



Village of Riverside  
Capital Improvement Plan  
Fiscal Years 2019 - 2028

Revised August, 2018

## Overview of the Capital Improvement Plan

This document presents the ten year capital improvement plan (“CIP”) for the Village of Riverside which spans fiscal years 2019 through 2028. This CIP has been reviewed extensively by staff and is organized by fiscal year, fund and department. The Plan will be updated periodically as additional information is received, additional capital needs are identified and existing capital needs are reprioritized. The CIP assigns projects and purchases to the years in which they are expected to be commenced. The CIP does not assess the availability of funding or the type of funding, unless otherwise noted. This document should be viewed as a tool for both the Village Board and department managers to assist with the annual budgeting process which will get underway shortly. Please note that a number of available funds are restricted to specific capital expenditures or have legal restrictions on their use. For example, the Water & Sewer Fund may only pay for assets associated with water and wastewater operations while available funds in the Motor Fuel Tax Fund are limited to assets related to streets and roads.

Presentation of materials in this format will allow the Village Board to review the Village’s capital needs and plan for their funding. This CIP will provide the framework for future financial planning and for the forthcoming budget discussions. Every year that this CIP is updated, an additional year will be added at the end (rolling ten year period) and some items that may have been previously scheduled in a specific year may be deferred or eliminated due to funding issues or as a result of re-prioritization. Capital items listed in Fiscal Year 2019 will be reviewed, evaluated, ranked and refined by the Village Manager when the recommended operating budget is presented to the Village Board later this year.

The purposes for this CIP are to:

- 1) Provide accountability and planning at the department and fund levels;
- 2) Provide a tracking mechanism for short-term and long-term capital needs;
- 3) Prioritize current and future capital needs;
- 4) Develop a short-term and long-term financing schedule;
- 5) Align capital projects with short and long-term goals of the Village; and
- 6) Maintain the community’s infrastructure.

A ten year capital plan is of more value than a five year plan in a community such as Riverside due to the non-home-rule status of the community. As a non-home-rule community, the Village has greater restrictions with respect to available financing than a home-rule community. To fund capital projects with the issuance of debt, the residents of the Village would need to approve such issuance via a referendum. Additionally, costly infrastructure and equipment often times have a longer “life expectancy” than 5 years and therefore a 5 year plan would not capture those items deemed appropriate for a debt issuance until these items were past their useful life. For example, a number of fire vehicles, on average, have asset lives spanning 15-20 years. If the Village were to remain with a 5-year plan, this would not provide us with sufficient detail or lead-time to appropriately evaluate and discuss funding options for the acquisition of such assets.

### Current Estimated Life Expectancies of Capital Assets:

<u>Capital</u>	<u>Years</u>
Buildings and improvements	50
Wells and water mains	20-80
Parking lots	20
Machinery and equipment	5-10
Vehicles	6-20
Infrastructure (e.g. roads, streets, sidewalks)	50
Software	5-7

## *Items of Note*

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The following are major items of note:

- 1) This CIP will be included in the Fiscal Year 2019 Budget document once it has been approved by the Village Board. Capital items included in Fiscal Year 2019 will be submitted to the Village Manager for review and may change due to reprioritization.
- 2) Last year's plan spanned fiscal years 2018 through 2027. This year's CIP pushes one year forward in advance of the current fiscal year and spans from fiscal year 2019 through fiscal year 2028.
- 3) The total of this CIP has decreased approximately \$4,120,780; or 63.39% over prior year's plan total of \$6,500,761. There are numerous reasons for this change including the completion many large projects including the First Division Paving and Parking Lot 1 Resurfacing.
- 4) As described previously, this Plan is subject to annual modification as a result of updated needs assessments and updated pricing information. Any subsequent changes to this Plan will be specifically identified and a comparison of the most recent version and previous version will be provided.
- 5) At the end of Fiscal Year 2018, the fund balance for the Capital Projects fund is projected to be \$248,710. Please note that this projected balance is based on Finance's analysis of year-to-date actual revenues and expenditures and anticipated activity for the remainder of 2018. As anticipated, this projected year-end fund balance reflects a decrease over prior year-end due to the incursion of capital expenditures and the timing of any eligible grant reimbursements. Included in this CIP is a schedule that lists the projected fund balances for most of the Village's funds as of December 31, 2018.
- 6) The unassigned General fund balance is projected to increase \$74,508; from \$19,819 as of December 31, 2017 to \$94,327. This increase is net of the \$687,841 transfer out from the General Fund to the Capital Projects Fund that was carried-out in December 2017 to fund the anticipated 2018 capital projects. For your reference, the following table lists the historical total fund balances and unassigned fund balances for the General Fund.

*Items of Note (continued)*

<b>Fund Balance- General Fund</b>					
<b>Fiscal</b>	<b>Total</b>	<b>Unassigned</b>	<b>Increase/(decrease) in</b>		
			<b>unassigned fund balance</b>		
<b>year-end</b>	<b>fund balance</b>	<b>fund balance</b>	<b>\$ Change</b>	<b>% Change</b>	
2008	4,183,869	1,484,286	\$ 198,393	15.43%	
2009	5,464,252	3,085,489	1,601,203	107.88%	
2010	5,848,863	3,327,184	241,695	7.83%	
2011	6,254,456	3,759,927	432,743	13.01%	
2012	6,997,808	4,081,763	321,836	8.56%	
2013	6,581,589	3,440,325	(641,438)	-15.71%	
2014	5,491,791	2,268,596	(1,171,729)	-34.06%	
2015	5,491,437	2,290,880	22,284	0.98%	
2016	4,596,486	1,115,692	(1,175,188)	-51.30%	
2017	3,677,720	19,819	(1,095,873)	-98.22%	
2018*	4,066,360	94,327	74,508	375.94%	
* Amounts estimated based on budgeted revenues and expenditures.					

- 7) This CIP currently reflects \$210,000 in capital equipment purchases and improvements for the Water & Sewer Fund which is an decrease of \$1,290,000; or 86% over prior year's plan of \$1,500,000. The primary drivers of this decrease are the completion of the First Division Sewer Separation Street Resurfacing and Water Main Replacements at Northgate and Coonley Road projects in 2018. The maintenance of the Village's water and sewer infrastructure is a high priority and requires significant annual investment. Please also keep in mind that water main and sewer line replacement projects will be carried-out in close coordination, when practical, with many road and street improvement projects to eliminate any work that would be identified as duplicative and to minimize the disruption to residents.

<b>Water &amp; Sewer Fund Capital Expenses</b>				
<b>Fiscal</b>	<b>Total Capital</b>	<b>From Prior Year</b>		
		<b>\$ Change</b>	<b>% Change</b>	
<b>Year-end</b>	<b>Expenses</b>			
2008	446,586	64,894	17.00%	
2009	372,955	(73,631)	-16.49%	
2010*	2,124,219	1,751,264	469.56%	
2011	327,701	(1,796,518)	-84.57%	
2012	9,238	(318,463)	-97.18%	
2013	573,379	564,141	6106.74%	
2014	936,442	363,063	63.32%	
2015	36,020	(900,422)	-96.15%	
2016	25,498	(10,522)	-29.21%	
2017	3,291,764	3,266,266	12809.89%	
2018**	1,200,324	(2,091,440)	-63.54%	
* In 2010 the Village participated in the IEPA loan program which resulted in a large increase in capital expenditures. The two loans obtained do not require any interest payments and have a 20-year maturity period.				
** The 2018 capital expenses represent the original budget amounts, adjusted for projected actual expenses.				

