



**Village of Park Forest, Illinois
2012/2013 Budget**

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Park Forest

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Village of Park Forest

2012/2013 Budget

Mayor

John A. Ostenburg

Trustees

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Village Clerk

Sheila McGann

Village Manager

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

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**Village of Park Forest
Illinois**

For the Fiscal Year Beginning

July 1, 2011

Linda C. Danson Jeffrey R. Egan

President

Executive Director

The Government Finance Officers Association
of the United States and Canada (GFOA)
presented a Distinguished Budget Presentation Award
to Village of Park Forest, Illinois for the Annual Budget
beginning July 1, 2011.

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

Park Forest, Illinois Location and Description

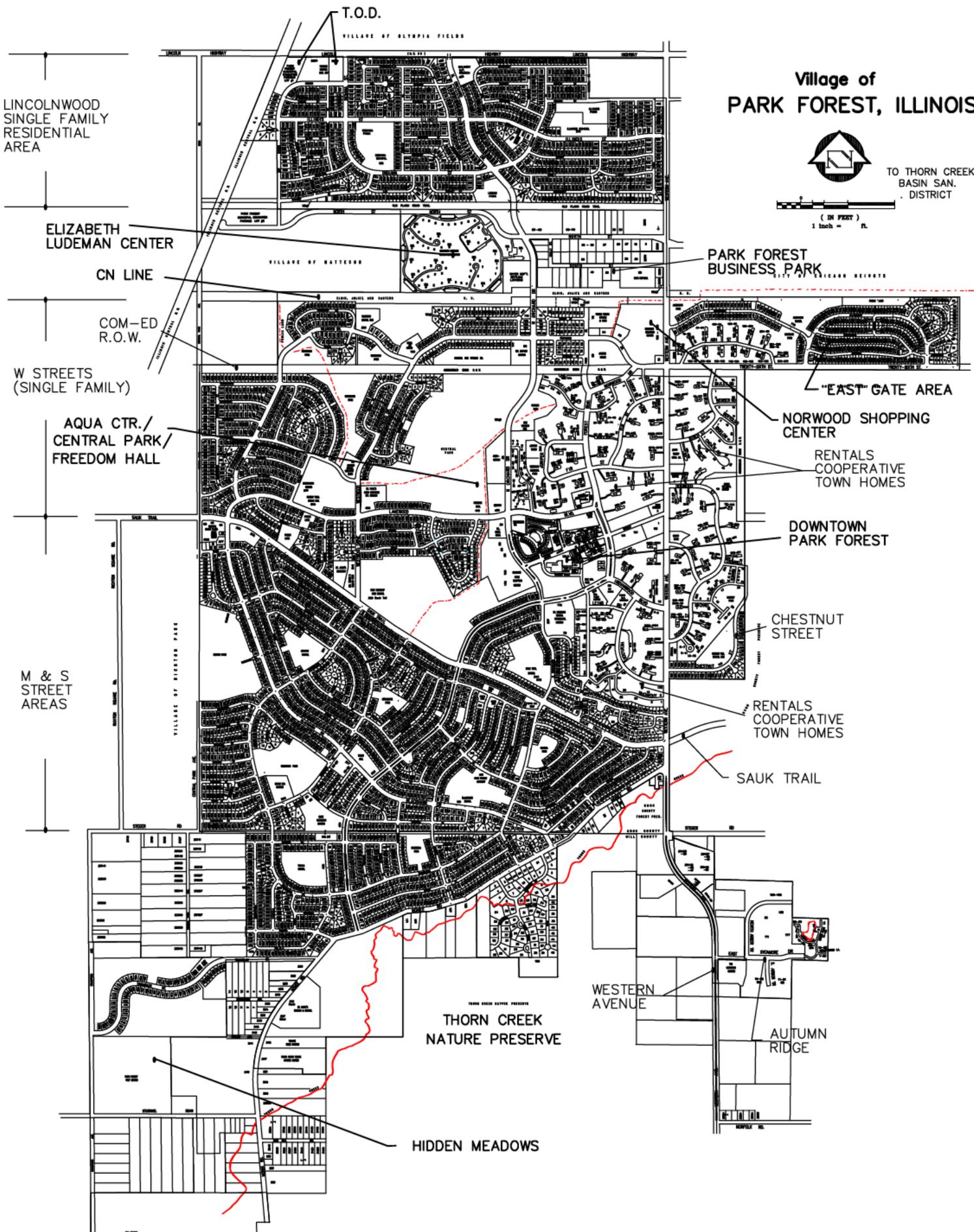


Village of PARK FOREST, ILLINOIS



TO THORN CREEK
BASIN SAN.
DISTRICT

(IN FEET)
1 inch = ft.



COMMUNITY PROFILE

Park Forest began life in 1948 as a plan to provide housing for GIs returning from World War II. It was America's first post-war planned community and its innovative design has been recognized and used as a model for towns throughout the world. The Village of Park Forest has received numerous livability citations including two All-America City Awards, two Governors Home Town Awards and, its DownTown redevelopment received the Burnham Award for excellence in planning. The Illinois Chapter of American Institute of Architects recognized Park Forest as one of Illinois' greatest places for urban design and urban planning. And, most recently, the Village was listed in the Chicago Tribune top one hundred work places.

Located approximately 30 miles south of downtown Chicago, Park Forest (population 21,975) is part of both Cook and Will Counties. It is bordered by Chicago Heights, Matteson, Olympia Fields, Richton Park and University Park. Interstate Highway 57 is less than three miles to the west and the Bishop Ford Expressway eight miles to the east, providing access to all of the major highways in the Chicago area. Both Midway and O'Hare airports are less than an hour away. Park Forest residents have easy access to three Metra commuter rail line stations. Metra trains make 80 daily trips to downtown Chicago. During rush hour, this trip can take as little as 50 minutes.

The community's original master plan ensured convenient commercial centers, a child-safe curved street system, a business and light industrial park and multiple, scattered school and recreational facilities.

Park Forest's first homes were multi-family rental units for the returning servicemen from World War II. Many of the early rentals were later converted to housing cooperatives and condominiums but a large number remained rentals. Park Forest was recognized by *The Chicago Sun-Times* as a leader in affordable housing and by *Chicago Magazine* as "a great neighborhood."

During the early 1950s, thousands of small single-family "starter-homes" were built. Later, another building surge saw the production of larger, two story homes, some with four or five bedrooms. But for nearly 40 years, Park Forest remained a somewhat transient community. Families who sought larger, move-up homes had to look elsewhere. In the late 1980s and early 1990s, the Village encouraged the development of larger housing to round out its housing stock. Today, of the nearly 9,600 housing units, about 5,700 are single-family homes. Another 3,880 are multi-family units, of which almost 2,000 are cooperatives. In addition, scores of original starter homes have been enlarged over the years to fit the needs of today's homeowners.

From its inception, Park Forest was one of the few open communities. Although pioneer residents represented religious but not racial diversity, less than ten years after its

incorporation, the Village began a Human Relations Commission, adopted a Fair Housing Ordinance and actively sought racial diversity. The Village did not follow the pattern so prevalent in Chicago's neighborhoods and suburbs of white flight and racial resegregation. Today, Park Forest's minority population (African-Americans, Asians and Hispanics) represents 56 percent of the total. With more than 15 churches and synagogues and a nearly 50-year commitment to fair housing, all ages, races and religious groups call Park Forest home.

Park Forest's greatest amenities are recreational, cultural and the high level of service provided by its local government. The 2,000+ acres of parks, recreation facilities and open land in Park Forest are the largest per capita in Illinois. In addition to numerous playgrounds, ball fields and picnic facilities, the Village contains 21 tennis courts including an indoor Tennis & Health Club and a large outdoor swimming complex. The Village's pioneers planted trees in both parks and along the Village's developing road system. The urban forest has now matured, along with the Village. Today, despite the challenge of maintenance, it provides an enormous asset to the Village.

From its founding, residents valued a rich cultural life. Today, Park Forest is home to the Illinois Philharmonic Orchestra which performs at nearby Lincolnway North, the Illinois Theatre Center, an equity theater company that performs a full season of plays and offers acting classes for adults and children, the Tall Grass Arts Association, a 56 year-old visual arts organization which sponsors juried shows, a juried art fair, an art gallery and an art school. Park Forest is also home to Freedom Hall, a cultural arts center that hosts a variety of performing groups from jazz to classical including children's theatre and the world-famous Second City Players.

Park Forest residents enjoy exceptional municipal services from its police, fire, public works and health services. The Village has one of the few municipally-operated health departments in Illinois, complete with home and public health care services. Park Forest boasts a three-minute average response time to fire/EMS calls. Its crime rate is well below that of most municipalities in the five-county Chicagoland region. Park Forest drills, processes and distributes its own well water, supplying high-quality, purified softened water that is abundant year-round. It is not affected by the seasonal water shortages affecting communities that purchase and distribute Lake Michigan water. Recently, Park Forest won the best tasting water produced in the State of Illinois by the Illinois Section American Water Works Association.

Park Forest recognizes the importance of education with an array of options designed by trained and accredited professionals. Preschool programs include a Montessori school, private and parochial daycare and nursery schools. The public schools offer programs for both the gifted and learning-disabled. Prairie State, a junior college, and Governors State University, an upper division college and graduate school, are both only minutes away. Governors State University has been approved to offer a four-year full undergraduate program in 2013. The University of Chicago, University of Illinois at Chicago, DePaul, Roosevelt, Columbia and Loyola Universities are within easy commuting distance by train. The Park Forest Public Library is rated one of the best in the Suburban Library System.

Originally the majority of its population commuted to work in Chicago. Today, Park Forest residents have numerous local employment opportunities. Continental Midland, a manufacturer of automotive/appliance screws, is located south of the Village and employs 160 individuals. The light industrial park in the Cook County portion of Park Forest contains a U-Haul rental facility, a cable operator, *Chicago Tribune* warehouse facility, Champion Sportswear, Americana Incorporated, Imageworks, several body shops, Hadady Corporation and Star Disposal transfer station. At this time, the major employer in Park Forest is the Elizabeth Ludeman Center, a facility for the developmentally disabled, with 750 employees.

The Village was incorporated in 1949 and immediately adopted both a non-partisan, independent election system and council-manager form of government that have survived 60 years. Park Forest residents are assured of open participation in the election process, independent candidates and professional local government. A Mayor and six Trustees, all elected at large, determine policies, enact ordinances, approve budgets and establish tax levies. An appointed Village Manager, the chief administrative officer, carries out policies, prepares budgets and hires and directs paid personnel who manage the operations of the Village on a day-to-day basis.

Since 1949, Park Forest has been characterized by a high level of volunteerism and participation in community affairs. Citizens take part in a number of volunteer boards and commissions that provide advice to the elected Board of Trustees. They also participate in numerous community, service and civic organizations dedicated to the betterment of the community.

In 2007, Park Forest was recognized as one of the 150 great places in Illinois as selected by the American Institute of Architects. Additionally, Forbes Magazine deemed the Village of Park Forest as one of the most liveable suburbs in all of Illinois.

As of April 2012, the Village of Park Forest has 157 full-time employees and approximately 63 permanent part-time employees (non-seasonal).

	Census Information		Projected
	<u>2000</u>	<u>2010</u>	<u>2015</u>
Population	23,462	21,975	22,292
Median Age	35.5	37.9	38.2
Total Housing Units	9,470	9,601	9,617
Average Home Value	\$81,406	\$105,347	\$122,474
Median Household Income	\$47,631	\$48,291	\$65,960
Average Household Income	\$54,627	\$65,795	\$75,145
Per Capita Income	\$21,493	\$26,181	\$29,885

<u>Race and Ethnicity</u>	<u>2000</u>		<u>2010</u>		<u>Projected 2015</u>	
	<u>Number</u>	<u>%</u>	<u>Number</u>	<u>%</u>	<u>Number</u>	<u>%</u>
White Alone	13,003	55.4%	12,278	54.2%	12,072	54.2%
Black Alone	9,247	39.4%	8,676	38.3%	8,327	37.4%
Hispanic Origin (any race)	1,169	5.0%	1,890	8.4%	1,123	10.0%
Other	1,212		1,680		1,894	

<u>Senior Population</u>	<u>2000</u>	<u>2010</u>	<u>Illinois</u>
65 and over	11.5%	12.7%	12.5%

Additional information may be found on the Village's website at www.villageofparkforest.com or by calling the Village Hall at (708) 748-1112 and asking for the Village Manager or Finance Director.

How to use this Budget

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 Village Board's goals and the means by which the Budget intends to accomplish those goals, brief summaries of trends noted within departmental budgets, an 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, time-line and the organizational chart of the Village.

Financial Summary:

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

General Fund:

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

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

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

Current Year Objectives: Following the analysis of the accomplishment of prior year objectives, the department establishes current year objectives. These are based on the Village Board's goals and the department's internal objectives.

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 from Fiscal Year 2010/2011, budgeted and estimated year-end expenditures for Fiscal Year 2011/2012 with proposed expenditures for the 2012/2013 Budget, including the percentage change between Fiscal Year 2011/2012 Budget and Fiscal Year 2012/2013 Proposed.

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

Departmental Budget Detail: The major categories contained in the Departmental Budget Summary are explained in detail.

Other Funds:

Other Funds are actually cost centers for expenses and/or revenues that must be accounted for independent of, and apart from, individual departments. These include Enterprise Funds (Water, Sewer, Municipal Parking, Refuse, Aqua Center, Tennis and DownTown Park Forest), Capital Projects, Motor Fuel Tax, the grant-supported Housing programs, the Retirement Funds, two TIFs, the Vehicle Services Fund and the Library budget, which is a component unit.

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 crossing guards, he/she would first read the sections entitled “Department Function” to determine which department crossing guards are assigned. In doing so, the resident would learn that crossing guards are a function of the Police Department. In the Police Department section, the Departmental Budget Summary would indicate, under Personnel Services, that salaries are budgeted at \$4,171,576 for all personnel for the Fiscal Year 2012/2013. However, in the Departmental Budget Detail, the resident would learn that the salaries are divided into full and part-time salaries. Crossing guards are contained in the part-time salaries and are budgeted at \$40,018.

**VILLAGE OF PARK FOREST
2012/2013 BUDGET**

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April 27, 2012

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Mayor

John A. Ostenburg

Village Trustees

Mae Brandon
Bonita Dillard
Gary Kopycinski
Kenneth W. Kramer
Robert McCray
Georgia O'Neill

Village Clerk

Sheila McGann

Village Manager

Thomas Mick

Village Hall

350 Victory Drive
Park Forest, IL 60466
(708) 748-1112

DownTown

Management Office

226 Forest Blvd.
(708) 503-8153

Fire Department

156 Indianwood Blvd.
(708) 748-5605

Freedom Hall

410 Lakewood Blvd.
(708) 747-0580

Health Department

350 Victory Drive
(708) 748-1118

Police Department

200 Lakewood Blvd.
(708) 748-4700

**Recreation and
Parks Department**

350 Victory Drive
(708) 748-2005

Mayor John A. Ostenburg
Board of Trustees
Park Forest, Illinois

Dear Mayor Ostenburg and Trustees:

Transmitted herewith is the budget for the Fiscal Year beginning July 1, 2012 and ending June 30, 2013. The Village of Park Forest operates under the Budget Act, as outlined in Chapter 65, Section 5/8-2-9 of the Illinois Compiled Statutes, and local ordinances related to the budget derived from the Village's 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 Board the opportunity to balance the needs of the community against available resources. The budget does not constitute a mandate to spend; only the authority to do so.

