-year CIP list (**Appendix B**) identified by Village staff. These projects are in addition to annual costs

Project Name	Cost	Category	Score
Metra Station Parking Lot Pavement	\$300,000	B	13.3
Sidewalk Replacement	\$215,000	B	13.6
Annual			
Village Wide Water Valve Replacement	\$210,000	B	13.2
Sanitary Sewer Lining	\$150,000	B	12.9
Roadway Patching	\$210,000	B	11.7
Crack Sealing	\$90,000	B	10.9
Lakeshore Drive - Structural Overlay (2 years)	\$620,000	B	13.9
23023-22440 Lakeshore - Water Main Replacement (2 years)	\$450,000	B	13.0
22500 Ridgeway - Water Main Replacement	\$143,000	B	12.9
22700 Ridgeway - Water Main Replacement (2 years)	\$147,400	B	12.9
22800 Ridgeway - Water Main Replacement	\$143,000	B	13.4
Thomas Court - Structural Overlay	\$57,600	B	12.0
Thomas Court - Water Main Replacement	\$114,000	B	12.0
Franklin - Structural Overlay	\$58,000	B	12.0
Keith - Structural Overlay	240,000	B	12.5
Lorraine Ct - Structural Overlay	\$57,000	B	12.1
Richton Road - Structural Overlay	\$401,900	B	13.5
Roberta - Structural Overlay	\$176,000	B	13.5
Tyler - Structural Overlay	\$60,000	B	12.0
Lorraine Ct - Structural Overlay	\$57,000	B	12.1
Ascot - Water Main Replacement	\$157,500	B	12.9
Karlof (Poplar south to new main) - Water Main	\$141,000	B	12.2
Mill Dr (kiss n ride) - Water Main Replacement	\$92,500	B	12.2

Long Term or Grant Funded Projects

As listed in the table below, there are 23 desired capital projects that would be overseen by the Department of Public Works if outside funding were to be identified to facilitate implementation. These projects generally fall into six groups:

- Town Center Stormwater Improvements;
- Facilities/Equipment Upgrades;
- Water Main Replacements;
- Steger Road Improvements;
- Bicycle Infrastructure; and
- Other.

Project Type	Project Name	Cost	Category	Score
Town Center Stormwater Improvements	Butterfield Creek Channel Improvements - Maple Avenue to 219th Street	\$250,000	B	17.7
	Butterfield Creek Channel Improvements - Poplar Avenue to Maple Avenue	\$250,000	B	17.7
	Butterfield Creek Channel Improvements - Poplar Avenue	\$300,000	B	17.3
	Butterfield Creek Channel Improvements - Sauk Trail at Governors Plaza	\$1,250,000	B	16.5
	Butterfield Creek Channel Improvements - Poplar Avenue to Sauk Trail	\$250,000	B	15.5
	Butterfield Creek Channel Improvements - South of Governors Plaza	\$750,000	B	15.4
	Butterfield Creek Channel Improvements - Sauk Trail Culvert	\$1,750,000	B	15.2
Facilities/Equipment Upgrades	Mechanics Bay and Department Offices - Public Works	\$300,000	B	10.5
	Demolition - Well 1	\$100,000	B	9.8
	Streetscape Decorations (for new light pole receptacles)	\$30,000	C	11.5
Steger Road Improvements	Water Main Extension - Steger Road (Greenfield Sub. to Ridgeland)	\$1,500,000	C	11.5
	Steger Rd Right-of-way Improvements (Minor Arterial - west of Gov. Hwy.)	*	C	10.9
	Steger Rd Extension - Crawford to Cicero	*	C	10.9
	Bike Trails - Cicero, Central and/or Ridgeland corridors to access the Old Plank Road Trail.	*	C	10.9
Bicycle Infrastructure	Richton Square Rd - Bike Lane Restriping	*	C	15.1
	22848 Ridgeway to Taylor - Water Main Replacement	\$555,000	B	12.4
Other	Poplar Avenue Extension - Cicero to Governor's Hwy	\$2,500,000	C	13.9
	Water Tower (west of I-57 -- Does not include land)	\$2,500,000	C	14.5
	Central Ave Extension - Sauk Trail to Steger Ave	\$1,500,000	C	11.2
	Lake George Aeration System	\$35,000	C	13.1
	Richton Rd Extension - Sauk Tr to Gov. Hwy.	*	C	13.1
	Richton Rd - Conversion to 2-way traffic	*	C	14.1
	Relocate or bury overhead utilities from the north side of Sauk Trail and the east side of Governor's Highway.	*	C	17.1

Glossary Terms

ALS: Advanced Life Support-refers to the medical procedures for sustaining life including the advanced diagnosis and protocol-driven treatment of a patient in the field such as defibrillation, airway management, and administration of medications.