### *Items of Note (continued)*

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- 8) The inflation rate for the cost of construction continues to rise in the Chicagoland area. Increases are estimated to range from 4% - 10% annually for the duration of this Plan.

### *Issues to Consider*

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- 1) The combined estimated unassigned Fund Balance in the General Fund and total Capital Projects Fund at the end 2018 is \$343,037. This does not cover the proposed capital expenditures of \$494,110 for 2019. Staff has presented Capital Project schedules organized by 2018 Roll Over Projects and prioritized the remaining projects into High, Medium and Low.

**Staff Recommendation:** Begin discussions of which projects to include in the 2019 Capital Improvement Plan.

- 2) At the end of 2017, the Village had available for withdrawal \$448,990 at IRMA and \$90,000 at NSEBC. These funds have historically been kept at these agencies to smooth insurance cost if there is a year with a large claim history.

**Staff Recommendation:** Begin discussions of transferring these funds for Capital Improvement Use.

- 3) The Village Fund Balance Policy includes a Committed Fund Balance in the General Fund of three months of the next fiscal year's budget. The Policy also includes an Assigned Fund Balance for Debt Service in the General Fund. This Assignment along with the Fund Balance in the Debt Service Fund totals 100% of the next fiscal year's debt service payments.

**Staff Recommendation:** Begin discussions of the Fund Balance Policy to determine if these levels are still desired.

- 4) During fiscal year 2018 capital budget discussions, staff was instructed to budget for capital that was needed and if funding was not available in the Capital Projects Funds, a transfer would be made from the General Fund's unassigned fund balance. In December 2017, the Village Board approved the transfer of \$687,841 from the General Fund to the Capital Projects Fund to pay for anticipated Fiscal Year 2016 Capital expenditures.

**Staff Recommendation:** During the 2014 budget discussions, the Village Board established a policy to fund capital with annual transfers from the General Fund's unassigned fund balance and such policy was re-iterated for the 2015, 2016, 2017 and 2018 budgets. Staff recommends that this policy continue and after the budget discussions for Fiscal Year 2019 are completed, staff will draft a resolution for adoption by the Village Board in December 2018 to approve an additional transfer of unassigned fund balance from the General Fund to the Capital Projects Fund, if necessary.

**Fiscal Year 2018 Fund Balance/Net Position Projections  
(Based on 2018 Budgeted and Projected Actual Activity)**

	<b>Actual Fund Balance as of 12/31/17</b>	<b>2018 Budgeted Revenues</b>	<b>2018 Budgeted &amp; Projected Expenditures</b>	<b>Projected Fund Balance as of 12/31/2018</b>
<b>General Fund</b>				
Unassigned Fund Balance	\$ 19,819	\$ 8,994,159	\$ 8,919,651	\$ 94,327
Parks & Recreation Assignment	270,594	621,132	597,413	\$ 294,313
<b>Special Revenue Funds</b>				
Motor Fuel Tax Fund	\$ 536,285	\$ 223,995	\$ 112,200	\$ 648,080
E911 Fund	238,931	160,220	399,151	\$ 0
<b>Enterprise Funds*</b>				
Water Fund	\$ 1,336,383	\$ 3,535,606	\$ 4,175,503	\$ 696,486
Parking Lot Fund	404,596	1,051,272	1,184,888	\$ 270,980

\* The balances presented for the Enterprise Funds are the unrestricted net position balances

**Fiscal Year 2018 Fund Balance Projections  
(Based on 2018 Projected Activity)**

	<b>Actual Fund Balance as of 12/31/17</b>	<b>2018 Projected Revenues</b>	<b>2018 Projected Expenditures</b>	<b>Projected Fund Balance as of 12/31/2018</b>	<b>2019 Projected Revenues</b>	<b>2019 Projected Expenditures</b>	<b>Projected Fund Balance as of 12/31/2019</b>
<b>Capital Projects Fund</b>							
Capital Projects (G.F. transfers)	\$ 1,048,939	\$ 411,967	\$ 995,880	\$ 465,026	\$ 70,500	\$ 506,610	\$ 28,916
Non-Home Rule Sales Tax	233,807	182,000	694,560	\$ (278,753)	185,000		\$ (93,753)
Police Vehicles	88,941	5,000	81,634	\$ 12,307	5,000		\$ 17,307
Vehicle Replacement	318,000		252,146	\$ 65,854	20,025	48,000	\$ 37,879
Parks & Recreation	22,177		37,901	\$ (15,724)	24,724	9,000	\$ -
<b>Total</b>	<b>\$ 1,711,864</b>	<b>\$ 598,967</b>	<b>\$ 2,062,121</b>	<b>\$ 248,710</b>	<b>\$ 305,249</b>	<b>\$ 563,610</b>	<b>\$ (9,651)</b>

**Village of Riverside  
Roll Over From 2018**

	Equipment/Project	2018 Budget	Proposed 2019 Budget	Notes
<b>Community Development</b>	Wayfinding Signage	\$52,000	\$ 52,000.00	Includes gateway, CBD wayfinding and parking signage (carry over from 2018 in case installation cannot be completed in 2018)
<b>Unassigned Capital Fund Balance</b>		<b>\$ 52,000.00</b>	<b>\$ 52,000.00</b>	
<b>MFT Fund</b>	Metra Intersection	\$ 544,650.00	\$ 694,076.00	This is funded 70/30 with a STP Grant of \$485,855
<b>MFT Fund</b>	Barrypoint/Forest/Herrick	\$ 754,467.00	\$ 877,295.00	This is funded 60/40 with a STP Grant of \$406,339
<b>MFT Fund Balance</b>		<b>\$ 1,299,117.00</b>	<b>\$ 1,571,371.00</b>	
<b>Water and Sewer</b>	Northgate Landscaping	\$ 700,000.00	\$ 10,000.00	Rollover from 2018. Due to timing, landscaping will not be completed until the spring
<b>Water/Sewer Fund Balance</b>		<b>\$ 700,000.00</b>	<b>\$ 10,000.00</b>	
<b>Parking Lot</b>	Resurface Parking Lot #1	\$ 1,240,000.00	\$ 25,000.00	Roll Over Landscaping portion of Lot 1 resurfacing project
<b>Parking Lot Fund Balance</b>		<b>\$ 1,240,000.00</b>	<b>\$ 25,000.00</b>	
<b>Total Roll Over Projects</b>			<b>\$ 1,658,371.00</b>	