The Budgeted expenditures in the General Fund after transfers are \$20,874,260. General Fund revenues are projected at \$19,894,001. The General Fund expenditures exceed proposed revenues by \$980,259. A portion of the Fund Balance will be utilized to fund the difference between proposed revenues and expenditures. This Board decision was made when the 2011 levy was adopted in an effort to keep the tax levy increase as low as possible. Budgeted expenditures for all funds other than the Library Fund are \$46,930,418. Budgeted revenues for all funds other than the Library Fund are \$44,423,123.

In 2008, the nation felt the impact of a financial market that was in crisis. The ripple effect for the Village of Park Forest was reduced income tax receipts because of high unemployment, a decline in the Village commercial base reducing utility taxes, sales tax and water and sewer revenue. In addition, the housing market crisis stalled potential housing developments, and reduced building permit fees and real estate transfer taxes. A recently sold commercial retail center will most likely be reacquired without any redevelopment. In addition, the increased number of vacant and foreclosed homes requires additional maintenance and monitoring costs.

In an effort to maintain service levels the Board approved a 3.4% levy increase for 2011. This levy increase was the result of increasing expenditures and a lower reserve balance. Excess reserve balances have previously been used to reduce the levy increase. Historically, increasing expenditures included IRMA (Intergovernmental Risk Management Association) cost, health insurance and pension costs. These trends are talked about further in financial challenges. In prior years, another response to declining and delayed revenues was a modified annual salary increase reflecting a lower percentage increase of 1.5% for management and 2% for other personnel not covered by a union contract. Additionally, several salary positions went unfilled, eliminated or restructured to part-time.

The Village has undertaken several initiatives over the past five years including land banking efforts, a Crime Free Housing Ordinance and a vacant property registration requirement, grant seeking efforts, infrastructure projects and major planning studies. These initiatives carry both cost and cost saving features. Fund balance reserves derived from unbudgeted increases in revenues and cost savings in expenditures help fund these initiatives as well as salary and other operating cost increases for 2012/2013.

The Transmittal Letter and Budget Message contain a great deal of history. Over the years, the Village of Park Forest has undertaken many unique and amazing challenges. The Village purchased a failed regional mall and converted it into a traditional main street downtown. Work on this conversion is ongoing but the Village continues to observe signs that its efforts are restoring the economic viability of the community. In addition, because of the Marshall Fields demolition, Common Area Maintenance fees have declined. Also, the TIF fund is now generating sufficient increment to abate \$750,000 in property taxes.

The Village reacquired a failed residential property within the DownTown, sold this property to a developer and now Legacy Square has 68 homes. Additional development in the DownTown is now awaiting an economic recovery. In 2003, the Village took possession of Norwood Shopping Center. This center was in a state of disrepair and increasing dilapidation. Possession was gained through the South Suburban Tax Reactivation Program. Nassimi Realty approached the Village through a contracted broker and the sale of Norwood culminated March, 2008. Unfortunately, the developer has not moved forward and the Village may be forced to reacquire the property.

In Fiscal 2007 the Village decided to convert a money losing municipal golf course into an upscale residential area. A sales contract with Lake Shore Investors was approved. The housing market was hit the hardest with the economic downturn and Lakeshore Development did not move forward. Because the Village owns the land and is under no external pressure to develop, the recommendation is to wait until the housing market improves. A new opportunity involving the expansion of Governors State University to a four-year institution with the addition of residential housing could offer opportunities for the former Hidden Meadows property.

The structure of the Village of Park Forest is unusually complex. Recreation and Parks and Fire Services, which, in many other communities are structured as separate

districts, are departments in Park Forest. The municipal government includes a full service Health Department. It operates a Housing Choice Voucher Program under the aegis of a Housing Authority. The Village has a tradition of providing a high level of municipal services. Based on the unusual 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 comprehensible manner as possible.

As the Financial Summary of the Budget demonstrates, Park Forest is not exempt from the condition of the Federal or State economies. In addition, the 2010 census numbers indicated a 1,487 reduction in population from 23,462 to 21,975. This reduced population impacted income tax, use tax and motor fuel tax. Revenue projections have been adjusted accordingly. Fortunately for Park Forest, its Fiscal Policies and fiscal planning, which are rooted in the practice of conservative budgeting, have spared it the massive budget/program cuts when revenues shift with the economy. The 2012/2013 Budget does not recommend cuts in programs or services, but there are many fiscal challenges and issues which must be met. Those challenges and issues are as follows:

1. Shifting Budget Dollars to Fund New Programs

Even though the Village has experienced a decline in revenues related to an economic downturn, several new initiatives have begun requiring a shift in resources. In the Recreation and Parks area a new Dog Park and Wetlands Discovery Center Classroom was established. The existing Aqua Center's bath house was renovated and the Village Board committed to additional funding for operations. A new Rail Fan Park is currently under construction and the Village Green has been expanded in the wake of the demolition of Marshall Fields. Canadian National settlement dollars, as well as available funds from the reduction in CAM costs for the DownTown associated with the Marshall Fields demolition has helped to fund these projects.

Also, in the Recreation and Parks area during the past several years, an assessment of under-utilized parks and facilities such as tennis courts have produced new initiatives such as the skate parks. This assessment will continue to be important in determining priorities in funding and potential removal of equipment no longer meeting safety standards and underutilized.

In the Police Department the enforcement of the Crime Free Housing Ordinance and the subsequent reduction in crimes will allow for the reduction of one Police position. This reduced cost will allow funding of potential sustainability projects with a transfer to the Capital Projects Fund of \$50,000 and an additional \$50,000 to continue to fund the maintenance costs associated with land banking.

Costs for some summer youth programs have been shifted from the Police Department to the Recreation and Parks Department enhancing offerings and partnering with existing neighborhood programs.

The Water Fund has seen declining revenue and increasing expenses as a result of vacant homes and commercial areas and numerous water main breaks. In prior years the Water and Sewer Funds have transferred \$388,201 to the General Fund for payment in lieu of taxes. The amount was dropped to \$212,040 for Fiscal 2013 because of limited Water Fund reserves reducing a General Fund revenue source by \$176,161.

2. Controlling Major Expenditure Categories

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

Salaries

After three years of adjusted salary increases which provided reduced increases for management staff, salaries are presented with a 2% increase village-wide. As of this writing, the police contract negotiations were ending and final increases scheduled for approval.

Vacant position replacement will continue to be evaluated for cost savings. Positions have been restructured from full-time to part-time and hiring has been delayed. These practices will continue.

IRMA

The annual contribution over the past eight years has been:

	<u>Annual</u> <u>Contribution</u>	<u>Surplus</u> <u>Credit</u>	<u>Optional</u> <u>Deductible</u> <u>Credit</u>	<u>Net Premium</u> <u>Paid By</u> <u>Village</u>	<u>Fiscal Year</u> <u>Deductible</u> <u>Expense</u>
2005*	\$ 784,528	(\$104,246)	--	\$ 680,092	\$ 32,383
2006*	953,141	(148,666)	--	804,475	28,000
2007*	1,023,751	(123,008)	--	900,743	47,749
2008*	962,341	(115,840)	--	846,501	70,929
2009	1,235,484	0	--	1,235,484	81,340
2010	1,314,766	0	--	1,314,766	64,150
2011*	1,035,933	(103,109)	(93,234)	839,590	46,480
2012	1,150,285	(98,241)	(437,108)	614,936	

* years where surplus credit reduced payment.

In 2011 the Village increased the IRMA deductible from \$2,500 to \$10,000 per incident. For 2012 the Village was required to increase the deductible to \$100,000 per incident. In order to set aside adequate funds to cover this increase, the deductible budget

was increased to \$200,000. In addition, an assigned fund balance will be established for \$500,000. The impact of this increase in deductible may take a few years to realize.

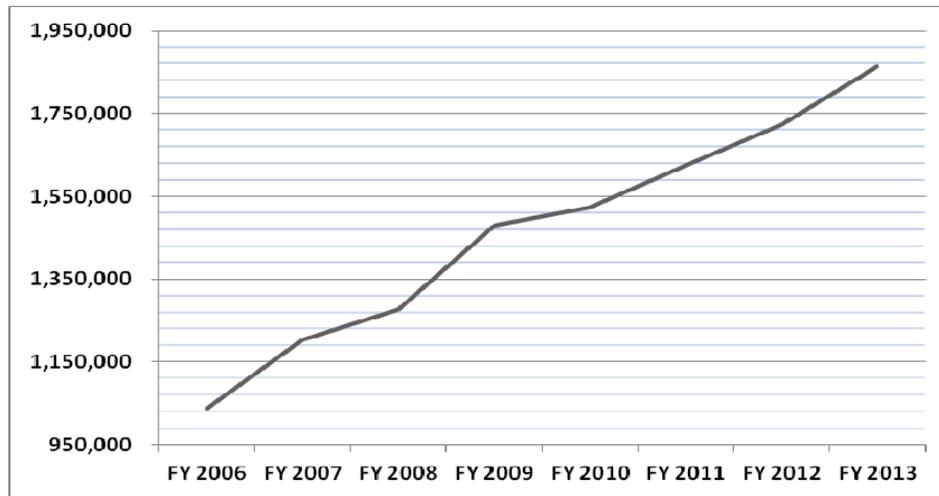
Worker safety and training are critical to hold the line on this cost. The surplus credit is derived from investment income of the fund.

Health Insurance

The cost of medical, dental and life insurance have increased over the last seven years as follows:

Health Insurance Costs

	<u>Total Dollars</u>	<u>Percent Change</u>
Fiscal 2005/2006	\$1,036,999	
Fiscal 2006/2007	1,203,069	16%
Fiscal 2007/2008	1,276,767	6%
Fiscal 2008/2009	1,478,889	16%
Fiscal 2009/2010	1,524,014	3%
Fiscal 2010/2011	1,624,778	7%
Fiscal 2011/2012	1,724,769 est.	6%
Fiscal 2012/2013	1,865,065 est.	8%



Employee health and wellness initiatives, as well as establishment of a health savings account (HSA) option have been undertaken to reduce costs. Included in this number is the Village cost of \$72,714 for health insurance costs for duty disabled police and fire personnel and the fixed stipend offered to retired personnel with twenty years of service for a max ten year period until age 65.

Pension Funds

Village cost for pension funds are highlighted in Section 22 of the budget. These costs have had substantial increases in the last six years. Tax levy requirements for IMRF, Police and Fire Pension Funds have been as follows:

Tax Levies

	<u>IMRF</u>	<u>Police</u>	<u>Fire</u>
2005	319,444	566,367	459,304
2006	453,535	670,568	555,895
2007	470,583	759,455	585,135
2008	486,951	856,887	619,892
2009	491,736	981,636	706,393
2010	423,506	1,033,223	752,677
2011	423,506	1,025,991	692,914

Beginning January 2011, the amortization of unfunded liability increased for Police and Fire Pension. This change had a positive impact on the 2011 levy. Investment returns on pension fund balances impact levy needs. In addition, benefit enhancements require additional funding. Current participants in the retirement plans are 142 for IMRF, 41 for Police Pension and 24 for Fire Pension.

SouthCom Costs

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

The Village is represented actively on the SouthCom Board and reviews and approves all budgets. In 2012, the Village proposed a referendum to increase the E 9-1-1 surcharge from \$1.25 per month to \$5.00 per month. This increase would have generated \$234,000 to help offset Village cost of participation. The referendum failed. The current surcharge generates approximately \$220,000 and reduces the Village’s annual contribution. Following is a history of SouthCom participation costs since inception:

	<u>Annual Cost</u> <u>Net of</u> <u>Surcharge</u>
2005/06*	\$569,303
2006/07	461,717
2007/08	449,278
2008/09	485,421
2009/10	526,233

2010/11	560,827
2011/12 est.	593,968
2012/13 est.	600,650

* Includes start-up costs

These costs represent 85% Police service calls and 15% Fire service calls. Costs are allocated to the communities based on average share of calls per Village. The Village of Park Forest's calls for service have declined over the past two years.

3. Identifying Opportunities to Improve the Village Financial Position

In addition to reviewing rates and fees, Village staff looks at opportunities to enhance Village infrastructure and services without financially impacting residents. These efforts include negotiating a very favorable settlement and property sale agreement with CN netting the Village \$4,805,000 in cash distribution and an additional \$2,550,000 of other Village improvements, for a total benefit of \$7,355,000. Benefits of this agreement will have a major impact on the Budget for 2012/2013. The \$2,450,000 of CN funds set aside for Orchard reconstruction will allow the Village to complete construction on a \$9,685,205 project without any borrowing.

In addition to the CN funds, grants secured for road and bridge work will fund the following projects.

**GRANT FUNDED
ROAD PROJECTS**

	<u>TOTAL</u>	<u>GRANT FUNDS 70%</u>	<u>VILLAGE CONTRIBUTION 30%</u>
<u>ORCHARD</u>			
Preliminary Engineering	480,000	336,000	144,000
Design Engineering	476,000	333,200	142,800
Construction Engineering	823,590	576,513	247,077
Construction	7,216,158	5,051,311	2,164,847
Contingency 5%	360,807	252,565	108,242
ROW Easements	28,650	-	28,650
Traffic Signal	300,000	-	300,000
Total Orchard	9,685,205	6,549,589	3,135,617
<u>LAKEWOOD/INDIANWOOD</u>			
Design Engineering	45,000	-	45,000
Construction Engineering	70,000	49,000	21,000
Construction	975,000	682,500	292,500
Total Lakewood/Indianwood	1,090,000	731,500	358,500

<u>THORN CREEK BRIDGE</u>		<u>80%</u>	<u>20%</u>
Design Engineering	108,840	87,072	21,768
Construction Engineering	107,000	85,600	21,400
Construction	<u>1,070,000</u>	<u>856,000</u>	<u>214,000</u>
Total Thorn Creek Bridge	1,285,840	1,028,672	257,168
<u>NORTH STREET</u>		<u>90%</u>	<u>10%</u>
Design Engineering	30,000	-	30,000
Construction Engineering	35,000	-	35,000
Construction	<u>280,000</u>	<u>252,000</u>	<u>28,000</u>
Total North Street	345,000	252,000	93,000
REMAINING BALANCE:	12,406,045	8,561,761	3,844,285
CN Money			(2,450,000)
State Participation Orchard			(131,054)
General Fund/MFT Funds supported			1,263,231

Motor Fuel tax dollars previously accumulated will fund the balance with \$300,000 for the Westwood traffic signal from the General Fund.

The Village has also been able to partner with Habitat for Humanity, Cook County, the Illinois Coalition in Washington, D.C., the Illinois Housing Development Authority, Metropolitan Mayors Caucus and Chicago Metropolitan Agency for Planning to receive the following project values:

Partnership Grants

Cook County Neighborhood Stabilization Program 1	\$500,000
Cook County Home Grant	540,000
CDBG Energy Efficiency	75,000
Cook County Neighborhood Stabilization 1	88,000
Delta Institute Demolition	44,900
Retail Reinvestment Patterns Study	225,000
Homes for a Changing Region Study	45,000
CMAP Sustainability Plan	40,000
CDBG-IKE Housing Demolition	236,250
State Neighborhood Stabilization Program 3	650,000
CDBG-IKE Housing Rehab	525,000
ILDCEO TOD Implementation	<u>100,000</u>
Village Value	\$3,069,150

In addition, the Illinois Building Blocks Pilot Program at \$40M divided by 6 communities for 15 - 20 initial homes will allow for:

- Housing Acquisition & Rehab
- Down Payment Assistance (\$55M divided by 6 communities)

For most of these grant funds will flow through a partner agency.