CMAP: Chicago Metropolitan Agency for Planning- responsible for comprehensive regional planning in Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties in northeastern Illinois. The agency developed and now guides implementation of the GO TO 2040 comprehensive regional plan. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues.

COG: Council of Government-regional governing and/or coordinating bodies that exist throughout the United States. Also known as regional planning commissions and planning districts.

CPR: Cardiopulmonary Resuscitation- a lifesaving technique useful in many emergencies, including heart attack or near drowning, in which someone's breathing or heartbeat has stopped.

Crime Free Housing: a crime prevention program designed to reduce crime, drugs, and gangs on apartment or rental properties. This agreement is between the tenant, any member(s) of the tenant's household, a guest or any other person affiliated with the resident, at or near the tenant premises; the manager or owner of the property and the police department.

CSO: Community Service Officer- Provides support in crime prevention, investigation, and response where full police powers are unnecessary and assists police officers in upholding law and order.

DPW: Department of Public Works-Department in Richton Park that maintain and improve the City's infrastructure.

FEMA: Federal Emergency Management Agency-a federal agency that coordinates the response to disasters in the United States.

FTE: Full Time Equivalent- unit of measurement used to compare against part time employment and full time employment. Ex. One FTE is equivalent to one employee working full time.

FY: Fiscal Year-a period that a company or government uses for accounting purposes and preparing financial statements. A fiscal year may not be the same as a calendar year. Village of Richton Parks Fiscal Year is from May 1st – April 30th each year.

FYI: Family and Youth Initiative Programs-a community service organization consisting of Rich Township, Village of Matteson, Village of Richton Park, School Districts 159, 162 and 227, religious and civic organizations. The group works collaboratively to address youth and family issues, such as homelessness, counseling services and school readiness.

GIS: Geographic Information System-a framework for gathering, managing and analyzing data. GIS is used to make maps that communicate, perform analysis, share information and solve complex problems around the world.

HR: Human Resources- position that deals with the hiring, administration, training and benefits of personnel.

IDNR: Illinois Department of Natural Resources-to manage, conserve and protect Illinois' natural, recreational and cultural resources, further the public's understanding and appreciation of those resources, and promote the education, science and public safety of Illinois' natural resources.

IDOT: Illinois Department of Transportation-state agency in charge of state-maintained public roadways of the state of Illinois. In addition, IDOT provides funding for rail, public transit and airport projects and administers fuel tax and federal funding to local jurisdictions in the state.

IEPA: Illinois Environmental Protection Agency-Illinois agency that safeguards environmental quality, consistent with the social and economic needs of the State, so as to protect health, welfare, property and the quality of life.

IML: Illinois Municipal League-was created to unite local governments to make one strong, common voice. Educate, advocate and empower the local governments.

IMRF: Illinois Municipal Retirement Fund-created in 1939 by the Illinois General Assembly and began operating in 1941. Provides employees of local governments and school districts in Illinois with the exception of City of Chicago and Cook County) with a sound and efficient system for the payment of retirement, disability, and death benefits.

IPELRA: Illinois Public Employer Labor Relations Association- a professional, nonprofit Illinois association with over 300 members comprised of public sector management

representatives responsible for carrying out the labor relations program within their respective jurisdictions.

IT: Information Technology- Company in charge with establishing, monitoring and maintaining information technology systems and services.

LGDF: Local Government Distribution Funds- Municipalities and counties in Illinois receive a share of the state's income tax revenues through the LGDF based on their population relative to the state's total population.

MetLife: insurance Company providing dental insurance for government employees and their dependents.

NEMRT: North East Multi-Regional Training- is one of the fourteen Mobile Teams of Illinois ASSIST Program. Provide in-service training to law enforcement and corrections personnel throughout the metropolitan Chicagoland area.

NPELRA: National Public Employer Labor Relations Association- premier organization network of state and regional affiliates for public sector labor relations and human resources professionals.

SHRM: Society for Human Resource Management-the world's largest human resource professional society, representing 285,000 members in more than 165 countries. Leading provider of resources serving the needs of HR professionals and advancing the practice of human resource management.

SRO: School Resource Officer- sworn law enforcement officers who are responsible for providing security and crime prevention services. Work closely with administrators in an efforts to create a safer environment for both students and staff.