### Designated Funding Source

	Equipment/Project	CIP Plan 2028	Proposed 2019 Budget	Notes
<b>Community Development</b>				CMAQ Grant rec'd for \$48,400. \$12,100 funded from WCMTD Grant. Grant funding allocation approved for 2018 carried over in case construction/installation cannot be completed before year end 2018
	CBD Bicycle Parking Project	\$ 60,500.00	\$ 60,500.00	
	<b>Grant Funded</b>	<b>\$ 60,500.00</b>	<b>\$ 60,500.00</b>	
<b>Parks and Recreation</b>	Baseball Field Fencing Replacement/Repair	\$ 3,000.00	\$ 3,000.00	Replacement and repair at all ball fields
<b>Parks and Recreation</b>	Field/Turf Improvements	\$ 6,000.00	\$ 6,000.00	Soccer field / ball field repair and treatment.
	<b>Parks and Recreation Assigned Fund Balance</b>	<b>\$ 9,000.00</b>	<b>\$ 9,000.00</b>	
<b>Water and Sewer</b>	Water Meter Replacement	\$ 100,000.00	\$ 100,000.00	Residential Water Meter Replacement Program
<b>Water and Sewer</b>	ERP Software	\$ 75,000.00	\$ 75,000.00	Upgrade Village Financial Software which will intergrate with Building Software. Split 75/25 with Capital Fund
<b>Water and Sewer</b>	Tower	\$ 20,000.00	\$ 20,000.00	Increase Connectivity between Public Works and Village Hall
<b>Water and Sewer</b>	DPW HVAC	\$ 15,000.00	\$ 15,000.00	Replace 15 year old HVAC unit. Split 75/25 with Capital Fund
	<b>Water/ Sewer Fund Balance</b>	<b>\$ 210,000.00</b>	<b>\$ 210,000.00</b>	
<b>Total Designated Funded Sourc</b>		<b>\$ 279,500.00</b>	<b>\$ 279,500.00</b>	

**From Unassigned General Fund Balance**

	<b>Equipment/Project</b>	<b>CIP Plan 2028</b>	<b>Proposed 2019 Budget</b>	<b>Notes</b>
<b>Administration &amp; Finance</b>	Computer Replacement	\$ 7,000.00	\$ 7,000.00	Annual Computer Replacement Program
<b>Fire</b>	Turnout Gear	\$ 25,000.00	\$ 20,000.00	Update turnout gear and other PPE
<b>Police</b>	Patrol Vehicle	\$ 48,000.00	\$ 48,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed. (Pushing down a usable 4 X4 vehicle to the Fire Department)
<b>Police</b>	Village Wide Camera Surveillance System	\$ 130,000.00	\$ 130,000.00	Surveillance system that would track vehicle registrations entering various locations with in the corporate limits.
	<b>High Priority</b>	<b>\$ 210,000.00</b>	<b>\$ 205,000.00</b>	
<b>Administration &amp; Finance</b>	Financial Software	\$ 25,000.00	\$ 25,000.00	Upgrade Village Financial Software 25/75 Split with Water Sewer Fund
<b>Community Development</b>	New Permit Tracking Software	\$52,110	\$52,110	Existing System (Bobs Code) is Access based and limited in its ability to be utilized in the field on a mobile device. Additionally support/updates for BobsCode are being discontinued. The preferred software vender will provide a discount if the Village also purchases their financials software. There is an annual fee of \$2,745 for the modules. (This was budgeted for 2018 however carried over since full implementation may not be possible by end of 2018 and 2018 budget constrictions) This item was budgeted in 2018 for \$30,000
<b>Community Development</b>	Quincy Streetscape Project Phase 1 Engineering	\$ 20,000.00	\$ 20,000.00	Phase 1 Engineering approvals from IDOT. Received \$10,000 ITEP grant. Must be approved to qualify for next round of ITEP grants.
	<b>Medium Priority</b>	<b>\$ 97,110.00</b>	<b>\$ 97,110.00</b>	

<b>Community Development</b>				Building on the economic incentives for new businesses and the streetscape improvements in the downtown, this façade improvement program for existing businesses is an initiative continued from 2017.
	Façade Improvement Grant	\$ 5,000.00	\$ 5,000.00	
<b>Public Works</b>	DPW HVAC	\$ 5,000.00	\$ 5,000.00	Replace 15 year old HVAC unit Split 25/75 with Water/Sewer Fund
<b>Public Works</b>	Selborne Alley from Kent to Harlem	\$ 100,000.00	\$ 100,000.00	Repaving Alley
<b>Public Works</b>	Train Station Floor	\$ 16,000.00	\$ 16,000.00	Sand and Seal Terrazzo Floor for Rentals
<b>Public Works</b>	Train Station Electric	\$ 14,000.00	\$ 14,000.00	Additional 12 outlets for Train Station Rentals
	<b>Low Priority</b>	<b>\$ 140,000.00</b>	<b>\$ 140,000.00</b>	
	<b>Total Unassigned Fund Balance</b>	<b>\$ 447,110.00</b>	<b>\$ 442,110.00</b>	

### 2019-2028 Capital Plan

2019-2028 Capital Plan						
Year	Dept.	Fund	Funding Source	Equipment/Project	Cost	Notes
2019	Administration/ Finance	Capital Project	Capital Project	ERP Software	\$ 25,000.00	Upgrade Village Financial Software which will intergrate with Building Software. Split 25/75 With Water Sewer
2019	Administration/ Finance	Capital Project	Capital Project	Computer Replacement	\$ 7,000.00	annual computer replacement
<b>2019</b> <b>Administration/Finance</b> <b>Subtotal \$ 32,000.00</b>						
2019	Community Development	Capital Project	Grant	Quincy Streetscape Project Phase 1 Engineering	\$20,000	Phase 1 Engineering approvals from IDOT. Received \$10,000 ITEP grant. Must be approved to qualify for next round of ITEP grants.
2019	Community Development	Capital Project	Capital Project	Wayfinding Signage	\$52,000	Includes gateway, CBD wayfinding and parking signage (carry over from 2018 in case installation cannot be completed in 2018)
2019	Community Development	Capital Project	Grant	CBD Bicycle Parking Project	\$ 60,500.00	CMAQ Grant rec'd for \$48,400. \$12,100 funded from available fund balance. Grant funding allocation approved for 2018 carried over in case construction/installation cannot be completed before year end 2018

2019	Community Development	Capital Project	Capital Project	Façade Improvement Grant	\$ 5,000.00	Building on the economic incentives for new businesses and the streetscape improvements in the downtown, this façade improvement program for existing businesses is an initiative continued from 2017.
2019	Community Development	Capital Project	Capital Project	New Permit Tracking Software	\$52,110	Existing System (Bobs Code) is Access based and limited in its ability to be utilized in the field on a mobile device. Additionally support/updates for BobsCode are being discontinued. The preferred software vender will provide a discount if the Village also purchases their financials software. There is an annual fee of \$2,745 for the modules. (This was budgeted for 2018 however carried over since full implementation may not be possible by end of 2018 and 2018 budget constrictions) This item was budgeted in 2018 for \$30,000
				<b>2019 Community Development Subtotal</b>	<b>\$189,610</b>	
2019	Fire	Capital Project	Capital Project	Turnout Gear	\$ 20,000.00	Update turnout gear and other PPE