IEPA Loans Applications

The Village has also been able to secure low interest financing through the IEPA. The \$15,945,517 total 2.5% loan for the water plant will save the Village \$5 million in interest costs compared to conventional financing. For Fiscal 2013 debt service on a \$4,611,302 combined water and sewer rehab loan will begin. This 1.25% loan will save the Village \$3 million in interest over the life of the loan.

TIF and DownTown

The Village operates a DownTown Enterprise Fund as well as a DownTown TIF Fund. The difference is that the DownTown TIF fund houses the long-standing debt on the TIF. At the time the TIF was restructured in 1997 that debt was \$10 million with no increment available to pay. Currently the TIF generates a net increment of \$605,597. With the Village receiving \$930,062 in CDBG funds for the Marshall Fields demolition, and the favorable demolition bids, the contribution from the TIF fund was minimized. This allowed the Village to increase the abatement to \$750,000 for the 2011 tax levy. By increasing the abatement tax dollars can be shifted to operations.

The DownTown Enterprise Fund houses the operations of the Downtown, rent, maintenance, build out, etc. The Village has contributed to this fund since the property was acquired in 1995. Likewise, the Village has contributed to Common Area Maintenance in proportion to the square feet owned. With the Marshall Fields demolition, Common Area Maintenance was reduced.

4. Village Infrastructure and Maintenance

As a community ages, so does its infrastructure. Regular and scheduled replacement of facilities and systems help ensure the continuation of high quality services. Unfortunately, the largest portion of the Village was constructed 60 years ago. Many of the materials used in the infrastructure are no longer utilized, such as the cast iron material from which water pipes were made 60 years ago. Those original materials have experienced dramatic deterioration. As noted in the “Financial Summary” under “Capital Expenditures by Department and Funds,” a total of \$12,949,496 of capital improvements is included in the Fiscal Year 2012/2013 Budget. This includes \$8,039,748 for Orchard Drive engineering and construction for the fiscal year.

The Village has been able to benefit from some major capital improvements over the

past eight years. Several projects are complete while some are currently underway.

- Cook County reconstructed Sauk Trail from Western to Blackhawk for a total of 8,031 feet of roadway, new sidewalks and curbs.
- As part of the Sauk Trail reconstruction, 9,526 feet of new water main was installed.
- A CDBG grant funded 2,559 feet of water main replacement in Eastgate.
- Central Park Avenue was reconstructed and widened with brand-new curbs and storm sewers.
- A new \$3 million dollar fire station was constructed on time and within budget.
- The Health Department was moved to Village Hall and an \$800,000 build out was completed utilizing excess reserves and zero borrowing.
- A new \$15.6 million dollar water plant was constructed using IEPA low interest loan funds. The 2.5% interest rate will save the Village \$5 million dollars over the life of the loan.
- Two miles of water mains were replaced, or added, for fire flow safety enhancement and to replace deteriorated mains. This project cost \$2.2 million.
- A new 500,000 gallon water tower was installed at Autumn Ridge.
- Western Avenue widening and resurfacing was completed. The project had a total estimated cost of \$11,000,000. The Village contribution was \$780,000.
- Street lights have been replaced on Indianwood from Orchard to Monee Road. This was completed part of a (TCSP) grant for total cost of \$293,100 with \$217,500 grant funded.
- Twin culverts were replaced on Westwood for \$200,000.
- The Police Station was renovated and the administrative wing established for a total cost of \$192,175.
- Resurfacing of the municipal parking lot #2 valued at \$1,110,000 was completely paid by CN.
- A \$1,020,000 renovation of the Aqua Center bathhouse and the creation of the Wetlands Discovery Center. This project included several “green” initiatives. OSLAD grant funds of \$400,000 and CN proceeds of \$220,000 assisted in funding.

- A \$110,000 sign with an LED feature was installed on Route 30 to promote Village businesses and Village activities.
- Twenty-three fire hydrants were replaced for \$152,715.
- A \$1,225,585 Marshall Fields demolition project was completed. CDBG grant funding contributed \$930,062.
- A \$3,299,546 water main replacement project was completed (2.2 miles).
- A sanitary sewer rehab and excess flow facility rehab for \$1,311,756 was completed.
- Upgraded Village Hall camera and security system.
- A Rail Fan Park began construction in 2011.
- Orchard Drive reconstruction, a \$9.7 million dollar project 70% grant funded, began.

The proposed capital spending for 2012/2013 include costs associated with the following major projects:

- **Sewer Infrastructure and Inflow and Infiltration Impact (I & I)** – In March 2006, the Village submitted an Inflow and Infiltration Compliance Plan to Thorn Creek Basin Sanitary District (the Village’s sewage processing plant). Thorn Creek Basin Sanitary District, in conjunction with the IEPA, contend that excessive storm water runoff and ground water infiltration result in water pollution from treatment plant bypasses and sewage overflows into streams. I & I can also cause health hazards as a result of backup of sewage into buildings and onto streets and yards and additional sewage treatment costs to the public. In addition to the I & I requirements, the Village has experienced additional annual maintenance costs on its aging sewer system. Operating costs had exceeded revenue.

The 2012/2013 budget includes \$881,818 for Sanitary Sewer improvements, of which \$485,000 will be USEPA grant funded. Also included are cross connections for \$25,000.

- **Water Infrastructure** – In Fiscal 2008 the Village completed construction of a \$15.9 million water plant. This major project was funded with a 2.5% IEPA loan. The infrastructure needs of the water system now focus on the water mains, the distribution system of water. In order to undertake a major water main replacement project for the Village, the Board approved a \$3 per month water main infrastructure replacement fee effective July 1, 2008. This fee allowed the Village to replace \$3.3 million of water main or approximately 2.2 miles. The Village has in total, has 72.25 miles of water mains. Water main breaks continue to be a problem. In addition, water consumption has declined as a result of vacant commercial and residential property. This has resulted in a loss position in the Water Fund and negative net cash. The budget

includes a proposal to reduce the “Payment in Lieu of taxes” by 50% or \$189,359. This reduces a previous revenue source to the General Fund and allows the Water Fund to reduce a deficit.

For Fiscal Year 2012/2013, the following rates are included in the Budget, as presented:

July 1, 2012 Rates

Water	\$ 9.73	per 1,000 gallons
Water Infrastructure Fee	3.00	per month
Sewer	2.86	per 1,000 gallons
Refuse	19.35	per month through December 2012.
		Rates increase January 2013, to \$19.85.

The refuse contract expires 12/31/2013.

The current rates equate to an average utility bill as follows:

Bi-Monthly Average Bill

(For a water customer who uses 5,780 gallons/month)

<u>Water</u>	Water Infrastructure Fee	\$ 6.00
	Ready to Serve	7.98
	Volume Charge	112.48
<u>Sewer</u>	Ready to Serve	.53
	Volume Charge	33.06
<u>Thorn Creek*</u>	Ready to Serve	1.65
	Volume Charge	21.33
<u>Refuse</u>		<u>39.70</u>
	Average Bill	\$222.73

* Thorn Creek volume charges are \$1.845 per 1,000 gallons effective July 1, 2010. There is no increase scheduled for 2011/2012.

- **Storm Sewers** – Maintenance of Village storm sewers is not supported by any specific fees. In other words, any maintenance projects are funded by general revenues and taxes. In an effort to minimize tax increases, maintenance projects were deferred. Beginning with the 2005 tax levy, the Village Board approved \$50,000 in taxes to support storm sewer maintenance. This \$50,000 was accumulated for 3 years and combined with MFT Funds to replace the twin culverts which cross Westwood and run behind Norwood Square. Storm sewer maintenance is budgeted at \$50,000 for 2012/2013.
- **MFT Projects** – In 2004, the Board approved an added \$100,000 in the base levy to support roadway projects. Staff utilized these funds to transfer roadway salary costs

to the General Fund and begin to accumulate fund balance in the MFT Fund. With this fund accumulation, the MFT Fund has been able to match grant funds and accomplish several projects. For the 2011 levy additional dollars were added to fund vehicle costs related to Motor fuel tax projects.

5. Continuation of New Initiatives.

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

- Housing Initiatives – The Village-wide Troubled Building and Property Task Force was instituted to make recommendations for improving the quality of housing stock. The Board adopted the Crime Free Housing Ordinance to support improved housing initiatives as well as Police efforts. Implementing this ordinance has had the side benefit of reduced police calls for service. The Village’s Housing Authority is also working with the Police Department to identify housing voucher holders who are in violation of the Federal Housing program. Also, the Community Development Department recommended and the Board adopted a vacant building registration requirement. This requirement allows the Village to follow up on maintenance issues. In Fiscal 2012 a study sponsored by the Metropolitan Mayors Caucus entitled “Homes for a Changing Region” was completed. The Board adopted the housing policy plan as an element of the Village’s Comprehensive Plan.

The Village’s collaboration with Habitat for Humanity Chicago South Suburbs has resulted in the purchase of 18 foreclosed, vacant homes to date. Habitat has completed the rehabilitation of three homes and two new homeowners are already in their homes. Habitat was able to leverage the \$500,000 NSP grant awarded to the Village with another \$540,000 in HOME funds provided by the County to increase their ability to purchase and rehabilitate homes in Park Forest.

In addition, the Village received a \$525,000 allocation from the CDBG-IKE State Disaster Recovery fund to enable Habitat to purchase and rehabilitate five or six additional homes. The South Suburban Mayors and Managers Association will administer this grant on behalf of the Village.

The State of Illinois awarded \$1,300,000 jointly to Park Forest and Richton Park to share equally for housing acquisition and rehabilitation. The Villages will contract with the MECCA Companies to undertake this project, which will enable up to five foreclosed homes in each Village to be rehabilitated and sold to homeowners.

The Village received a Cook County NSP grant for \$88,313 to demolish nine vacant, blighted homes on Allegheny Street in the Eastgate neighborhood. Seven properties were demolished in September 2011, and two additional homes will be demolished in Spring 2012.

The Village also received a State CDBG-IKE grant for \$236,250 to demolish blighted homes in the Eastgate Neighborhood. At least 23 homes will be demolished with this grant. Demolition is expected to occur in Spring 2012.

Utilizing the lien foreclosure process, the Village initiated the process to obtain a deed in lieu of foreclosure on 16 residential properties. To date the Village has successfully obtained deeds for five of the residential properties. The vacant residential properties are located in redevelopment areas identified in the Strategic Plan for Land Use and Economic Development.

- TOD – The 211th Street Transit Oriented Development Plan Implementation Study is nearing completion. To date, the work completed includes a review of transit oriented development model ordinances, a review of the marketing activities of the three participating municipalities and best practices in the Chicago metropolitan area, and an update to the 2007 market analysis. The remaining work to be completed includes the development of a model ordinance for TOD implementation, a development pro forma for the updated plan, and design guidelines for both the public and private development. The grant agreement with the Illinois Department of Commerce and Economic Development establishes a completion date for May 2012.

Prior to the end of the Fiscal Year 2012, the Village will submit a request for Illinois Transportation Enhancement Program funds to support the streetscape improvement recommendations that are part of the 211th Street TOD Plan. This request will be made jointly with the Villages of Matteson and Olympia Fields.

- Strategic Plan for Land Use and Economic Development – The Board of Trustees approved the Strategic Plan for Land Use and Economic Development in November 2008. The plan explicitly incorporates the DownTown Master Plan and the 211th Street Metra Station Transit Oriented Development Plan. The priorities for implementation established by the adopted Plan are as follows, in order of priority:
 - First Priority
 - The 211th Street Metra Station Transit Oriented Development area (“the TOD Area”)
 - Second Priority
 - DownTown Park Forest, including the DownTown Gateway as defined in the Strategic Plan
 - The South Western Avenue Annexation Area
 - The Eastgate Neighborhood
 - Third Priority
 - Scattered Residential Infill and Redevelopment Opportunities
 - Fourth Priority
 - Norwood Square Shopping Center
 - The Park Forest Business Park

- Sauk Trail, including the West Gateway, the East Gateway, and the Corridor between the Gateways

The Plan is fully adopted and final priorities have been established. The Plan Commission and staff are focused on a plan of implementation for the top four priorities, the 211th Street TOD Area, DownTown Park Forest, South Western Avenue as well as the Eastgate Neighborhood.

In Fiscal 2011, the Board approved a budget amendment to transfer \$100,000 to fund land acquisition and maintenance. An additional \$50,000 is included in the 2012/2013 Budget. The balance remaining in the Capital Projects Fund for these purposes will be used for maintenance and sales efforts for the property acquired.

- Marketing and Public Relations – The Board approved the hiring of a full-time Director of Communications in October 2007. Since that initiative, the Village website has been enhanced, the Discover Magazine has been upgraded and Village news items are posted regularly. Social networking sites have been established, and the Village lobby has become an information hub complete with informational videos highlighting Village services. Many news items are published and have been reported verbatim in local, regional and national venues in print and broadcast. The Community Relations area under Economic Development has developed a community calendar and new resident information packets. Several successful new community events have occurred including the “Park Forest Idol,” and “New Residents” events. Marketing materials to promote the commercial and industrial development opportunities in Park Forest have been created. Signage has also become a source of information dissemination. Included in the Capital Projects budget for 2012/2013 are a reader board LED sign on Orchard, a parking lot capacity sign and a monument sign on Sauk Trail.
- Village Acquired Commercial Properties:

Norwood Shopping Center – In December 2005, the Village established Norwood Square as a Tax Increment Finance (TIF) District. In March 2008 Nassimi Realty purchased Norwood. Unfortunately, Nassimi has been unable to comply with the terms of the sale agreement. At this point in time, Village Staff and the Village Attorney are pursuing actions that are designed to regain title to the property in a manner that will enable us to petition the Cook County Assessor’s Office to extinguish all back taxes. These options include either the foreclosure of outstanding liens (non-payment of water bills) or declaration of the property as abandoned. The Village has begun initial discussions with Michael Marks, with Marcus & Millichap, regarding the marketability of the property.

The Village also acquired Wildwood School and through Cook County’s No Cash Bid Program the 80 North Building. Staff is currently working with a potential developer on a sales contract and redevelopment agreement for the 80 North building.

Hidden Meadows – In July 2007 the Board approved the sale of the Hidden Meadows property to Lake Shore Investors. Lake Shore Investors completed their site studies including soil surveys, topographic studies and wetland delineation. A concept plan was presented to the Plan Commission and approved. In 2008 the housing market nationally had a major collapse. As yet there has not been a recovery. Fortunately, the Village is under no obligation regarding the Hidden Meadow Redevelopment. On a positive note, Governors State University has been approved as a four year institution. As part of their expansion there is a plan for residential housing. This change could enhance the ability to develop a portion of Hidden Meadows commercially.

Sale of Buildings and Land in the DownTown – Since the Village took ownership of the DownTown in 1995 it has been the intent to redevelop and sell buildings and land to private owners. Two buildings have been sold thus far, the Theater Building and the former By-Us Building. The Village re-acquired the By-Us Building in January 2010 because of owner neglect and delinquent taxes. Since 1995 four vacant parcels have been sold and developed including the First Midwest Bank property, the CVS parcel and the Victory Center Senior Independent Living and Assistant Living Complex. Another major sale of land began in March 2006 and culminated in July 2007. This sale ultimately produced Legacy Square with construction of 63 residential homes.