SSMCTF: South Suburban Major Crimes Task Force- mission is to provide comprehensive investigative services to all participating member agencies. These services include, but not limited to, major drug related violent crimes including homicides, non-parental kidnappings, and other exceptionally heinous crimes when requested to do so by the Police Chief of the member agency with the approval of the Board of Directors. Under the Command of the Cook County Sheriff's Police Department and the Illinois State Police has the responsibility of supervising 54 South Suburban Police Departments who have assigned approximately 150 investigators.

SSMMA: South Suburban Mayors & Managers Association- Many communities, one vision for the southern suburbs. SSMMA is a partner and a resource for local governments in areas such as transportation, housing, economic development, etc.

YBARP-Youth Baseball Association of Richton Park-a non-profit organization, run by volunteers. Providing a safe place for the youth of our community to play baseball, make new friends, and of course build self-confidence and self-esteem.

Youth Anti-Violence Program: In collaboration with Rich Township local school districts 159, 162, and 227; will address the issue of bullying and dating violence in the school setting by adopting the multi-level intervention model: School-wide, classroom level and individual level).

DEBT SCHEDULE

GENERAL OBLIGATION BONDS, SERIES 2013

Funds were used toward water projects such as infrastructure upgrades. Payments are due in December of each year.

Fiscal Year	Principal	Interest	Total
2019	\$60,286	\$4,720	\$65,006
2020	\$60,285	\$3,147	\$63,433
2021	\$60,286	\$1,573	\$61,858
Total:	\$180,857	\$9,440	\$190,297

LINE OF CREDIT

Funds were used to purchase two ambulances for the Fire Department, a SUV for Parks and Recreation Department, three pick-up trucks for Public Works Department, and a riding mower for Public Works. Payments are due quarterly: June, September, December and March.

Fiscal Year	Principal	Interest	Total
2019	\$111,233.49	\$8,934.59	\$120,168.08
2020	\$113,630.22	\$6,537.86	\$120,168.08
2021	\$116,078.60	\$4,089.48	\$120,168.08
2022	\$118,579.71	\$1,588.37	\$120,168.08
Total:	\$459,522.02	\$21,150.30	\$480,672.32

FINANCED LOAN-KS STATE BANK

Funds were used to purchase a 2016 International Truck to be used as a large plow for Public Works Department. Last payment is due in February.

Fiscal Year	Principal	Interest	Total
2019	\$35,727.32	\$1,136.13	\$36,863.45
Total:	\$35,727.32	\$1,136.13	\$36,863.45

KSB STATE BANK- GENERAL OBLIGATION CONTRACT

Funds were used to help fund the Lighting Project throughout Richton Park. Payments are due on the 5th of each month.

Fiscal Year	Principal	Interest	Total
2019	\$148,944.70	\$16,515.62	\$165,460.32
2020	\$154,186.55	\$11,273.77	\$165,460.32
2021	\$159,612.90	\$5,847.42	\$165,460.32
2022	\$81,900.76	\$829.40	\$82,730.16
Total:	\$544,644.91	\$34,466.21	\$579,111.12

GENERAL OBLIGATION BONDS, SERIES 2017

Funds are used to help fund water projects, repair and/or fix the water towers and to help fund the new water meters. Payments are due in June and December each year.

Fiscal Year	Principal	Interest	Total
2019	\$210,000.00	\$249,550.00	\$459,550.00
2020	\$215,000.00	\$243,250.00	\$458,250.00
2021	\$220,000.00	\$236,800.00	\$456,800.00
2022	\$230,000.00	\$230,200.00	\$460,200.00
2023	\$235,000.00	\$221,000.00	\$456,000.00
2024	\$245,000.00	\$211,600.00	\$456,600.00
2025	\$250,000.00	\$201,800.00	\$451,800.00
2026	\$260,000.00	\$191,800.00	\$451,800.00
2027	\$275,000.00	\$181,400.00	\$456,400.00
2028	\$290,000.00	\$170,400.00	\$460,400.00
2029	\$300,000.00	\$158,800.00	\$458,800.00
2030	\$315,000.00	\$146,800.00	\$461,800.00
2031	\$325,000.00	\$134,200.00	\$459,200.00
2032	\$340,000.00	\$121,200.00	\$461,200.00
2033	\$350,000.00	\$107,600.00	\$457,600.00
2034	\$365,000.00	\$93,600.00	\$458,600.00
2035	\$380,000.00	\$79,000.00	\$459,000.00
2036	\$395,000.00	\$63,800.00	\$458,800.00
2037	\$410,000.00	\$48,000.00	\$458,000.00
2038	\$0	\$16,312.50	\$16,312.50
Total	\$5,610,000.00	\$3,107,112.50	\$8,717,112.50