<b>2019 Fire Subtotal \$ 20,000.00</b>						
2019	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 48,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed. (Pushing down a usable 4 X4 vehicle to the Fire Department)
2019	Police	Capital Project	Capital Project	Village Wide Camera Surveillance System	\$ 130,000.00	Surveillance system that would track vehicle registrations entering various locations with in the corporate limits.
<b>2019 Police Subtotal \$ 178,000.00</b>						
2019	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Baseball Field Fencing Replacement/Repair	\$ 3,000.00	Replacement and repair at all ball fields
2019	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Field/Turf Improvements	\$ 6,000.00	Soccer field / ball field repair and treatment.
<b>2019 Parks &amp; Recreation Subtotal \$ 9,000.00</b>						
2019	Public Works	Capital Project	Capital Project	DPW HVAC	\$ 5,000.00	Replace 15 year old HVAC unit Split 25/75 with Water/Sewer Fund
2019	Public Works	Capital Project	Capital Project	Selborne Alley from Kent to Harlem	\$ 100,000.00	Repaving Alley
2019	Public Works	Capital Project	Capital Project	Train Station Floor	\$ 16,000.00	Sand and Seal Terrazzo Floor for Rentals
<b>2019 Public Works-Capital Projects Fund Subtotal</b>						

2019	Public Works	Parking Lot	Parking Lot	Lot 1 Landscaping	\$ 25,000.00	Rollover from 2018. Due to timing, landscaping will not be completed until the spring
<b>2019 Public Works- Parking Fund Subtotal \$ 25,000.00</b>						
2019	Public Works	Water & Sewer	Water & Sewer	Water Meter Replacement	\$ 100,000.00	Residential Water Meter Replacement Program
2019	Public Works	Water & Sewer	Water & Sewer	ERP Software	\$ 75,000.00	Upgrade Village Financial Software which will intergrate with Building Software. Split 75/25 with Capital
2019	Public Works	Water & Sewer	Water & Sewer	Northgate Landscaping	\$ 10,000.00	Rollover from 2018. Due to timing, landscaping will not be completed until the spring
2019	Public Works	Water & Sewer	Water & Sewer	Tower	\$ 20,000.00	Increase Connectivity between Public Works and Village Hall
2019	Public Works	Water & Sewer	Water & Sewer	DPW HVAC	\$ 15,000.00	Replace 15 year old HVAC unit. Split 25/75 with Capital Fund
<b>2019 Public Works- W/S Fund Subtotal \$ 15,000.00</b>						
2020	Administration/ Finance	Capital Project	Capital Project	Computer Replacement	\$ 5,000.00	annual computer replacement
2020	Administration/ Finance	Capital Project	Capital Project	Document Management Software	\$ 20,000.00	
<b>2020 Administration/Finance Subtotal \$ 25,000.00</b>						

2020	Community Development	Capital Project	Capital Project	Marketing Campaign - Phase 2	\$50,000	A phase 2 marketing campaign to build on the success of the 2018 campaign, attract new businesses, developers and visitors to Riverside.
2020	Community Development	Capital Project	Capital Project	Marketing Collateral	\$ 15,000.00	Creation of printed marketing collateral to use for marketing the village for new business, developers and visitors
2020	Community Development	Capital Project	Capital Project	Large Format Scanner/Plotter	\$ 15,000.00	The scanner and plotter would allow Staff to archive large plans digitally, make copies of plans for FOIA requests, and print out larger plans and maps as needed. This would also help reduce storage needs for plans. Total cost of \$30,000 is to be split with the Water /Sewer Fund



2020	Community Development	Capital Project	Grant	Quincy Streetscape Design Engineering & Construction	\$ 835,000.00	Quincy Streetscape extends the streetscape improvements in the downtown along Quincy street to the edge of the CBD and down Riverside Rd to the Town Hall/Police Station. This cost includes a 20% contingency on the original 2017 cost estimate to take into account possible inflation. Next ITEP grant cycle is 2019 with award in 2020 (ITEP grants are an 80/20 split)
2020	Community Development	Capital Project	Capital Project	Market Analysis	\$ 45,000.00	A new marketing analysis or Gap Analysis of the Village to aid in economic development and marketing efforts to facilitate investment and redevelopment in our commercial districts including the Harlem Avenue Property. Could possibly apply for CMAP LTA grant
2020	Community Development	Capital Project	Capital Project	Gateway Landscaping	\$ 15,000.00	Installation of landscaping at First and Forest. The EDC and Preservation Commission suggests some landscaping around the existing monuments for placemaking. This is an initiative brought /supported by the LAC and EDC.

2020	Community Development	Capital Project	Capital Project	Façade Improvement Grant	\$ 15,000.00	Building on the economic incentives for new businesses and the streetscape improvements in the downtown, this façade improvement program for existing businesses is an initiative continued from 2017.
2020	Community Development	Capital Project	Grant	Trainscape Improvements	\$ 25,000.00	CMAP Plan recommendation to improve the "trainscape". Utilize new and historic images of Riverside on the rear of buildings to create an art exhibit. National Endowment for the Arts grant available. EDC is exploring this project.
				<b>2020 Community Development Subtotal</b>	<b>\$1,015,000</b>	
2020	Fire	Capital Project	Capital Project	Support Vehicle (4-wheel drive)	\$ 42,000.00	Replace existing 2001 Ford 4X4 Excursion located at Station 1 which is in excellent current condition. Deferred further from 2017 and 2019
<b>2020 Fire Subtotal</b>					<b>\$ 42,000.00</b>	
2020	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 48,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed

2020	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 48,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
<b>2020 Police Subtotal</b>					<b>\$ 96,000.00</b>	
2020	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Blythe Park Playground - Equipment Replacement	\$ 10,000.00	Playground Equipment replacement
2020	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Conference Room/Office Furniture	\$ 3,000.00	
<b>2020 Parks &amp; Recreation Subtotal</b>					<b>\$ 13,000.00</b>	
2020	Public Works	Capital Project	Capital Project	Replace Street Sweeper	\$ 260,000.00	
2020	Public Works	Capital Project	Capital Project	Train Station Outlets	\$ 14,000.00	Additional 12 outlets for Train Station Rentals
2020	Public Works	Capital Project	Capital Project	Village Hall Tuck-pointing	\$ 80,000.00	Tuck-pointing of Village Hall building
2020	Public Works	Capital Project	Capital Project	Replace Youth Center roof	\$ 250,000.00	Extensive patching carried-out in 2015- Replace all 3 levels. Deffered to 2019 due to Facilities Study
2020	Public Works	Capital Project	Capital Project	Sidewalk Replacement	\$ 100,000.00	Ongoing
2020	Public Works	Capital Project	Capital Project	Replace DPW Roof	\$ 300,000.00	Roof warranty expires 11/2018
2020	Public Works	Capital Project	Capital Project	Repaint DPW Garage Floor	\$ 10,000.00	Paint from original construction wearing split with W/S Fund
<b>2020 Public Works-Capital Projects Fund Subtotal</b>					<b>\$ 1,014,000.00</b>	