Efforts will continue to market and sell the remaining buildings as well as the 3 ½ acre vacant parcel. As a result of these efforts, tax increment has been generated in the TIF fund. The projected net increment for 2012/2013 for the TIF fund is \$605,597. These funds are used to reduce the tax levy for debt service. As indicated in the DownTown section of the Budget \$6,366,517 of Village Funds has been invested in the TIF redevelopment. The current increment provides a 10% return on investment. These results indicate the value of the efforts.

– **Sustainability**

Continue to establish, review and refine policies which assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village is a Board goal for 2012/2013.

In April 2011, the Village of Park Forest was selected by the Chicago Metropolitan Agency for Planning (CMAP) to participate in a local technical assistance program for the purpose of creating a Sustainability Plan. CMAP received a three-year \$4.25 million grant from the U.S. Department of Housing and Urban Development to implement their adopted regional comprehensive plan, GO TO 2040. They are using this grant to fund around 60 local planning projects throughout the Chicago Metropolitan Area that will be instrumental in the implementation of the GO TO 2040 Plan. CMAP staff assistance was provided to prepare the Sustainability Plan at no cost to the Village. The draft Sustainability Plan was completed in March 2012, and is expected to be considered for adoption by the Plan Commission and Board of Trustees in April and May 2012.

Included in the 2012/2013 budget under the sustainability categories are:

Financial Sustainability Initiatives

- Continuous planning that establishes, revises and when appropriate, perpetuates goals from formation to achievement
- Constant monitoring and tracking that identifies problems and opportunities in a timely manner
- Maintenance of reserve funds that allow flexibility and protection in a volatile financial environment
- Internal audit and procedural review that ensures the integrity of financial information

Environmental Sustainability Initiatives

- Implementation of “Park Forest Sustainability Master Plan” reviewing all plan recommendations in the following categories:
 1. Development Patterns
 2. Transportation and Mobility
 3. Open Space and Ecosystems
 4. Waste
 5. Water
 6. Energy
 7. Greenhouse Gases
 8. Green Economy
 9. Local Food Systems
 10. Municipal Policies and Practices
 11. Education
 12. Community Health and Wellness
 13. Housing Diversity
 14. Arts and Culture
- Establish a “Sustainability Projects” Capital Project area and fund to a \$100,000 level
- Wetland Discovery Center classroom expanded and used
- Work with Chicago Southland Economic Development Corporation’s Green Transit, Intermodal, Manufacturing, Environment (TIME) Zone activities
- Energy Savings Workshop cosponsored with Commonwealth Edison
- Partnership with the Center for Neighborhood Technology
- Information sessions sponsored by the Environment Commission

- Rain Barrel Program continuation
- Farmers Market supporting local farmers
- Special Handling Material Disposal Station and Wash Rack installation in the Public Works yard

Infrastructure Sustainability Initiatives

- Well maintenance and fire hydrant replacement
- Sewer reconstruction
- Thorn Creek bridge replacement
- Orchard Drive reconstruction
- Storm sewer maintenance
- Police parking lot restriping
- Patching, sealing and restriping municipal lot 1
- Lester and Victory Drive roadway improvements
- Vehicle replacement

Summary

In summary, the Village continues to face major financial challenges. It will continue to be a challenge, to all municipal departments, to plan expenditures within available revenues, to maintain the integrity of programs and to plan for growth needs within strict budget parameters.

Constantly tracking and assessing expenses and revenues is key to having the ability to make decisions in advance of crisis. Another critical financial tool is monitoring fund balances. By maintaining reserves, not only is the Village able to weather some of the unexpected financial storms, it is also able to seize opportunities that require matching funds such as the many roadway projects planned for 2012/2013 and the \$485,000 Federal Stimulus grant for sewer reconstruction that requires a \$415,000 match. Reserves are used to give staff and elected officials time, resources and opportunity to make adjustments when needed.

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

Conclusion

The 2012/2013 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.

The 2012/2013 Budget, as presented, continues the fiscally conservative practices of the previous budgets. It is this practice of maintaining fund balances and conservatively estimating revenues and expenditures and operating within those limits that allows the Village to continue the level of service in tough economic times. And, while maintaining emphasis on fiscal conservatism, the 2012/2013 Budget plans to accomplish several major capital improvements.

In short, the 2012/2013 Budget:

- **incorporates the Village Board's goals as articulated in Strategic Planning.**
- **is balanced with use of a portion of the General Fund leaving at least a three 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.**
- **Continue housing initiatives involving maintenance and crime control.**

It is also worth reiterating that:

- **Fund balances in most funds meet or exceed financially prudent standards (including the General Fund reserves for IMRF and FICA). The one major fund where fund balance is a concern is the Water Fund. In prior years the Aqua Center has been noted. The Board has approved increased transfers and they are reflected for 2012/2013. Because of construction activity in both Municipal Parking lots revenues have declined reducing that fund balance.**

Five years ago for the first time the Village was able to look ahead five years and project the following accomplishments:

Vision for 2012**

- 1) Legacy Square Phase II complete
- 2) Hidden Meadows development well underway
- 3) **Aqua Center renovated and thriving**
- 4) **New logo fully integrated in signage, vehicles, water towers and all Park Forest designations**
- 5) **Residential marketing campaign successful in generating interest in housing of targeted population**
- 6) **Western Avenue resurfaced and widened**
- 7) **Orchard Drive reconstructed**
- 8) **Water main replacement program enhanced by grant (loan) funds received**
- 9) Norwood Square operating as a sales tax generating center

** The bolded items are either complete or in progress.

Even with the economic setback of 2008, 2009 and 2010, the Village appears to be on track with most of the five year goals. The lagging goals are in the areas of new housing development and economic development. The oversight Village department has shifted efforts towards planning, blighted housing deconstruction and housing rehab during this time of economic challenge. This redirection of efforts has been extremely productive and positioned the Village for growth opportunities.

The budget document presented for your consideration is a line-item budget. Each section begins with a description of the department's function, an analysis of the accomplishment of prior year's objectives, objectives for the 2012/2013 Budget year and performance measures. This is followed by organizational charts and a summary sheet that includes a history of expenditures for that department. Summary sheets are followed by salary detail and expenditure details. In the proprietary funds, beginning and ending net cash is indicated.

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

The Budget Message has been prepared to provide the Mayor and Board of Trustees with a narrative overview of the significant issues addressed in the budget. Following the Budget Message, budget policies and processes are explained. A Financial Summary highlights major revenue and expenditure trends.

The Village has been notified that its 2011/2012 Budget has received the Government Finance Officers Association Distinguished Budget Award. In fact, every budget since 1995 has received the GFOA Distinguished Budget Award.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Village of Park Forest, Illinois for the Annual Budget beginning July 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

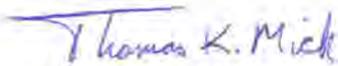
This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Every Comprehensive Annual Financial Report since 1996 has received the Award for Excellence in Financial Reporting. Park Forest is one of only 132 entities out of 2,824 cities and counties in Illinois, including municipalities, townships, counties or agencies, to receive the Distinguished Budget Award and one of only 60 to receive both. One of the criteria for the Distinguished Budget Award is the clarity of the budget and ease of understanding. The 2012/2013 Budget has been prepared with that goal in mind.

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. Park Forest 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 exceptionally high level of service.

In conclusion, we are pleased to transmit to the Mayor and Board of Trustees the 2012/2013 Budget for the Village of Park Forest.

Sincerely,


Thomas K. Mick
Village Manager


Mary G. Dankowski, CPA
Deputy Village Manager/Finance Director

BUDGET MESSAGE

BUDGET MESSAGE - EXECUTIVE SUMMARY:

The Village's ongoing struggle to counteract a sluggish economy is strewn across 2012/2013 Budget. Over the past couple of fiscal years, the Village's efforts were toward addressing financial crises plaguing the housing market and the credit/financial industries. The financial crunch led to financial ramifications at the federal, state and local government levels. As the national economy seems to have stabilized, Illinois seems to be one of the last states to realize such a trend. Revenue streams such as income tax are stable but are not trending upward as high unemployment rates continue in Illinois. Exacerbating the struggling local financial environment are downward trends in various other local revenue streams such as hospital transport fees, revenues generated by the Park Forest Aqua Center and water billing receipts.

A very conservative financial approach is carried out in the 2012/2013 Budget as it relates to expenses. Numerous "wish list" projects which would otherwise be implemented in a better financial climate could not be included. Historically, conservative financial principles have been the backbone of the Village's fiscal planning. This fiscal conservatism in recent years has helped the Village survive the downturned economy. In 2012/2013, the Village will strive to maintain the status quo in services offered and embark upon some areas of transition. For example, while the Village is developing a new rail fan park in one part of the community and trying to maintain larger parks of gathering in others, some smaller venues may experience park equipment being removed or may be totally decommissioned. Another example of transition while being mindful of fiscal constraints is cost savings associated with not filling a vacated police department position. These funds will be redirected toward maintenance costs associated with maintaining Village-owned parcels across the community and implementation of a Village-wide Sustainability Plan.

In a downturned economy, Village planning efforts have been extensive over the past couple of fiscal years. These studies include a Strategic Land Use Plan for Economic Development, a Sustainability Plan, a Homes for a Changing Region Study, a Transit Oriented Development and study related to retail reinvestment patterns by commercial developers. Implementation of the plan findings or study recommendations began to unfold in 2011/2012 and will continue into 2012/2013 as the Village charts a course for revitalization as economy recovers.

The 2012/2013 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 Park Forest reflects a need to continue to provide a high level of service to its residents and while revenue levels have stagnated in several areas, the 2012/2013 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 the public interest.

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

1. The Strategic Policy Plan:

The Village's Strategic Policy Plan, entitled *Pride in the Past, Promise for the Future: Strategic Plan*, was created in 1992 by a community planning process. It involved a steering committee and three task forces. This community effort resulted in a vision statement, belief statement and objectives and strategies. The three major objectives were:

1. Maintain and upgrade existing housing and develop quality moderate to upscale housing that attracts and retains a diverse population.
2. Provide human services that support and promote a community diverse in age, culture, economics and race.
3. Develop a strong and diverse tax base by focusing on commercial revitalization, business attraction and retention and new growth through annexation with attention to regional issues.

It was intended that the Strategic Policy Plan guide the Village's planning efforts for a five-year period. Although the five-year period has expired, the Board's goals for Fiscal Year 2012/2013 continue to reflect the goals of the 1992 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 2008 to augment the Village's Comprehensive Plan. In conducting its strategic planning during 2011/2012, the Board reaffirmed the Vision Statement contained in the 1992 Strategic Plan. The Vision Statement is:

Park Forest, in the future, will be a culturally and racially diverse community of residents who work together with strong and visionary leadership to ensure comprehensive services, financial stability and academic excellence in a safe, attractive environment.

2. Community Input:

The Village undertakes a Strategic Planning process each year. Village Officials seek to evolve and refine the process each year through citizen surveys, focus groups, lectures or brain storming sessions. In preparation for Strategic Planning for the Fiscal Year 2012/2013 Budget, community input was sought through a number of different initiatives. First, public comment was solicited at all Village Board Meetings, which occurred on the 1st, 3rd and 4th Mondays of each month. Additionally, the Village Board convened a Saturday Morning Rules meeting on the 1st Saturday of each month with the general purpose of soliciting public feedback on any issue of concern. Another initiative to solicit community input was a survey related to the Park Forest Aqua Center. The survey was administered electronically (emailed to 2,800 active email accounts) with results provided to the Board as part of its strategic planning discussions.

Another avenue for community input is the volunteer Boards/Commissions serving Village Officials. In excess of 100 residents are seated on these various bodies which provide insight on a spectrum of issues ranging from youth concerns to senior citizen initiatives and statutorily required duties such as the Plan Commission and the Board of Fire and Police Commissioners. Finally, a key component of the soliciting community input is the Village's Neighborhood Meeting Program. Meetings related to this program promote awareness of all departments and their respective affiliations within the community and address the concerns of neighborhood residents. Neighborhood Meetings in 2011/2012 took place with the residents of:

- Will County (August 2011 at Village Hall);
- the residents south of Sauk Trail and east of Indianwood Boulevard to Western Avenue (September 2011 at Celebration Ministries Church);
- the "W" Streets neighborhood (October 2011 at Freedom Hall);
- the Autumn Ridge and Forest Brook Townhome Area (November 2011 at the Universalist Unitarian Church); and
- the Condominium Associations (March 2012 at Dining on the Green).

3. Strategic Planning Workshops:

Several strategic planning sessions were convened over the course of 2011/2012. Two sessions (October 2011 and February 2012) concentrated on a review of the fiscal condition of the Village to each respective point in the fiscal year. The financial analysis presented at this workshop detailed revenues and expenditures for the previous fiscal year. It contained an analysis of dollars spent as compared to what was budgeted. Also, current trends were highlighted and the proposed tax levy was reviewed. These sessions also provide updates to the Board on the status of staff's work toward achieving Budget and department goals.

Another strategic planning workshop undertaken by the Village Board related to setting of goals for Fiscal Year 2012/2013. The session was coordinated by Village Staff

and led by the Mayor and an outside professional facilitator. As part of the Board's Annual Strategic Planning Process, the Village engaged in a leadership dialogue revolving around the 1949 Mann Gulch Fire in western Montana as analyzed in the book Young Men and Fire by Norman Maclean. The planning facilitator then assisted the Village Board with the articulation of goals and a prioritization of those goals as follows:

2012/2013 BUDGETARY PRIORITIES:

1. Engage in relationships and program initiatives which enhance working together to provide the best education possible for the children of Park Forest.
2. Continue efforts to increase commercial, business and residential development in the Village.
3. Continue to establish, review and refine policies which assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village.
4. Increase awareness of the quality of life in the Village of Park Forest.

4. The Capital Improvements Plan:

It is the goal of the Village to schedule maintenance and replacement of capital items in a way that is most cost effective while minimizing maintenance of items beyond their useful lives. The Village also strives to save for capital items rather than borrowing. The Vehicle Service Fund operates under this premise.

The Capital Improvements Plan 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 for due to a finite amount of resources. As referenced previously, in 2012/2013, the adverse impacts of deteriorated national and state economies will result in a reduced Capital Improvements Plan compared to recent fiscal years. After several years of deferring capital items, the 2012/2013 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 March 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 2011 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-March. The Village Manager, the Deputy Village Manager, Assistant Finance Director and Accounting Supervisor review departmental budgets. They evaluate the departmental budgets based upon the Strategic Policy Plan, Strategic Planning Workshops, departmental objectives, available fund balances and potential revenues. Based on this evaluation, a balanced proposed budget is prepared. For this purpose “balance” means sufficient revenues and use of fund balance consistent with fiscal policy guidelines. The budget is submitted to the Board by the beginning of May.

6. Public Review and Adoption:

The budget is presented to the Board by the first of May for its consideration. While the Board is reviewing the budget and through the remainder of the budget adoption process, the draft budget is made conveniently available for public inspection at both the Village Clerk’s Office in Village Hall and the Park Forest 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 May and June. Not less than one week after publication of the notice of the budget’s availability and prior to approval of the budget, the Board is required to hold a Public Hearing on the budget. The Public Hearing is scheduled for June 4, 2012. By Ordinance, the budget must be adopted by the end of June, 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 weekly report of all bills processed by the Finance Department’s Accounts Payable Division as this list is posted on the Village website for public viewing.

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

8. Budget Amendments:

Actual costs and unanticipated expenditures are constantly evaluated against budget. Department Heads may, according to the Board’s fiscal policies, overspend a line item within their departmental budgets but they may not overspend the total departmental budget without the approval of the Village Manager. Department Heads must identify resources elsewhere in the budget to cover the expenditures. Overspending in individual

line items does not require a budget amendment. Overspending the total departmental budget not only requires the approval of the Village Manager, it may, also, require a budget amendment. If necessary, budget amendments are made at the mid-point of the budgetary cycle. Budget amendments, typically, are made only to accommodate three factors:

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

Inasmuch as the budget is adopted by way of an Ordinance requiring two public readings, the budget is amended by way of an Ordinance, also requiring two readings. The Ordinance amending the budget indicates the additional, unanticipated or larger than anticipated revenues and the additional expenditures.

9. Annual Financial Report and Audit:

The budget process concludes with the preparation of the Comprehensive Annual Financial Report and Audit. This is 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. The Village's [REDACTED] has the admirable track record of receiving the Certificate of Achievement for Excellence in Financial Reporting in *every year from 1996 through 2010*. The [REDACTED] and Audit are publicly reviewed and discussed by the Board. It is available at both the Village Clerk's Office in Village Hall and the Park Forest Public Library for public inspection. The [REDACTED] for 2010/2011, as well as the five preceding years, has been posted in its entirety for public review on the Village's web site at www.villageofparkforest.com. In addition to the [REDACTED] and Audit, the Village conducts an annual Internal Procedures Review to review and revise monetary handling control functions across all Village departments. This work continued in 2011/2012.

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 2012/2013, the operating budget for the General Fund contains \$20,314,224 of expenditures. This represents a 1% increase in expenditures for the General

Fund. After transfers the \$20,874,260 budget remains at a 1% increase. Revenues for the General Fund are \$19,894,001. **Fund Balance of \$980,259 is being utilized to fund the difference between proposed revenues and expenditures after transfers.**

For Fiscal Year 2012/2013, the combined budget of all funds reflects \$46,930,418 of expenditures (excluding Housing Authority, the Library and transfer to MFT). This represents a 5% increase in expenditures for all funds. Budgeted revenues for all funds other than the Housing Authority and Library Fund are \$44,423,123, although it is somewhat misleading to compare total revenues and expenditures for all funds since some of the funds utilize fund balance, such as the Motor Fuel Tax Fund which has accumulated funds toward the Orchard Drive reconstruction. The \$2.4 million transfers to MFT is derived from CN funds received in Fiscal 2010 that were set aside to be used for the Orchard Drive reconstruction.

The Fiscal Year 2012/2013 Budget recommends a transfer of \$155,036 to the DownTown Fund for the Village's share of Common Area Maintenance. This is reduced from prior years because of the reduction in DownTown Square footage with the demolition of Marshall Fields. No additional support is included. The Budget also recommends transfers to the Aqua Center for \$180,000 and Tennis & Health Club for \$115,000. The Board has discussed an annual monitoring of this support. The Budget also includes a \$10,000 transfer to the Library, an action approved by the Board. This transfer is supported by Garden House funds. The Library uses the funds for senior services.

The combination of the funds utilized for operating, pension funds and transfers will produce a projected, year-end General Fund Balance of \$5,314,152. This represents a 3.1 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 June of the next year. The Tax Levy adopted in December 2011, which provides the property tax base for the 2012/2013 Budget, provided for a 2% growth in those departments, programs and services funded by general property taxes including capital expenditures. The 2012/2013 Budget funds the Board's goals of continued economic development, civic engagement and major water/sewer/roadway improvements across the Village. The 2012/2013 Budget includes salary step increases for eligible employees with a 2% cost of living adjustment for all employees outside of collective bargaining units. A 2% increase is in place for unionized personnel in the Fire Department while a similar figure is being finalized with Police Department contract negotiations.

Following is a chart that depicts Full Time Equivalent (FTE) personnel, by department, from Fiscal Year 2008/2009 through Fiscal Year 2012/2013 projected.

Department*	2008/09	2009/10	2010/11	2011/12	2012/13
Administration/Finance	16.0	16.0	15.5	15.5	15.7
Public Works/Water ¹	30.3	31.0	31.0	30.5	30.5
Recreation and Parks ²	20.6	19.6	18.6	18.6	18.6
Police ³	55.1	55.1	55.1	54.1	54.1
Fire ⁵	25.0	25.4	25.4	26.4	26.4
Health	8.5	8.5	8.5	8.5	8.5
Community Development	9.6	8.9	8.9	8.9	8.9
Economic Development & Planning	4.0	4.0	4.0	4.0	4.0
Downtown	3.0	3.0	3.0	3.0	3.0
TOTALS	172.1	171.5	170⁴	169.5	169.7

* Does not include seasonal positions.

¹ For Fiscal 2009/2010 Public Works hired 3 additional part-time Maintenance workers for the Water Department. In Fiscal 2011/2012 they decreased from 3 part-time to 1 full-time position.

² The change in Recreation and Parks staffing relates to the restructuring of positions within the department.

³ The Fiscal 2011/2012 decrease in staff for the Police Department reflects a position vacated by a retiring officer that was not filled.

⁴ The reduction in staffing for 2010/2011 includes the restructuring of a full-time payroll technician position to part-time, the elimination of a full time recreation and parks maintenance position, the addition of a part-time office assistant in the Fire Department. What is not reflected in the staffing schedule is the delay in replacement of a Director of Health, Police Officer and Public Works Maintenance Worker.

⁵ In Fiscal 2010, the Department added a part-time office clerk. The Fiscal 2012 increase in staff is provided for by a SAFER Grant.

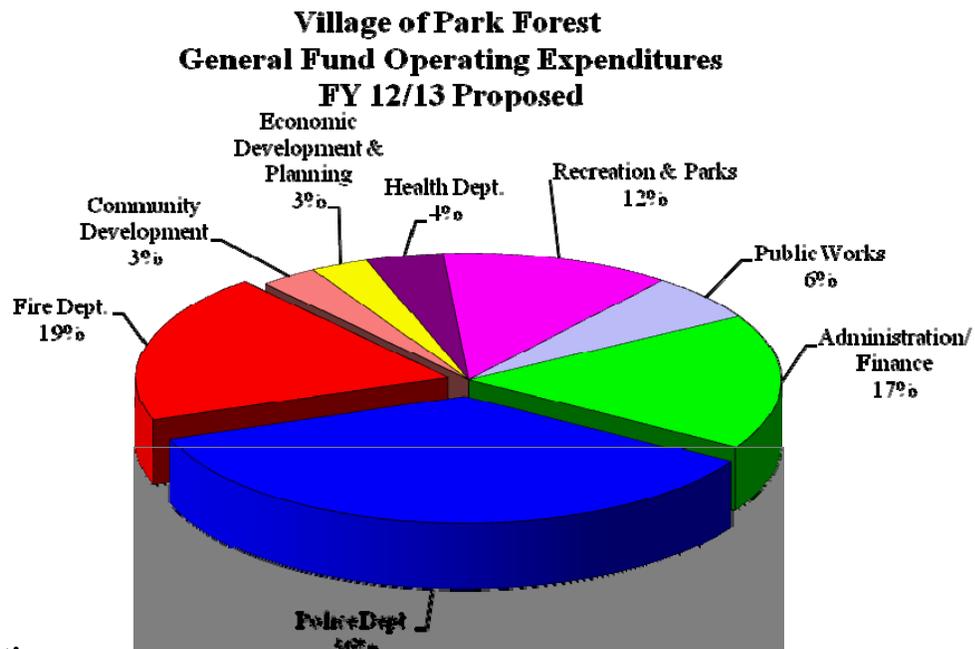
Each section of the Budget follows the same format. First, there is a description of the department and its function in the overall provision of services to the community. It is followed by accomplishment of the prior year's goals, the current year's goals and performance measurements, organizational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

The summary sheets that introduce the budget detail for each department or cost center contain five columns. The first column is labeled Fiscal Year 2010/2011 Actual. This reflects the amount actually spent in Fiscal Year 2010/2011 in each of the listed categories: personnel, insurance, employee support, etc. The second column is Fiscal Year 2011/2012 Budget. This column reflects the amount budgeted to be spent in each of the listed categories in Fiscal Year 2011/2012. The third column is Fiscal Year 2011/2012 Estimate. This column reflects the amount the department anticipates spending in each of the listed categories by the end of the current budget year. The fourth column is Fiscal Year 2012/2013 Proposed. This column is the proposed budget presented to the Board for its consideration for Fiscal Year 2012/2013. The final column is percent change. It is

important to note that this column is not a comparison between the two closest columns. Instead, it reflects the change from Fiscal Year 2011/2012 Budget to Fiscal Year 2012/2013 Budget. In reviewing this column, it is also important to take note of the Fiscal Year 2011/2012 Estimate since that column may help explain the percent change from one budget year to the next more clearly. For example, if a department budgeted \$10,000 for overtime in 2011/2012, but believes it will actually spend \$12,000 that number will show up in the Fiscal Year 2011/2012 Estimate column. It would explain why the department decided to budget \$13,000 in Fiscal Year 2012/2013.

In order to understand the department-by-department analysis that follows, reference should be made to the summary sheet in each departmental budget. The summary sheet is located before the salary detail. For example, in the Administrative Department, the summary sheet is page 3-57.

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 55% of the General Fund Budget.



Administration:

The Administration Department combines the sub-departments of the Manager’s Office, Personnel, Public Relations, Risk Management, Board of Trustees, Boards and Commissions, Legal Services, Information Technology and Finance. The Administration Department has the primary responsibility for implementation of the Board’s goals (see pages 1-4). In line with Board goals engagement of Park Forest citizens continued in 2011/2012, with more than 600,000 hits to the Village website in calendar year 2011. This average of more than 50,000 hits per month is ever more critical in civic outreach as Park Forest receives less coverage by the local print media. All electronic media stats are

detailed on pages 3-23 and 3-24 of the Administration Budget. Other regular public outreach items include the electronically distributed Village Manager’s Report, Discover Magazine, the resident newsletter, and a growing inventory of public education video accessible on the Village website and YouTube.

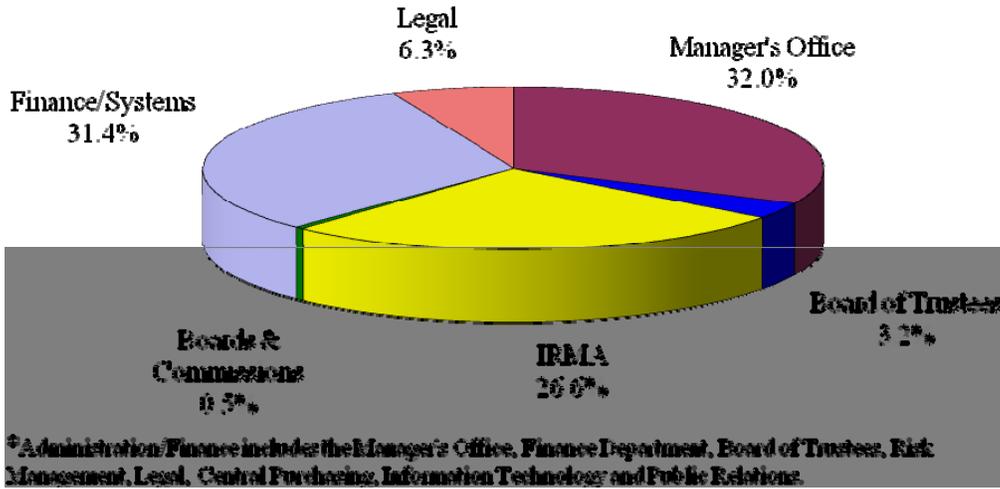
Transparency is a cornerstone of the good government model. As Park Forest’s pursuit of transparency evolves each year, 2011/2012 included a new initiative to post a weekly register of all invoices paid as a mechanism to educate the public on where Village resources are being expended. This builds on longstanding traditions of transparency which include budgets, audits and strategic planning documents being available, in their entirety, on the Village website. Additionally, Village Board Meetings are televised live on the local cable access channels, are recorded and rebroadcast periodically the ensuing week, and are streamed live on the Village website. In 2012/2013, the Village’s transparency efforts will include adherence to state statutes related to full disclosure of employee salaries, benefits, etc. Many of these new mandates have been a staple of Village budgets for more than a decade.

Liability and workers’ compensation coverage rates through the Intergovernmental Risk Management Association (IRMA) are noted in Administration but encompass the entire organization. For 2012/2013 the Village anticipates an approximate 5.1% increase in the overall medical insurance plan premiums but will allocate for a 10% increase to cover any cost overages 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 are not expected to increase with 2012/2013. An employee Health and Wellness Taskforce, spearheaded by the Director of Personnel and Assistant Finance Director, will continue its efforts to enhance employee wellness in 2012/2013 with such items as wellness expos, information sharing sessions on costs associated with insurance benefits and a third year of the HealthMiles pedometer program. The health and well-being benefits of this Task Force for the employees are many but there are benefits to the Village as well. The cost of health insurance benefits 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 \$70,000. Health insurance premium increases over the past several years are as follows:

Health Plan Year	Premium Increase
July 1, 2007	2.66%
July 1, 2008	12.52%
July 1, 2009	3.1%
July 1, 2010	6.2%
July 1, 2011	5.6%
July 1, 2012 est	1.92%

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

**Village of Park Forest
Administration/Finance Department Operating Expenditures*
FY 12/13 Proposed**



In 2012/2013, the Village Manager (Chair), Police Chief (Board Member) and Deputy Village Manager/Finance Director (Treasurer) will serve in SouthCom Executive Board capacities in the Village's participation and oversight of this joint emergency dispatch agency. This pooling of resources with neighboring Villages of Matteson, Olympia Fields and Richton Park keeps down dispatching costs while availing emergency response technologies which could not be provided solely at Park Forest's expense.

The "legal services" sub-department is shown as a line item on the summary sheet. This sub-department includes the costs of the Village Prosecutor, Village Attorney and a Personnel Attorney. The costs associated with this line item can be hard to predict and may result in a budget overage. Examples in 2011/2012 included legal expenses associated with legal actions being taken against several tax delinquent properties pursued by the Village. Additionally, Park Forest legal costs mounted as the Village continued to defend itself against legal claims of discrimination in administering its code of ordinances and implementation of the Crime Free Housing Ordinance. These legal claims began in 2009/2010 and have continued into late 2011/2012. Legal counsel for the Village sought dismissal of the case through a Motion for Summary Judgment with a ruling on this request expected in late-2011/2012. If not successful in this endeavor, the case would go to trial in 2012/2013. Finally, the Village's continued active and aggressive pursuit of tax delinquent properties or parcels not in compliance with the building codes resulted in additional legal expenses. Where economically feasible, the Village will continue its pursuit of tax delinquent properties or those non-compliant with Village housing codes or the Crime Free Housing Ordinance.

Finance is included as a sub-department within Administration. The Finance Department will coordinate the inclusion of the Budget and Certified Annual Financial Report for public review and use on the Village web site at www.villageofparkforest.com. For 2011/2012, the Finance Department will continue with internal auditing procedures. The Finance Department implemented a program that allows residents to pay for Village

water bills on-line at the Village web site. A graphic summary of activity is included in the department overview. Information Technology (IT) falls under the responsibility of the Finance Department. The IT staff will continue the process toward a virtualized desktop/server environment for the Village. For 2008/2009 the Finance Department analyzed the outstanding debt and made recommendations for new debt issuance and refinancing that saved the Village significant interest and expedited debt payments. In 2009/2010 a laddered CD portfolio was established to increase interest revenue. In 2012/2013, the Finance Department will work with all Village Departments to enhance efficiencies and cost containment.