2020	Public Works	Water & Sewer	Water & Sewer	Water Meter Replacement	\$ 400,000.00	Residential Water Meter Replacement Program
<b>2020 Public Works- Water Sewer Fund Subtotal \$ 400,000.00</b>						
2020	Public Works	Capital Project	NHR Sales Tax	Street preventative maintenance	\$ 25,000.00	Budget amount to be evaluated annually
<b>2020 Public Works- Capital Projects Fund (NHR Sales Tax Funded) Subtotal \$ 425,000.00</b>						
2021	Administration/ Finance	Capital Project	Capital Project	Color Copier with duplexing, stapling	\$ 25,000.00	Extend the life to 6 years
2021	Administration/ Finance	Capital Project	Capital Project	Server Replacement	\$ 25,000.00	3 year rotation server replacement
2021	Administration/ Finance	Capital Project	Capital Project	Computer Replacement	\$ 5,000.00	annual computer replacement
<b>2021 Administration/Finance Subtotal \$ 30,000.00</b>						
2021	Community Development	Capital Project	Capital Project	Forest Avenue Lighting	\$ 200,000.00	Based upon feedback from Commissions, extending the lighting on Forest Ave from the bridge to First Ave
<b>2021 Community Development Subtotal \$ 200,000.00</b>						
2021	Fire	Capital Project	Capital Project	Support Vehicle (4-wheel drive pick-up truck)	\$ 40,000.00	Replace existing 2005 Ford 4 x 4 Pickup with snow plow
2021	Fire	Capital Project	Capital Project	Turnout Gear	\$ 25,000.00	Update turnout gear and other PPE
<b>2021 Fire Subtotal \$ 65,000.00</b>						

2021	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 50,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
2021	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 50,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
2021	Police	Capital Project	Capital Project	Patrol Rifles	\$ 40,000.00	Replace old worn and outdated weapons and issue new AR-15 or like firearm. Includes ammunition for qualification and hardware.
<b>2021 Police Subtotal</b>					<b>\$ 140,000.00</b>	
2021	Parks and Recreation	Capital Project	Unfunded	ADA Tree House	\$ 500,000.00	Preliminary Estimate for Tree House at Indian Gardens
2021	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Pick-up Truck Replacement	\$ 35,000.00	deferred since 2015
2021	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Harrington Park tennis court fencing replacement	\$ 10,000.00	Replace all or portions of fencing as needed
<b>2021 Parks &amp; Recreation Subtotal</b>					<b>\$ 545,000.00</b>	
2021	Public Works	Capital Project	Capital Project	Repaint Garage Floors	\$ 5,000.00	Paint from original construction wearing. Split 25/75 with Water/Sewer Fund
2021	Public Works	Capital Project	Capital Project	Sidewalk Replacement	\$ 125,000.00	Ongoing

2021 Public Works- Capital Projects Fund						
<b>Subtotal \$</b>						<b>125,000.00</b>
2021	Public Works	Capital Project	NHR Sales Tax	Street preventative maintenance	\$ 25,000.00	Budget amount to be evaluated annually
2021	Public Works	Capital Project	NHR Sales Tax	Street Program	\$ 500,000.00	Continue with street program per previous street sufficiency study - Every 3 years
<b>2021 Public Works- Capital Projects Fund (NHR Sales Tax Funded) Subtotal \$</b>						<b>525,000.00</b>
2021	Public Works	MFT	MFT	Street Program	\$ 500,000.00	Continue with street program per previous street sufficiency study - Every 3 years
<b>2021 Public Works- MFT Fund Subtotal \$</b>						<b>500,000.00</b>
2021	Public Works	Parking	Parking Lot	Lot 3 Improvements	\$ 500,000.00	Reconfigure and improve lighting
<b>2021 Public Works- Parking Lot Fund Subtotal \$</b>						<b>500,000.00</b>
2021	Public Works	Water & Sewer	Water & Sewer	Water Meter Replacement	\$ 300,000.00	Residential Water Meter Replacement Program
2021	Public Works	Water & Sewer	Water & Sewer	Repaint DPW Garage Floor	\$ 15,000.00	Paint from original construction wearing . Split 25/75 with Capital Fund
2021	Public Works	Water & Sewer	Water & Sewer	Sewer Improvements	\$ 500,000.00	Continue replacement and separation of sewers
2021	Public Works	Water & Sewer	Water & Sewer	Water Main Replacement	\$ 400,000.00	Continued maintenance of aging infrastructure-Replace Gage water main
<b>2021 Public Works- Water &amp; Sewer Fund Subtotal \$</b>						<b>900,000.00</b>

2022	Administration/ Finance	Capital Project	Capital Project	Computer Replacement	\$ 5,000.00	annual computer replacement
<b>2022 Administration/Finance Subtotal \$ 5,000.00</b>						
2022	Community Deve	Capital Project	Capital Project	Department Vehicle- Sedan	\$ 27,000.00	Replace existing 2012 Ford Fusion vehicle primarily used by building inspector. Fusion purchased in 12/2011
<b>2022 Community Development Subtotal \$ 27,000.00</b>						
2022	Fire	Capital Project	Capital Project	Rescue Pumper	\$ 575,000.00	Replace existing 2003 Emergency one pumper #1621
<b>2022 Fire Subtotal \$ 575,000.00</b>						
2022	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 50,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
2022	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 50,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
2022	Police	Capital Project	Capital Project	PD FD VILLAGE Camera Surveillance System	\$ 80,000.00	Replace 9 year old camera surveillance system within the Village building complex.
<b>2022 Police Subtotal \$ 100,000.00</b>						
2022	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Trailer for Field Tractor	\$ 3,000.00	Replacement of flatbed trailer

2022	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Harrington Park Playground - Equipment Replacement	\$ 10,000.00	Playground Equipment replacement
<b>2022 Parks &amp; Recreation</b>						
<b>Subtotal</b>					<b>\$ 13,000.00</b>	
2022	Public Works	Capital Project	Capital Project	Sidewalk Replacement	\$ 125,000.00	Ongoing
<b>2022 Public Works- Capital Projects Fund</b>						
<b>Subtotal</b>					<b>\$ 125,000.00</b>	
2022	Public Works	Capital Project	Capital Project	Street preventative maintenance	\$ 25,000.00	Budget amount to be evaluated annually
<b>2022 Public Works- Capital Projects Fund (NHR Sales Tax Funded) Subtotal</b>					<b>\$ 25,000.00</b>	
2022	Public Works	Capital Project	Capital Project	Replace 26th Street Pump Station Roof	\$ 30,000.00	Roof Beyond Life Expectancy
2022	Public Works	Capital Project	Capital Project	Village Wide Water Meter Replacement 3 yr project	\$ 50,000.00	Planned Replacement
<b>2022 Public Works- Water &amp; Sewer Fund Subtotal</b>						
<b>\$ 80,000.00</b>						
2023	Administration/Finance	Capital Project	Capital Project	Computer Replacement	\$ 5,000.00	annual computer replacement
<b>2023 Administration/Finance</b>						
<b>Subtotal</b>					<b>\$ 5,000.00</b>	
2023	Fire	Capital Project	Capital Project	Turnout Gear	\$ 25,000.00	Update turnout gear and other PPE
<b>2023 Fire Subtotal</b>					<b>\$ 25,000.00</b>	
2023	Police	Capital Project	Capital Project	Chief of Police Vehicle	\$ 50,000.00	Administrative vehicle - includes changeover and equipment replacement as needed