Police:

In 2011/2012, it was a year of staffing transitions for the Police Department with the Police Chief retiring at the start of the year, a Police Corporal and Senior Records Clerk retiring mid-year and a longtime Administrative Corporal scheduled to retire at the end of the fiscal year. The trickle down replacement Police Officer for the former retiring Chief will not be replaced.

Since March 2008, the Department has administered a Crime Free Housing Ordinance. Lack of compliance by landlords can lead to fines of up to \$1,500 per day. Currently, more than 600 landlords are licensed in the program relating to approximately 1,300 properties. The Crime Free Housing Program has resulted in a steady decline in calls for police service. Calls for service in 2011 totaled 16,504. This compares with 19,413 service calls in 2008 and 20,191 calls in 2007. The downward trend of calls for police service reflects a better quality of life for Park Forest neighborhoods. The Police Department will continue to administer the Crime Free Housing Program in 2012/2013 in addition to reinvigorating the Problem Oriented Policing program as another initiative aimed at maintaining or enhancing quality of life across Park Forest.

The 2012/2013 Police Department Budget includes a professional services expense to cover 85% of the Village's costs as part of the Village's membership in SouthCom. The remaining costs for the Village's membership in this joint public safety dispatching agency are in the Fire Department's budget.

The Police budget includes funding of a Police Officer to be assigned directly to a DEA drug task force. This assignment/partnership has been very beneficial for Park Forest over the past several years with drug seizure forfeits, assets and proceeds coming to the Village totaling several hundred thousands of dollars. On the subject of fine income, more than \$125,000 came to the Police Department in 2011/2012. Twenty percent of all vehicle seizure fines are directed back to the Police Department to be used as additional funds for youth services, which resulted in over \$25,000 being spent on the youth of Park Forest.

Related to youth engagement, the Department unveiled the BICYCLE Program in 2011/2012 aimed at rewarding scholastic excellence as determined by school teachers and administrators. Police personnel visited eight Park Forest grammar schools on a monthly basis to engage more than 3,500 students while handing out 64 bicycles. This initiative has

opened other lines of communication between the Village and the School Districts. The BICYCLE Program, PAAC and the Shooters Youth Wrestling Club are all programs that will continue to grow in 2012/2013 as the Police Department continues to encourage and reward students for making the right choices.

In 2011/2012, additional criminal cell space was installed in the Police Station. In late 2011/2012 and into 2012/2013, an overhaul to the parking lot and sidewalks will be completed on the north side of the Police Station. Other capital purchase items in the Police Budget include three replacement squad cars.

Finally, two other initiatives will be explored in 2012/2013 as the Police Department investigates the installation of a red light camera at one, or more, intersections in the Village and researches participation in a State of Illinois program allowing the pursuit of outstanding fines through income tax refunds.

Fire:

Fire Department responses in calendar year 2011 declined just over 5% compared to 2010 and are down more than 12% compared to responses in 2007 and 2008. Almost eighty percent of all responses are EMS-related.

Across 2011/2012, the Department achieved many grant successes. These included the addition of a full-time staff person for the career division, a grant for fire hose replacement, an allocation to recruit and train Paid-on-Call members, fire training site upgrades and staff training modules.

The Department oversees various fire safety measures across the Village including commercial inspections, emergency evacuation drills, training sessions with the local schools, and 'after-action' discussions within senior citizen living residences to explain what may have occurred with a fire incident. The benchmark of 6,000 resident and student community contacts in a given year will be attained by the end of 2011/2012. The Department also inspects all fire extinguishers and Automatic External Defibrillators (AED) for all Village facilities.

A big undertaking in 2012/2013 will be the Insurance Service Office visit. Staff is proactively preparing for the review so as to maintain, or improve, the Village's current insurance rating.

The 2012/2013 Fire Budget includes a professional services expense to cover 15% of the Village's costs as part of the Village's membership in SouthCom. This agency provides joint public safety dispatching services to the Villages of Park Forest, Richton Park, Matteson and Olympia Fields. The remaining cost is allocated in the Police Department. Across 2011/2012 and into 2012/2013, the Fire Chief served in a leadership capacity as Chair of the Operating Committee overseeing the transition into SouthCom's new computer aided dispatching and records keeping program.

The Fire Department will receive a number of capital purchase items in 2012/2013, the biggest of which is a replacement ambulance.

Health:

In 2011/2012, Medicare reimbursement funding for services provided trended downward. In spite of this, community service benchmarks trended upward across almost all services. In the 2011 calendar year, the Department recorded 10,579 client contacts. While almost 90% of these contacts were with Park Forest residents, more than 1,000 contacts were made to residents living across 68 communities in northeast Illinois and Northwest Indiana.

Service provision benchmarks by the Department in calendar year 2011 included home health visits (2,882), patient baths (1,445), immunizations (1,389), school physicals (225) and senior citizen living facility visits (2,274). As a protector of food handling health and safety for the community, the Health Department also coordinated 167 food safety inspections in 2011.

The Department dealt with large turnover in staff across 2009/2010 and into 2010/2011. With staffing transitions stabilized in 2011/2012 and into 2012/2013, considerable efforts are now aimed at increasing the marketing and visibility of services offered to the community. Efforts include updating the exposure in the lobby of Village Hall, new brochures, participation in community health fairs, and marketing visits with local medical providers, nursing homes and assisted living facilities. Other initiatives at increasing revenues in 2012/2013 include expanding new electronic media presences on Facebook and Twitter in addition to a redesigned web page.

Across 2012/2013 a number of administrative updates will be carried out including revised business associate agreements and HIPPA agreements. Additionally, the Department will transition from a paper charting and documentation system to a paperless point of care system. It is expected that the new electronic charting system will result in a multitude of efficiencies and cost savings. It is also expected that there will be greater efficiency in processing doctor's orders and submitting final claims for billing/reimbursements. Finally, a credit card/debit card machine will be investigated and implemented in late 2011/2012 or early 2012/2013 to enhance customer payment options.

The department is involved in co-managing the Park Forest Farmers' Market. The administrative functions include vendor's application approval, finance tracking, space assignment, problem solving, and "marketing the market." These activities begin each January and continue through the season until the end of October. The 2012 Market season will be a celebration of the 39th year that the Park Forest Farmers' Market has been in existence.

Recreation and Parks:

The Recreation and Parks Department oversees an array of parks, open space, and leisure venues that is as extensive as any community across the state. As recreational needs in

the community evolve, some facilities installed in decades gone by are now under-utilized. To adjust, parks get overhauled with new uses such as skate parks, basketball courts, etc. Over the course of 2011/2012, a neighborhood park revitalization took place at Illinois School Park as a result of combined funds from the Village, School District 162 and Habitat for Humanity. With a finite level of resources, however, under-utilized parks may be decommissioned altogether and left with just open space to be potentially used in a different recreational manner by future users.

As part of the Canadian National rail spur project and settlement agreement in 2010/2011, the Village has embarked upon an exciting new venue called the Rail Fan Park. The site, primarily funded with proceeds from CN, will include open space, a staged rail caboose and an elevated platform from which visitors can view rail traffic heading north, south, east or west. Interestingly enough, and unique as Village Officials understand it to be, the periodic occurrence of a long freight train curling up over or down under itself is a rarity and a worthy travel destination for rail enthusiasts. Across 2011/2012, earth building/mounding and landscaping work took place and permanent rail track for the caboose were installed. The caboose is expected to be placed by the end of the current fiscal year. The rail viewing deck and the walking trail base up to it will be installed in early 2012/2013.

In 2012/2013, the Department will continue to address the infestation issue related to Emerald Ash Borer (EAB) beetles and the Ash Tree population. As a certified Tree City USA community, the Village has a wonderful amenity in its mature tree stock. Unfortunately, the EAB has impacted this amenity with almost 300 Ash Trees removed since 2009/2010 with more than another 130 being treated chemically to slow or prevent infestations in selected Ash Trees. Due to fiscal constraints, routine maintenance tree pruning has been brought to a halt across 2010 and 2011 as the extensive removal work continues. The same approach will take place in 2012/2013 as hundreds of Ash Trees still need to be addressed.

Freedom Hall, under the Recreation and Parks Department, has long been a leader as a municipally-run cultural arts facility as other venues in the region have been developed over the past decade. Even with major capital improvements over the past few fiscal years, Freedom Hall still faces increasing competition for rentals, ticket sales and sponsorships. Attendance figures have trended down for children's programming, remained static for the Main Series and have been very robust for the Senior Series. In 2012/2013 Staff will continue to assess the viability of all three series.

In 2011/2012 the Village worked on the development of a Sustainability Plan to guide operations for years to come. Recreation and Parks has been at the fore of Village environmental endeavors for years ranging from the longstanding intergovernmental partnership related to Thorn Creek Nature Preserve to the Central Park Wetland Preservation project and the Wetlands Discovery Center. In recent years, Recreation and Parks has developed initiatives such as refurbishing vehicles to be as sustainable as possible with fleet inventory. In 2012/2013, sustainability will be expanded a little further as the Freedom Hall roof membrane will be reconditioned as a capital project investment.

The Park Forest Aqua Center for the 2012 Swim Season will embark upon a new marketing approach aimed at building on a successful 2011 season. Member appreciation events, a revised 'team membership application' approach developed to result in member savings, and other marketing techniques will be deployed as the Village seeks to build future generations of Aqua Center users. With a recently overhauled facility, the Village continues to strive for the best balance between revenues and expenses with general fund tax support of the Aqua Center being approximately \$200,000 over the past few years.

Public Works:

Across the 2012 construction season, spanning late 2011/2012 into 2012/2013, the Public Works Department will oversee several extensive roadway projects. The projects include a major overhaul of a two mile stretch of Orchard Drive from Main Street to Lincoln Highway which will include new roadway, curbs, sidewalks, streetlights, bicycle lanes, etc. Roadway resurfacing projects will also be carried out on Indianwood Boulevard from Sauk Trail to Western Avenue, Lakewood Boulevard from Orchard Drive to Sauk Trail and North Street from Orchard Drive west to the corporate limits. Approximately 70% of the Orchard Drive project is grant funded while 80% of the Indianwood and Lakewood projects are courtesy of grants and 90% of the North Street project is grant funded.

In 2005 the Village constructed a new water treatment plant to serve the potable drinking water needs of the community. Since then the Village has won multiple statewide taste tests for the quality of its drinking water – the latest recognition coming in the spring of 2012. While the quality of the water produced has been award-winning, the delivery system needs to be addressed. A total of 167 water main breaks occurred in 2011 with the breaks being repaired quickly to limit customer service interruption. To address the aged and failing delivery system, two water main replacement projects received loan funding from the Illinois Environmental Protection Agency and were completed in the Fiscal 2011/2012 budget. As part of these projects, more than 18,000 square feet of sidewalk was replaced and more than 14,000 cubic yards of street was resurfaced. The 2012/2013 Budget includes debt service for both of these replacement projects.

Water main breaks and line replacement projects caused the Village to explore a unidirectional flushing program in 2011/2012 to remove built up and/or dislodged sediment in the water system which caused repeated incidents of discolored water in residential homes. The initial work achieved a degree of success but discolored water complaints persisted in some areas. A second round of unidirectional flushing work is scheduled for late 2011/2012.

A sewer project to be carried out in 2012/2013 is courtesy of a Federal USEPA grant capped at \$485,000. Combined with local matching funds, the total project cost will be \$881,000. The 2012/2013 Budget also provides funding for two other projects. The first project is a wash station for Public Works equipment and will be done in conjunction with a Special Handling Material Disposal Station to comply with IEPA requirements which classify material removed from storm sewer catch basins as hazardous. The second project is to provide funding to implement a Village-wide geographic information system (GIS). In 2011/2012 the Village entered into a contract to join the South Suburban GIS Consortium to

secure access to the base maps and technical assistance needed to establish the GIS. The project will tie all Village-owned utilities to the State Coordinate System and will facilitate an exact location inventory of all key utility components.

For 2012/2013, grant funding from the State Highway Bridge Program has been identified for the much needed Thorn Creek Bridge replacement project. Federal contribution will be 80% for this project that had preliminary engineering completed in 2010/2011. Design engineering began in 2011/2012 with the project likely to be bid out in mid 2012/2013.

The Village provides a bussing option to its residents called the Jolly Trolley. It is done so with a collaborative approach with Rich Township. The intergovernmental agreement with Rich Township on the Jolly Trolley will expire in mid-2012/2013 with a negotiated extension possible.

In 2009, a portion of commuter parking lot #2 was sold to Canadian National Railroad to facilitate the construction of a connection from the old Illinois Central Railroad line to the EJ&E Railroad line. In addition to the rail spur connection, the Village-owned commuter parking lot gained many improvements including a new stairway/access ramp, new commuter drop-off/Kiss & Ride configuration, new LED street lighting, parking lot resurfacing and striping, a train observation platform, bike lockers for cyclists and a new commuter payment box. The vast majority of these improvements were funded by CN. Two additional payment boxes may be replaced in the coming fiscal year.

At the 211th Street Metra Station, Metra conducted an overhaul of the commuter entrance platform. As part of this work, the commuter parking lot was shut down for a period of months. As such, parking revenues will trend downward accordingly for calendar year 2012.

Economic Development & Planning:

Across 2011/2012 and into 2012/2013, Economic Development and Planning has led the Village's efforts to plan for Park Forest's future. Efforts included developing an implementation plan for the 211th Street Transit Oriented Development, partnering with the Metropolitan Mayors Caucus on a study titled Homes for a Changing Region, and extensive work with Chicago Metropolitan Agency on Planning (CMAP) in developing a long-range Sustainability Plan. Additionally, a Quiet Zone Feasibility study unfolded related to the rail crossing of Western Avenue. These studies build on recent planning endeavors to establish a Strategic Land Use Plan for Economic Development and to explore retail investment patterns across Park Forest and the neighboring communities of Matteson, Olympia Fields and Richton Park.

Implementation of all of the above-mentioned studies will begin or continue into 2012/2013. The Quiet Zone should be fully implemented by mid-fiscal year with any costs being funded by Canadian National Rail Company. Grant funding will be explored for implementation of the Sustainability Plan while grants and private investment will be pursued for targeted projects in the Strategic Land Use Plan.

Park Forest has been an active participant of the South Suburban Housing Collaborative with repeated benefits coming back to the community. In addition to funding for some of the studies noted above, the Housing Collaborative relationship led to numerous funding partnerships of benefit to Park Forest including Habitat for Humanity Chicago South Suburbs, Cook County, the Delta Institute and HUD. These funding relationships have led to the purchase and rehabilitation of vacant homes in a numerous locations across the Village or demolition of vacant/dilapidated properties as necessary. Detailed narrative on these funding relationships can be found on pages 9-10 and 9-11 of the Budget. In late 2011/2012, the State of Illinois created the Illinois Building Blocks Pilot Program, in which Park Forest was selected as an initial community. The program will unfold in late-2011/2012 and into 2012/2013 and includes financing to rehabilitate foreclosed properties, down payment assistance to home buyers, and assistance for current homeowners who are having trouble paying their mortgages. The Village will focus the rehabilitation activities in two neighborhoods in order to have the greatest impact on neighborhood stabilization.

Under the Community Relations division, focus will continue in 2012/2013 on marketing and civic engagement. Community Relations will partner with the Commission on Human Relations and the Park Forest Ambassadors to host numerous events including Black History Month programming, Wine & Chocolate Tasting receptions, new resident events, Good Neighbor Day and Park Forest Idols. These efforts combined with brochures and the community calendar strive to engage Park Foresters while also attracting people from across the region to discover all that Park Forest offers as a place to live or work.

New business endeavors in Park Forest across 2011/2012 included grand openings for the South Suburban Food Cooperative, Dunagains Irish Pub, Stop N Shop II, and State Farm Insurance. Due diligence also continued with RLD Resources' purchase of a vacant property in Business Park to implement the Great Lakes Center for Energy Smart Communities. To help foster networking and cross-business awareness, several Park Forest Business Breakfasts took place 2011/2012 and will continue into 2012/2013 as the Village fills a quasi-Chamber of Commerce role for the business community.

Economic Development recruitment will continue in 2012/2013 with Village Officials attending both regional and national conventions of the International Council of Shopping Centers.

Capital Projects Fund:

In 2002/2003 the Village's construction of a new Fire Station led to the implementation of a Capital Projects Fund for the purpose of monitoring costs associated with the construction of facilities. The 2007/2008 build out of the lower level of Village Hall took place to accommodate the Health Department and was administered through Capital Projects. Since then, the Capital Projects Fund has been a fund for various Village undertakings, one of which is related to distressed properties in the community. Revenues and expenses have included No Cash Bid Program endeavors, the Cook County Tax Reactivation Program, the federally-funded Neighborhood Stabilization Program, and through civil court actions. Through these initiatives, a number of parcels have been

pursued and once control is gained of a property, ongoing maintenance is needed until it is either demolished or a buyer is identified. The 2012/2013 Budget includes Capital Projects funding for both legal costs associated with these endeavors and maintenance costs for properties once they are in the Village's possession.

In 2011/2012, Capital Projects included funding for public information signs along Sauk Trail, on the CN rail overpass of Orchard Drive, a parking lot capacity sign for a commuter parking lot and informational kiosks for both Village-owned commuter lots. All four projects, funded with proceeds from a property sales agreement with CN, will unfold in late-2011/2012 or into 2012/2013. The Capital Projects fund also contains funding for implementation components of the Village's Sustainability Plan.

The Capital Projects Fund also includes planning funds related to the long term design of the Village Green now that the open space for this area has been increased as a result of demolishing the former Marshall Fields. Funds are also allocated in Capital Projects for the Rail Fan Park which will have a rail viewing platform and pedestrian trail constructed in 2012/2013.

Finally, Capital Projects contains the funding for the noise mitigation program for improvements to those Park Forest residences in close proximity to the CN rail tracks. Effective January 1, 2011, a distance-based tier program allocating \$500,000 in noise mitigation funds was implemented by the Village and will be administered by the Community Development Department. This funding will be in the Capital Projects Fund through December 31, 2015. More than 25% of this funding was distributed to impacted residences through the end of 2011/2012. These funds will carry over into 2012/2013 for continued availability for qualified properties.

Community Development:

From a 2010/2011 settlement package with Canadian National Rail Company, the Community Development Department oversees a \$500,000 noise mitigation reimbursement program for those Park Forest residences in close proximity to the rail tracks. Since the inception of the program in January 2011, the distance-based tier program has seen more than 40 properties pursue reimbursements totaling more than \$113,000. Total community investment from this incentive program is more than \$151,000.

In a downturned economy and housing market, Community Development Staff struggle to keep up with code enforcement issues related code violations and maintaining the Village's Vacant Building Registry Ordinance. Some signs of economic recovery and reinvestment are being seen, however, with an example being a substantial rehab project in the middle of the Village's multi-family area near DownTown Park Forest wherein more than 400 units have experienced the beginnings of an extensive facelift. Estimated private investment in these properties is expected to be in excess of \$4,000,000 with more than \$1,100,000 already carried out in permitted work as of mid 2011/2012. This privately-funded overhaul is expected to continue in 2012/2013.

Village Staff has developed a reputation for successful pursuit of outside funding sources over the past several years. 2011/2012 built on this track record with an itemized list of grant successes being noted on pages 10-3 and 10-4 of the Community Development Department Budget.

A multi-department operation known as the Troubled Building and Property Task Force identifies and comprehensively addresses problem properties, owners and occupants. While the Police Department addressed criminal incidents, Community Development pursues code compliance. In 2011, 27 properties were identified as severely deteriorating with 11 units ultimately demolished. These totals add to 90 properties pursued in civil court for code compliance from 2006 – 2010. A total of 13 of these properties were ultimately pursued to demolition. This work across 2006 - 2011 has been extensive with an economic burden to the Village of more than \$400,000 in costs associated with maintenance, demolition and legal fees.

The Director of Community Development is the Staff Liaison to the Park Forest Cable Communications Commission. As such, the Community Development Department worked in tandem with the Village Information Technology Administrator and the Park Forest Cable Commission in 2011/2012 with ongoing upgrades to technology in the Village Hall Board Room (cameras, microphones, projectors, recording equipment, etc.). Additionally, portable cameras and computer editing software have been purchased and provided to the public to use in encouraging more programming of a community interest. Moving into 2012/2013, local origination will continue to evolve as permanent video/filming locations are explored.

The Community Development Department oversees the revenues and expenses for the Housing Choice Voucher Program through the Park Forest Housing Authority. The Housing Choice Voucher Program is projected to administer more than five million dollars in housing assistance payments and administrative fees in 2012/2013. Housing Assistance payments are received directly from HUD and various other Housing Authorities and paid directly to landlords participating in the Housing Choice Voucher Program. The Park Forest Housing Authority currently administers 154 of its own Housing Choice Vouchers and handles 306 portable vouchers, not including 144 certificates issued to Garden House. The Housing Authority is another integral partner of the Troubled Building and Property Task Force as it works to correct tenant problems that may be a part of the Housing Choice Voucher Program.

Retirement:

The section of the budget identified as Retirement formerly contained the Police and Fire pension funds as well as IMRF and FICA reserves. GASB 34 required that IMRF and FICA expenses and reporting be transferred into the various General Fund Departments. In order to track IMRF and FICA within the General Fund, a reserved General Fund balance was established.

The Police and Fire pension funds are administered by Boards whose composition and powers are regulated by State statute. The levels of these funds are established by

actuarial studies done by the State and locally. Both of these funds contain adequate balances with the Fund Balance for the Police Pension Fund anticipated to be \$19,146,093 and the Fire Pension Fund anticipated to be \$10,655,355 for 2012/2013. Currently, the Police Pension Fund is at 57.4% of future benefit funding level and the Fire Pension Fund is at 52.38%. These two percentages are consistent with actuarial study recommendations and are considered financially sound.

Even though GASB 34 requires FICA and IMRF to be contained within the various Departments of the General Fund, the Village levies separately for FICA and IMRF. For that reason, the Pension Fund section of the Budget contains an analysis for these two retirement expenditures. FICA is projected to have a year-end reserve General Fund balance of \$181,070. IMRF is projected to have a year-end reserve General Fund balance of \$410,478. The IMRF funding rate for 2012 is 11.57% with an estimated increase to 12.73% for 2013.

Effective January 1, 2011, a 2-tier benefit structure was implemented by the State of Illinois. The terms of this new structure, which applies to by public safety and IMRF funds, is detailed on 22-2.

Bond Retirement:

In order to understand more clearly the Bond Retirement Fund, bond retirement schedules are included in the section of the Budget labeled "Bond Retirement." The schedules show debt service through 2032. The section also includes a page entitled "History and Analysis of Debt Service." It tracks the history of the financing and refinancing of the Village's bonds.

In 2001 the Village refinanced its 1994A TIF Bonds and issued new debt to fund the construction of a new Fire Station. Prior to that, the Series 1999 debt allowed for construction of Main Street in the DownTown. This debt is now fully funded by TIF increment.

From 2003 through 2006, Village debt decreased \$1,019,900. In 2005, the Village was awarded a low interest IEPA loan to fund the engineering and construction of a new water plant. The 2.5%, \$15,945,517 IEPA loan had a January 2008 repayment start date. By securing this below market rate loan, the Village will save \$5,000,000 over the life of the borrowing. In 2011 the final distribution of loan funds were made.

In Fiscal 2009 the Village restructured the 1997A and 1997B debt and a portion of the 2001 debt. This restructuring will save the Village \$243,231 in interest payments and pay off a large portion of TIF debt sooner. The total General Obligation Debt for 2012 is estimated to be \$23,494,115, a \$5,237,567 reduction in debt over five years. The increase of \$4,611,302 for 2013 relates to a 1.25% IEPA loan for water and sewer infrastructure improvements. Revenue to pay debt service has been identified in those funds.

Page 23-2 shows the annual debt service related to the General Fund as well as the enterprise funds over a three-year period. In Fiscal Year 2012/2013, debt service will be \$2,858,295. In the tax levy adopted in December 2011, \$864,791 of the annual debt service was abated. As the TIF continues to thrive additional tax levy dollars can be abated.

Page 23-4 shows the Village's debt service requirement through 2027. This excludes the new debt service for the water and sewer infrastructure improvements. This debt service is yet to be determined. The total shown is \$28,915,349. This total reflects a \$2,509,690 reduction in debt service payments from the Fiscal 2011 budget presentation as a result of payments made. Page 23-1 shows a breakdown of the debt. It can be seen that \$13,099,782, or 56%, relates to the Water Fund and 31% of the total debt is TIF-related. **This speaks to the importance of completing the Downtown so that it can generate incremental revenues and repay its own debt.**

It is also possible to see, on the debt schedules contained on page 23-4, that annual debt service requirements are fairly consistent through Fiscal Year 2020.

Again, it is useful to cross-reference the debt schedules included at the back of the Bond Retirement section of the budget. It is also useful to cross reference the TIF debt as it is explained in the TIF Fund. The Village's debt is addressed further in the section on Long-Range Debt Management, later in the Overview.

TIF:

The Tax Increment Financing (TIF) Fund accounts for revenues and expenditures associated with the Village's Tax Increment Financing Districts. The Downtown TIF District was originally established in June 1986. After several years of decline and the loss of a major tenant, Sears in December 1995, the Village purchased the shopping center.

The certified base year (1986) equalized assessed valuation of the Tax Increment Financing District was \$11,710,716. The equalized assessed valuation at the 1994 level was \$15,132,110. When Sears left, the Tax Increment Financing District dropped below the certified equalized assessed valuation. This meant no increment was generated with which to pay debt service. At the time Sears left, the outstanding TIF debt was \$9,500,000.

During Fiscal Year 1997/1998, the Tax Increment Financing District, as then configured, was dissolved and a new one created. Besides addressing the problem of the erosion of the base, creation of a new Tax Increment Financing District enabled the Village to spread the TIF debt over a longer period of time. Lengthening the life of the TIF, however, would have had a negative impact on the other participating taxing districts. For that reason, the residential properties formerly included in the TIF were excluded. For the taxing bodies, this created an almost equal exchange of value. The EAV of the TIF, when it was newly created and the frozen base was \$3,598,133.

Starting on page 24-5 of the section of the Budget entitled “TIF” traces the history of the EAV of the Downtown TIF since 1997. The 2010 EAV for the Downtown TIF was \$10,865,116. This \$7,266,983 increase over the 1997 Base EAV allowed the Village to abate \$750,000 of TIF debt service in 2011.

On December 12, 2005, the Village Board adopted the Tax Increment Development Plan and Redevelopment Project for the Norwood Square Redevelopment Project Area. This established the Village’s second TIF. The frozen base EAV for the Norwood TIF is \$469,344. A developer was sought and Nassimi Realty Corporation purchased Norwood in March 2008. Unfortunately economic conditions have prevented Nassimi from developing Norwood. The 2010 EAV is \$2,926,215. There is a concern about tax payment.

There is one final point that must be made in regard to the TIF funds. As was noted in the Transmittal Letter and repeated in the DownTown section of the budget, the Village has invested \$6,366,517 of its funds, through June 30, 2011, in DownTown. Net incremental taxes in the amount of \$605,597 represent a 10% return on investment. For that reason, it is essential to continue to move forward with the redevelopment of DownTown. Norwood will continue to be a challenge until a developer who follows through on promises is identified.

Library:

The Library is a component unit of the Village with its own elected Board, which establishes and approves the Library’s budget. The Library budget, as presented, balances revenues against expenditures. The Library building belongs to the Village of Park Forest, which is responsible for exterior maintenance. Costs associated with the maintenance are located in the Buildings and Grounds section of the Recreation and Parks Department Budget. As the transmittal letter from the Library explains, the Library has completed a comprehensive remodeling of the library facility as of mid-2010/2011. To avoid borrowing, the Library utilized fund balance reserves in 2010/2011 to pay for the construction work. As a component unit of the Village’s Budget, the Library was able to effectively work with a minimal balance which likely would not have been fiscally feasible as a separate taxing entity. As part of an intergovernmental agreement with the Village, the Library has pledged to increase its annual tax levy so as to restore its fund balance reserve in as timely a manner as possible in the coming fiscal years.

BUDGET POLICIES - FISCAL:

Rationale:

Fiscal Policies of the Village of Park Forest are based on the need to address 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 decline in housing values and associated real estate transfer tax.
- A high level of State-wide unemployment and associated reduced income tax.
- A decline in commercial tax base, specifically sales tax producing entities.
- A reduction in utility tax revenues also associated with a declining commercial base and vacant housing.
- The Village's purchase of and conversion of DownTown Park Forest. The DownTown is in a TIF District. In the first few years of the TIF, no increment was generated and the TIF debt was a burden on the taxpayers. Starting in Fiscal 2002, over \$200,000 in Tax Increment was generated by the TIF District. For tax levy year 2003, the Village was able to abate \$325,000 in TIF debt service. For tax levy year 2004 and 2005, the abatement increased to \$350,000. In 2006 through 2008, the Village abated \$450,000. For 2009 the abatement increased to \$500,000. In 2010 the abatement increased to \$650,000 and further increased to \$750,000 in 2011. Incremental taxes relieve the TIF debt service burden on taxpayers. Increasing increment provides further relief.
- In 2008, the Village took advantage of lower interest rates and favorable financial position to restructure some Village debt. The Village's favorable financial position with adequate reserve balances improved its bond rating from Baa2 to A3. This restructuring will save the Village over \$200,000 in interest and pay off a portion of the TIF debt sooner. In addition, the improved bond rating encourages economic development as noted in the IMAP study.
- The Village's aging infrastructure and plans to address that infrastructure. Construction of a new fire facility was completed in 2005. Build out of the Health Department space in the lower level of Village Hall occurred in 2007. Construction of the new \$15.6 million water plant was completed in Fiscal 2008. A \$2.2 million dollar water main replacement project was funded in Fiscal 2007 along with a \$1.2 million dollar water tower in the Autumn Ridge area. In Fiscal 2011 three projects were funded through IEPA low interest loans with construction of \$3,299,546 of water main replacement and \$1,311,756 for an excess flow treatment facility and sanitary sewer rehabilitation. In Fiscal 2013 reconstruction of Orchard, Lakewood, Indianwood and North streets will begin. These projects coupled with the Thorn Creek Bridge will total \$11,421,395 with 70% coming from grant funds and \$2,450,000 from CN proceeds.

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 2012/2013 Budget are designed to address, not necessarily to solve, these trends and challenges.