2023	Police	Capital Project	Capital Project	Patrol Unit Computer Replacement and Equipment	\$ 75,000.00	Getac , Panasonic or like computer along with hardware to replace aging existing computers within the patrol units. Estimated 5 year life.
2023	Police	Capital Project	Capital Project	Police Radios	\$ 270,000.00	Upgrade and update portable police radios to similar currant radio (APX-7000 style) Will seek Grant opportunities if available.
<b>2023 Police Subtotal</b>					<b>\$ 395,000.00</b>	
2023	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Patriots Park Playground - Equipment Replacement	\$ 10,000.00	Playground Equipment replacement
2023	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Patriots Park Plantings	\$ 2,000.00	Additional plantings and replacement
<b>2023 Parks &amp; Recreation Subtotal</b>					<b>\$ 12,000.00</b>	
2023	Public Works	Capital Project	Capital Project	Sidewalk Replacement	\$ 100,000.00	Ongoing
<b>2023 Public Works- Capital Projects Fund Subtotal</b>					<b>\$ 125,000.00</b>	
2023	Public Works	Capital Project	Capital Project	Street preventative maintenance	\$ 25,000.00	Budget amount to be evaluated annually
<b>2023 Public Works- Capital Projects Fund (NHR Sales Tax Funded) Subtotal</b>					<b>\$ 25,000.00</b>	
2023	Public Works	Water & Sewer	Water & Sewer	Sewer Improvements	\$ 500,000.00	Continue replacement and separation of sewers
2023	Public Works	Water & Sewer	Water & Sewer	Village Wide Water Meter Replacement 3 yr project	\$ 50,000.00	Planned Replacement

2023	Public Works	Water & Sewer	Water & Sewer	Water Main Replacement	\$ 500,000.00	Continued maintenance of aging infrastructure-projects TBD
<b>2023 Public Works- Water &amp; Sewer Fund Subtotal \$ 1,050,000.00</b>						
2024	Administration/ Finance	Capital Project	Capital Project	Server Replacement	\$ 27,000.00	3 year rotation server replacement
2024	Administration/ Finance	Capital Project	Capital Project	Computer Replacement	\$ 5,000.00	annual computer replacement
<b>2024 Administration/Finance Subtotal \$ 32,000.00</b>						
2024	Fire	Capital Project	Capital Project	Rescue Pumper	\$ 725,000.00	Replace existing custom 1996 Emergency one pumper #1611
<b>2024 Fire Subtotal \$ 725,000.00</b>						
2024	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 52,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
2024	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 52,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
<b>2024 Police Subtotal \$ 104,000.00</b>						
2024	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Replacement Field Tractor	\$ 12,000.00	Maintenance of our ball fields
2024	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Harrington Park Playground - Equipment Replacement	\$ 10,000.00	Playground Equipment replacement

<b>2024 Parks &amp; Recreation</b>						
<b>Subtotal</b>						<b>\$ 22,000.00</b>
2024	Public Works	Capital Project	Capital Project	Sidewalk Replacement	\$ 125,000.00	Ongoing
<b>2024 Public Works- Capital Projects Fund</b>						
<b>Subtotal</b>						<b>\$ 125,000.00</b>
2024	Public Works	Capital Project	Capital Project	Street preventative maintenance	\$ 25,000.00	Budget amount to be evaluated annually
2024	Public Works	Capital Project	NHR Sales Tax	Street Program	\$ 500,000.00	Continue with street program per previous street sufficiency study
<b>2024 Public Works- Capital Projects Fund (NHR Sales Tax Funded) Subtotal</b>						<b>\$ 525,000.00</b>
2024	Public Works	MFT	MFT	Street Program	\$ 500,000.00	Continue with street program per previous street sufficiency study
<b>2024 Public Works- MFT Fund Subtotal</b>						
<b>\$ 500,000.00</b>						
2024	Public Works	Water & Sewer	Water & Sewer	Sewer Improvements	\$ 500,000.00	Ongoing sewer system improvements
2024	Public Works	Water & Sewer	Water & Sewer	Village Wide Water Meter Replacement 3 yr program	\$ 50,000.00	Planned replacement
2024	Public Works	Water & Sewer	Water & Sewer	Water System Improvements	\$ 500,000.00	Ongoing water system improvements
<b>2024 Public Works- Water &amp; Sewer Fund Subtotal</b>						
<b>\$ 1,050,000.00</b>						
2025	Administration/ Finance	Capital Project	Capital Project	Computer Replacement	\$ 5,000.00	annual computer replacement
<b>2025 Administration/Finance Subtotal</b>						
<b>\$ 5,000.00</b>						

2025	Fire	Capital Project	Capital Project	Aerial fire truck	\$ 1,250,000.00	Replace existing 2000 aerial fire truck No. 1629. Previously on a 20 year replacement schedule; extended to 25 years
2025	Fire	Capital Project	Capital Project	Turnout Gear	\$ 25,000.00	Update turnout gear and other PPE
<b>2025 Fire Subtotal</b>					<b>\$ 1,275,000.00</b>	
2025	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 52,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
2025	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 52,000.00	Ford Police Interceptor Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
<b>2025 Police Subtotal</b>					<b>\$ 104,000.00</b>	
2025	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Indian Gardens Ball Fields	\$ 12,000.00	Ball Field Fence Replacement (\$8,000), Shed renovation (\$4,000)
2025	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Blythe Park Tennis Courts	\$ 20,000.00	Tennis Court Renovation (\$13,000), Fence Replacement (\$7,000)
<b>2025 Parks &amp; Recreation Subtotal</b>					<b>\$ 32,000.00</b>	
2025	Public Works	Capital Project	Capital Project	Sidewalk Replacement	\$ 125,000.00	Ongoing
<b>2025 Public Works-Capital Projects Fund Subtotal</b>					<b>\$ 125,000.00</b>	
2025	Public Works	Capital Project	NHR Sales Tax	Street preventative maintenance	\$ 25,000.00	Budget amount to be evaluated annually

<b>2025 Public Works- Capital Projects Fund (NHR Sales Tax Funded) Subtotal</b>						<b>\$ 25,000.00</b>
2025	Public Works	Water & Sewer	Water & Sewer	Sewer Improvements	\$ 500,000.00	Ongoing sewer system improvements
2025	Public Works	Water & Sewer	Water & Sewer	Water System Improvements	\$ 500,000.00	Ongoing water system improvements
<b>2025 Public Works- Water &amp; Sewer Fund Subtotal</b>						<b>\$ 1,000,000.00</b>
2026	Administration/Finance	Capital Project	Capital Project	Computer Replacement	\$ 5,000.00	annual computer replacement
<b>2026 Administration/Finance Subtotal</b>						<b>\$ 5,000.00</b>
2026	Fire	Capital Project	Capital Project	Ambulance	\$ 240,000.00	Replace Ambulance
<b>2026 Fire Subtotal</b>						<b>\$ 240,000.00</b>
2026	Police	Capital Project	Capital Project	Chief of Police Vehicle	\$ 50,000.00	Administrative vehicle - includes changeover and equipment replacement as needed
<b>2026 Police Subtotal</b>						<b>\$ 50,000.00</b>
2026	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Indian Gardens project	\$ 79,000.00	Tennis Court Renovation (\$70,000), Tennis Fence Replacement (\$9,000)
<b>2026 Parks &amp; Recreation Subtotal</b>						<b>\$ 79,000.00</b>
2026	Public Works	Capital Project	Capital Project	Sidewalk Replacement	\$ 125,000.00	Ongoing
<b>2026 Public Works- Capital Projects Fund Subtotal</b>						<b>\$ 125,000.00</b>
2026	Public Works	Capital Project	Capital Project	Street preventative maintenance	\$ 25,000.00	Budget amount to be evaluated annually
<b>2026 Public Works- Capital Projects Fund (NHR Sales Tax Funded) Subtotal</b>						<b>\$ 25,000.00</b>

2026	Public Works	Water & Sewer	Water & Sewer	Sewer Improvements	\$ 500,000.00	Ongoing sewer system improvements
2026	Public Works	Water & Sewer	Water & Sewer	Water System Improvements	\$ 500,000.00	Ongoing water system improvements
<b>2026 Public Works- Water &amp; Sewer Fund Subtotal \$ 1,000,000.00</b>						
2027	Administration/ Finance	Capital Project	Capital Project	Server Replacement	\$ 29,000.00	3 year rotation server replacement
2027	Administration/ Finance	Capital Project	Capital Project	Computer Replacement	\$ 5,000.00	annual computer replacement
<b>2027 Administration/Finance Subtotal \$ 34,000.00</b>						
2027	Fire	Capital Project	Capital Project	Turnout Gear	\$ 25,000.00	Update turnout gear and other PPE
<b>2027 Fire Subtotal \$ 25,000.00</b>						
2027	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 52,000.00	Ford Police Interceptor or like vehicle Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
2027	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 52,000.00	Ford Police Interceptor or like vehicle Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
<b>2027 Police Subtotal \$ 104,000.00</b>						
2027	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Turtle Park - Equipment Replacement	\$ 10,000.00	Playground Equipment replacement

2027	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Soccer Goals	\$ 3,500.00	
<b>2027 Parks &amp; Recreation</b>						
					<b>Subtotal</b>	<b>\$ 13,500.00</b>
2027	Public Works	MFT	MFT	Street Program	\$ 500,000.00	Continue with street program per previous street sufficiency study
<b>2027 Public Works- MFT</b>						
					<b>Fund Subtotal</b>	<b>\$ 500,000.00</b>
2027	Public Works	Capital Project	NHR Sales Tax	Street Program	\$ 500,000.00	Continue with street program per previous street sufficiency study
<b>2027 Public Works- Capital Projects Fund (NHR Sales Tax Funded) Subtotal</b>						
					<b>\$ 500,000.00</b>	
2028	Administration/Finance	Capital Project	Capital Project	Color Copier with duplexing, stapling	\$ 32,000.00	Extend the life to 6 years
2028	Administration/Finance	Capital Project	Capital Project	Computer Replacement	\$ 5,000.00	annual computer replacement
<b>2028</b>						
<b>Administration/Finance</b>						
					<b>Subtotal</b>	<b>\$ 37,000.00</b>
2028	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 54,000.00	Ford Police Interceptor or like vehicle Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed
2028	Police	Capital Project	Capital Project	Patrol Vehicle	\$ 54,000.00	Ford Police Interceptor or like vehicle Cross-Over Patrol Vehicles - includes changeover, graphics, and equipment replacement as needed

2028	Police	Capital Project	Capital Project	Patrol Unit Computer Replacement and Equipment	\$ 75,000.00	Getac , Panasonic or like computer along with hardware to replace aging existing computers within the patrol units.
<b>2028 Police Subtotal</b>					<b>\$ 183,000.00</b>	
2028	Parks and Recreation	Capital Project	Parks & Recreation Assignment	Scout Cabin Repairs and Improvements	\$ 5,000.00	Floor refinishing, painting, repairs
<b>2028 Parks &amp; Recreation Subtotal</b>					<b>\$ 5,000.00</b>	





COMMUNITY  
DEVELOPMENT

## MEMORANDUM—COMMUNITY DEVELOPMENT DEPARTMENT

To: Karin Johns, Finance Director  
From: Sonya Abt, AICP, Community Development Director  
CC: Jessica Frances, Village Manager  
Re: CD Department's 2019 Capital Improvement Budget  
Date: August 3, 2018

### GATEWAY AND WAYFINDING SIGNAGE



The CMAP CBD Plan recommended improved wayfinding signage. The Village worked with a consultant to design wayfinding signage to reflect the Village's branding. Wayfinding signage installation was budgeted for 2018 for \$52,000 however site selection and IDOT approvals have taken longer than expected. Staff expects to spend approximately \$5,500 in 2018 on the final specifications for the signs and is proposing the remainder of the 2018 budget for installation in 2019.

The budget for this project is \$46,500.

### CBD BICYCLE PARKING PROJECT

The CMAP CBD Plan recommended increasing bicycle parking in the downtown. Staff received a CMAQ/TAP grant for FY 2018 therefore the project was budgeted for the FY 2018 budget. The proposed project includes up to two bicycle parking shelters for the train station and bicycle racks for the central business district. The Village Board has asked Staff to inquire if the Shelters can be removed from the scope. If CMAP approves the reduction in scope, the budget for the project will be reduced by approximately \$28,000.

The budget for this project is \$60,500 and the village share after the grant would be \$12,100. However if the scope can be reduced the estimated budget would be \$32,500.

### FAÇADE IMPROVEMENT PROGRAM

The Village adopted a façade improvement grant program in 2017 to provide incentives for businesses in the central business district to reinvest in their businesses and improve their facades with a 50% grant (not to exceed \$5,000) from the Village. Since the program began the total investment by downtown Riverside businesses has been \$23,416. The Village has awarded grants to three (3) projects for a total grant award amount of \$10,071.50. One project was completed and reimbursed in 2017 for \$5,000 and one project has been completed in 2018 and reimbursed for \$2061.50. There is one approved project that has not been completed to date but is expected to be completed by the fall.



## MEMORANDUM—COMMUNITY DEVELOPMENT DEPARTMENT

The 2017 budget included \$30,000 for this program and the 2018 budget included \$15,000. Staff is recommending continuing the program into 2019, however due to number of limited number of applications and the scope of the submitted projects over the past two years, Staff believes the budget can be reduced to \$5,000 for 2019. This would fund \$10,000 worth of projects/improvements.

The budget for this project is \$5,000.

### NEW PERMIT TRACKING SOFTWARE

The existing permit system (BobsCode) is an Access based database and limited in its ability to be utilized in the field on a mobile device. Additionally support/updates for BobsCode are being discontinued by its creator. The village budgeted \$30,000 in 2018 for a new permit tracking software system. Staff reached out to several software providers for quotes and software demonstrations this spring and has selected a preferred vendor. Their software will drastically improve efficiency within the department, allow more efficient and accessible tracking of property maintenance violations, mobile inspection entry, and will also allow for online submittal and payment of permits through the permit software system's online portal. The quote for this software package is \$52,110. There is an annual fee of \$2,745 for the modules. Due to the quote being over budget for 2018 and timing this budget item is on hold and may need to be carried over to 2019. At this point in the calendar year, the project would carry over into 2019 for implementation even if we entered into a contract this year.

The software vendor has also offered a discount if the Village purchases their financials software. The Community Development Department and Finance Department have a memo outlining the capabilities of the two software programs and the efficiencies that could be gained by both departments and the improved customer service if both software programs were purchased.

The budget for this project is \$52,110.

### QUINCY STREETScape – PHASE 1 ENGINEERING

The CMAP CBD Plan recommended streetscape improvements as well as the addition of street trees to Quincy St. Design elements from the Burlington Streetscape would be incorporated as part of this project. The Village applied for an ITEP grant for these improvements in 2017 and was awarded \$10,000 for Phase 1 Engineering in 2018.

The Village must complete Phase 1 Engineering and have it approved by IDOT in order to qualify for ITEP funding for construction in the next ITEP grant cycle which would be in 2019.



**Village of Riverside  
EAST QUINCY STREETScape IMPROVEMENTS**

**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
5015 W. 119th Place, Suite 200  
Harvey, LA 70057  
(504) 893-9999



The budget for this project is \$20,000. The Village share after grant funding would be \$10,000.



## MEMORANDUM—COMMUNITY DEVELOPMENT DEPARTMENT

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### MARKETING CAMPAIGN – PHASE 2

The EDC has recommended continuing to build on the success of the Village’s initial marketing campaign. Point B has provided proposals on next phases with a budget of \$50,000 plus an additional \$12,000 for the related collateral development.

Given the budget constraints for 2019, the Village Manager has requested this item be deferred to 2020.

### MARKETING COLLATERAL

The EDC has also recommended the creation of additional marketing collateral to use for the marketing of the village for new businesses, developers and visitors. Point B has provided a proposal for the creation of a “rack card” to be used for visitors and an economic development brochure that would be used for attracting developers and new businesses that would incorporate our branding and messaging. The proposal is for \$9,900 plus printing costs. Printing costs would depend on the quantities we want printed and the type of paper, etc. Staff is estimating that \$5,000 should be more than adequate for printing costs.

Given the budget constraints for 2019, the Village Manager has requested this item be deferred to 2020.



# RIVERSIDE FIRE/RESCUE

## MEMORANDUM

To: Village Manager Frances  
Finance Director Johns

From: Fire Chief Matt Buckley

08.01.2018

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After reviewing potential capital needs for the Fire Department in 2019, the Department has revised our request to include only firefighting gear replacement. The detail regarding this item is below;

### Firefighting Gear Replacement

The Fire Department, back in 2017 began a firefighting gear replacement program which was adopted into the Capital Improvement Projects (CIP) process. Previous to this program the Fire Department would purchase approximately 5 sets of firefighting gear from our operating budget. The decision to change this process to purchasing 10 sets of gear every two years has been a beneficial program for the Fire Department. It assists with the budgeting process and keeps our firefighters within the life expectancy and NFPA standards for protective clothing. Previously there was \$25,000 budgeted from the CIP budget to cover the replacement of firefighting gear. In 2019 the Fire Department is asking for \$20,000 to replace 6-8 sets of firefighting gear.

Matthew Buckley  
Fire Chief



## MEMORANDUM—PUBLIC WORKS DEPARTMENT

To: Village Manager Frances, President Sells and Trustees  
From: Kevin Kuratko, Superintendent  
CC: Finance Director Johns, Director Bailey  
Re: 2019 Capital Project Expenses  
Date: August 3, 2018

Please accept this updated FY2019 Capitol Project memorandum from the Department of Public Works. If there are any questions or concerns with this document, I am available at any time to discuss.

### Department of Public Works HVAC Replacement

The current DPW building was constructed in 2004, and many of the systems are reaching the expected life capacity, the HVAC being one of those systems. The system is regularly maintained and evaluated by West Town Mechanical which has recommended replacement to prevent growing maintenance costs in the future. Water and Sewer equipment occupy approximately seventy-five percent of the building; therefore this cost would be a 25/75 split with the Water and Sewer Fund.  
**Proposed Budget: \$20,000 (\$15,000 W/S, \$5,000 CIP)**

### Resurface the Selborne Alley from Harlem to Kent

In 2012, the majority of the Selborne Road alley was reconstructed with brick pavers from York Road to Kent Road. The project ended at Kent Road until future funding was available. The current proposed project would eliminate the use of brick pavers as a cost saving measure and resurface with asphalt to finish the project and increase public safety.  
**Proposed Budget: \$100,000**

### Complete Train Depot Floor

In 2017, the historic Train Depot interior was restored after a large roof replacement had been completed. The interior Terrazzo floor is washed and waxed on an annual basis, but in order to complete the restoration the floor is in need of stripping, sanding and sealing. The floor would create a completed rental space for the community to enjoy.  
**Proposed Budget: \$16,000**

### Implement Water Meter Exchange Program

Historically the Village has instituted a meter exchange program every 20 years with the most recent commencing in 2003. Over time meters wear and begin to under register and create a loss of accountability. The initial start-up costs are quite expensive but when dispersed over several years the cost is palatable. The proposed project plan would focus on different areas of the Village over a 3-year span to lessen the initial financial burden while improving water accountability in the water system.  
**Proposed Budget: \$100,000**



## MEMORANDUM—VILLAGE OF RIVERSIDE

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### **Parking Lot #1 Landscaping**

The Village has entered an agreement to reconstruct Parking Lot #1(Commuter Lot) with brick pavers. The construction is scheduled to be completed by the end of FY2018, but landscaping will rollover into FY2019. Therefore the proposed amount is to ensure completion of any related restoration to the area.

**Proposed Budget: \$25,000**

### **Northgate Court Water Main Project Landscaping**

The Village will be completing the replacement of the Northgate Court water main. The project is scheduled to be completed in FY2018, but with the winter approaching the landscaping will be completed in FY2019. The proposed amount is a roll over from the previous year and will ensure completion of any related restoration to the area.

**Proposed Budget: \$10,000**

### **Barrypoint, Forest, Herrick Resurfacing Project (Rollover)**

The Village had planned this expenditure for FY 2018, however, the bid price was \$61,000 over projected cost. The Village will reject the bid and propose the project in early FY2018 at a more accurate price.

**Proposed Budget: \$815,000**