Fiscal Policies:

1. Budgetary revenues will be projected at the conservative end of the scale of anticipated revenue.
 - Revenues derived from property taxes are most clearly known because they were determined at the time of the prior year's levy.
 - Sales and income tax projections are based on an analysis of historic trends coupled with known changes.
 - Revenues derived from intergovernmental sources are projected based upon consultation with the appropriate State or County agencies.
 - Grant revenues are budgeted only for approved grants. Budget amendments are made for any pending grants subsequently awarded.
 - Revenues derived from "fee for service" budgetary categories are conservatively estimated. Fees are adjusted based on an evaluation of the cost to provide said services.
2. Budgetary expenditures will reflect a realistic cap on anticipated expenditures. Expenditures will be paid with current revenues and excess fund balances, to the extent available.
3. Department Heads will maintain a total overall increase of 2% over the 2011/2012 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 2012/2013 Budget will provide for salary steps. It will also provide for a 2% annual salary increase for all Village 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 2011/2012 will be identified. Fiscal savings identified in the 2011/2012 Budget will not be permitted to "carry over" into the 2012/2013 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 Police and Fire pension funds. For FICA and IMRF obligations, the Village will levy amounts sufficient to cover costs.
8. All departments will be charged an amount sufficient to fund vehicle replacement and maintenance through the Vehicle Services Fund.
9. The Aqua Center and Tennis Club will operate as enterprise funds with fee-generated revenue supporting expenses. Inasmuch as the Aqua Center and Tennis Club are amenities that enhance the quality of life of the residents of the Village and serve to market the community, in the event that fees are insufficient to cover capital and operating expenditures, the Board may decide to use the general tax revenues of the Village for that purpose.
10. 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.
11. DownTown Park Forest will operate as an enterprise fund. The Board may transfer General Fund monies to cover operating and redevelopment costs. The Village will pay its appropriate share of CAM (Common Area Maintenance) costs.
12. Capital expenditures for DownTown will be prioritized and accomplished as funds are identified for those capital expenditures or with the approval of the Board of Trustees. The Budget for DownTown shall be subject to review at six months.
13. The DownTown Budget does not reflect any sale of property. Sales of properties will be actively pursued. The DownTown Budget, also, does not recommend additional borrowing.
14. 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, and that fees are increased in reasonable increments on an annual basis. Water rates were increased July 1, 2009 and the following subsequent increases were adopted.

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2013	9.73

The current refuse contract began January 1, 2004 and expires December 31, 2013.

<u>Calendar Year</u>	<u>Monthly Refuse Rate</u>
2012	19.35
2013	19.85

The Village Board approved sewer rate increases in 2006. Sewer rates had not been increased since 1997. Operating and general maintenance costs exceeded revenues. The Sewer Fund balance had been depleted. In addition, Inflow and Infiltration reduction requirements of Thorn Creek Basin Sanitary District, in conjunction with the Illinois and US EPA, necessitated additional capital spending. The Village sewer system is also part of the aging infrastructure issue. Rates will be reviewed during Fiscal 2012/2013. Sewer rates for the current budget year are as follows:

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2013	2.86 (Same as Fiscal 2011 and 2012)

15. The budget is flexible within departments. Over-expenditures on one line must be compensated for within the departmental budget. However, departments may not overspend their total departmental budget without a budget amendment.
16. 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.
17. The Board will receive detailed quarterly statements on overall operating results. Evaluation will be made of areas where cost savings have occurred that could warrant redirection of funds. In addition, the Board receives a weekly report of bills paid.
18. 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.
19. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.
20. The Village will spend the most restricted dollars before less restricted, in the following order:
 - 1) Nonspendable (if funds become spendable)
 - 2) Restricted
 - 3) Committed
 - 4) Assigned
 - 5) Unassigned
21. 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.
22. The Village's Debt Management Policies will be identified annually in the Budget Document and include narrative about new debt issuances.

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

LONG-RANGE DEBT MANAGEMENT:

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

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

For the most part, the Village's debt is general obligation debt; that is, debt that is backed by the "full faith and credit" of the Village i.e., will be repaid by the property taxes of the Village should the intended funding source be inadequate. Some of the general obligation debt is intended to be repaid through revenues from certain enterprise funds, such as the TIF, Water or Sewer or Aqua Center Fund. In years when those funds do not generate sufficient revenue to cover debt service, the debt is included in the levy. (See page 23-2 for a breakdown of debt levies).

Prior to the 2.5% IEPA loan for the water plant, the largest recent impact on the Village's debt occurred during Fiscal Year 1997/1998, with the refinancing of the TIF debt. Debt service in Fiscal Year 1997/1998 was \$1,924,413. With the refinancing of the TIF debt, debt service dropped to \$871,930 in Fiscal Year 1998/1999. Debt service for Fiscal Year 2012/2013 will be \$2,858,295 and includes debt service for the new IEPA funded water and sewer reconstruction projects. Of this amount \$646,118 was levied in December 2011.

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 two projects added to general obligation bonds issued. The first related to \$1,640,000 borrowed to assist in funding DownTown development. Since the debt was originally issued, several parcels of property in DownTown have been developed. **The incremental revenues that are derived from development of those parcels now pay the annual debt service on this debt.** Also in 2001, previously issued bonds were refinanced in order to construct a new fire station. This refinancing was structured to have a minimal impact on property taxes by spreading new debt service at a consistent dollar amount as the original debt service over the extended life of the debt.

In October 2005, the Village was approved for a 2.5% IEPA loan for \$15,945,517 to construct a new water plant. This low interest loan will save the Village \$5,000,000 over the life of the debt. Construction of the water plant was substantially completed in August, 2007. The first debt service payment took place January 2008. The revenue stream to pay the debt service has already been established with water rate increases.

In August 2008 the Village took advantage of an improved interest rate environment and the accumulation of healthy fund balance to refinance the 1997A, 1997B and a portion of the 2001 bonds. This refinancing will save the Village interest going forward and repay a large portion of TIF debt sooner. This debt restructuring was a major contribution to the reduction in the total future debt service of \$6,005,659 from the Fiscal 2009 budget presentation.

In December 2010 the Village received notification that the IEPA approved a combined \$4,611,302, 1.25% loan for water and sewer rehab projects. The debt service on this loan will be funded through the water and sewer funds.

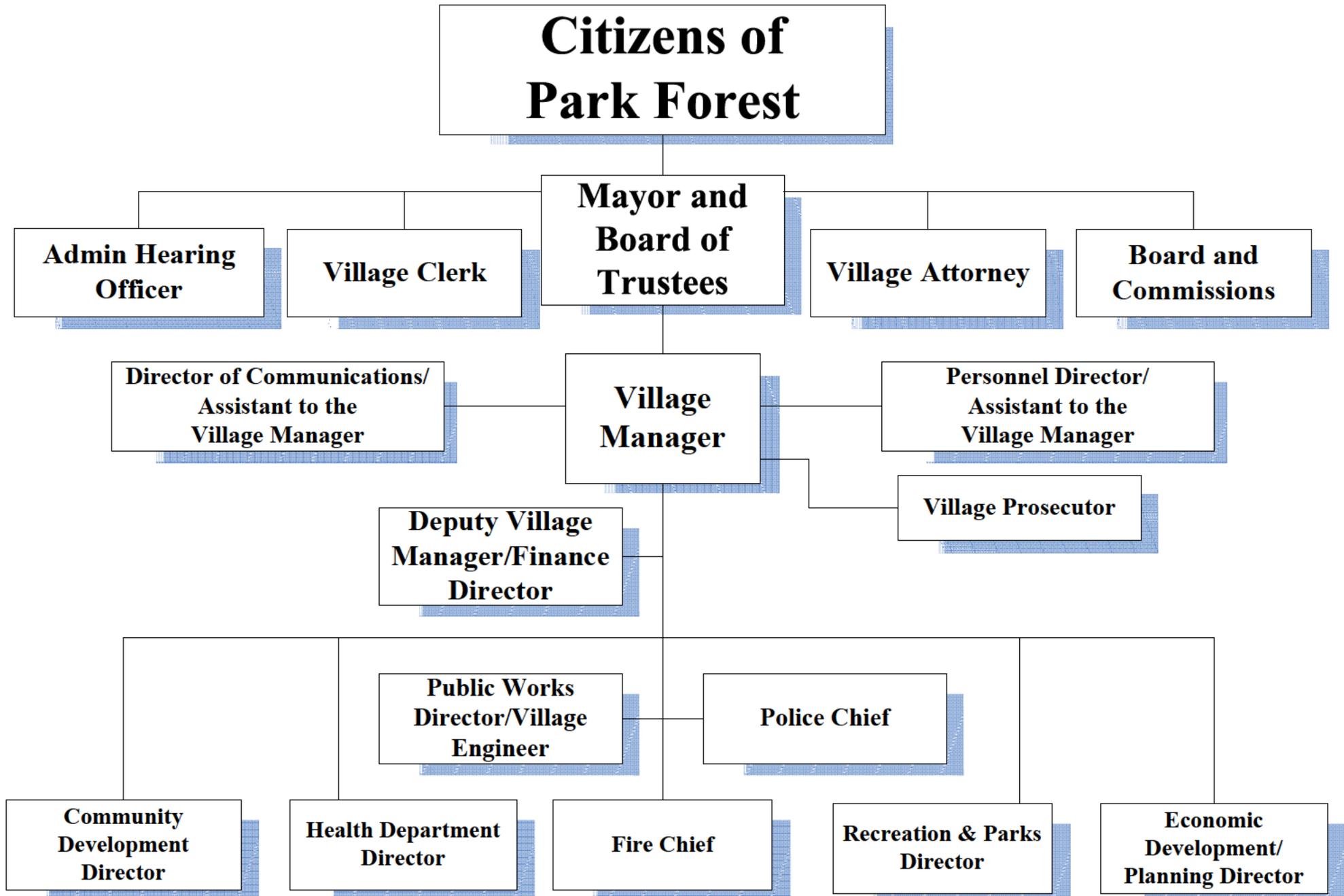
For the tax levy adopted December 2011, \$864,791 of debt service payments were abated or removed from the tax levy. Continued development of the Downtown will allow for increased abatement of the TIF Debt. The Village will attempt to remain frugal with its long-term debt, continuing to repay a portion on an annual basis and fund operations with current revenues and fund balance surpluses. From 2011 to 2012, \$1,639,427 of debt was repaid.

For Fiscal Year 2013, \$12,406,045 worth of public works projects will be under construction and because of grant funds, CN settlement dollars or accumulated fund balances no borrowing will be required. Whenever possible the Village has saved for major capital expenditures such as vehicles, including high ticket fire engines, and water main, sewer line, and roadway repairs and replacement.

**VILLAGE OF PARK FOREST
2012/2013 BUDGET
SCHEDULE**

August 20, September 28, 2011	Neighborhood Meetings
September 30	Community Survey
October 15	Strategic Planning/Financial Update/Pending Issues
October 22	Village Board Strategic Planning/Goal Setting with Consultant
October 26, November 17	Neighborhood Meetings
December 12	2011 Tax Levy Adopted
January 13, 2012	Submit Capital Plans
February 4	Present 2010/2011 Audit to the Board
February 7, 8, 9	Six month review with Manager and Finance Director
February 25	Present Capital Plan to the Board Present Six Month Reviews Review Budget Amendments Strategic Planning
March 2	Budget Worksheets and Guidelines are distributed
March 3 – 22	Budgets are prepared by Department Heads
March 19	Board Adopts Fiscal Policies
March 23	Budgets Due from Department Heads
March 28	Neighborhood Meetings
April 3 – 5	Budget Review with Manager and Finance Director
April 27	Distribute Draft Budget to Board, Library and Place on File with Village Clerk
April 30, May 2, 14, 16	Budget Review with Board
May 7	Public Introduction of Budget at Rules Meeting
May 24	Legal Notice for Public Hearing
June 4	Hold Public Hearing / Budget Review by Board at Rules Meeting
June 18	Introduce Budget (First Reading)
June 25	Discuss and Adopt Budget

Village of Park Forest Organizational Chart



**Village of Park Forest
2012/2013 Budget**

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

FINANCIAL STATUS - END OF FISCAL YEAR 2010/2011

For the audited fiscal year that ended June 30, 2011, which is the most current audited financial year, revenues in the General Fund decreased from the 2010 level of \$22,332,209 to \$18,986,866, a decrease of \$3,345,343. Excluding the CN and IRMA insurance settlement revenue of \$4,363,063, produces an increase of \$1,017,720. The change in the revenue position was the result of several factors. Property tax revenues increased \$1,234,798. Income tax increased \$31,138. Utility tax decreased \$4,188. Real estate transfer tax decreased \$70,045. Property taxes provided the majority of the revenue, followed by income tax and then utility taxes.

Operating expenditures, before transfers, in the General Fund for the same time period totaled \$18,493,238. This represents a 1.5% increase over the prior year. Salaries and other expenditures related to Police and Fire including participation in SouthCom and pensions affected this increase. Actual expenditures for the year were \$992,441 lower than budget as a result of continued cost containment measures and encumbrances.

The unassigned General Fund balance as of June 30, 2011 was \$7,329,041. After use of \$450,844 for the 2011/2012 Budget and mid-year adjustments of \$870,658, this represented a 3.6 months reserve. The reserve calculation is based on a monthly expenditure level of \$1,666,763. 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 2008, 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. Faced with commitments to redevelop the Village's Downtown, in 1999, the Board approved new Tax Increment Financing (TIF) debt of \$1,640,000. This debt is now being fully paid by TIF increment. In December 2001, new debt of \$3,255,973 was issued to construct a new fire station. This new debt was issued as part of a refinancing that minimized the property tax impact. In September 2005, the Village was approved for a \$15,945,517 IEPA loan, to construct a new water plant, with a 2.5% interest rate. Receiving this low interest rate loan will save the Village \$5,000,000 in interest costs over the twenty year life of the loan. In August 2008 the Village took advantage of favorable interest rates to restructure the 1997A, 1997B and a portion of the 2001 Bonds. This restructuring will save the Village \$243,231 in interest over the life of the remaining

debt as well as pay off a large portion of the TIF debt sooner. As part of this debt restructuring, the Village bond rating was upgraded two steps from BAA₂ to A₃.

In December 2010 the Village was awarded a \$4,611,302 combined loan for water and sewer improvements. This 1.25% IEPA loan will be paid through designated water and sewer revenues. The total outstanding debt balance anticipated as of June 30, 2012 is \$23,494,115. The Village has paid off \$5,237,567 over the past five years.

In summary, at the end of Fiscal Year 2010/2011, the Village's audit revealed continued stagnation in the economy impacting revenues at multiple levels. Although declines were experienced in utility tax and real estate transfer tax, income tax and sales tax stabilized. The Village Board increased the 2011 tax levy by 3.4% to cover increasing operating costs. Unfortunately, there was no excess reserve balance to offset the levy increase.

The Fiscal Year 2012/2013 Budget has been planned within a cautious conservative framework. After delaying hiring of several positions, vacant positions were filled. Because of the reduced population numbers and the impact on revenues new vacancies will be evaluated and hiring will be delayed where possible. 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 2012/2013 Budget presents an ending General Fund Balance of 3.1 months expenditure reserve.

FINANCIAL PROJECTION - 2012/2013 BUDGET

The Village will face several major financial challenges and issues in Fiscal Year 2012/2013. Following is a list of the most critical. These five areas are thoroughly explained in the transmittal letter starting on Page III. In short, they are as follows:

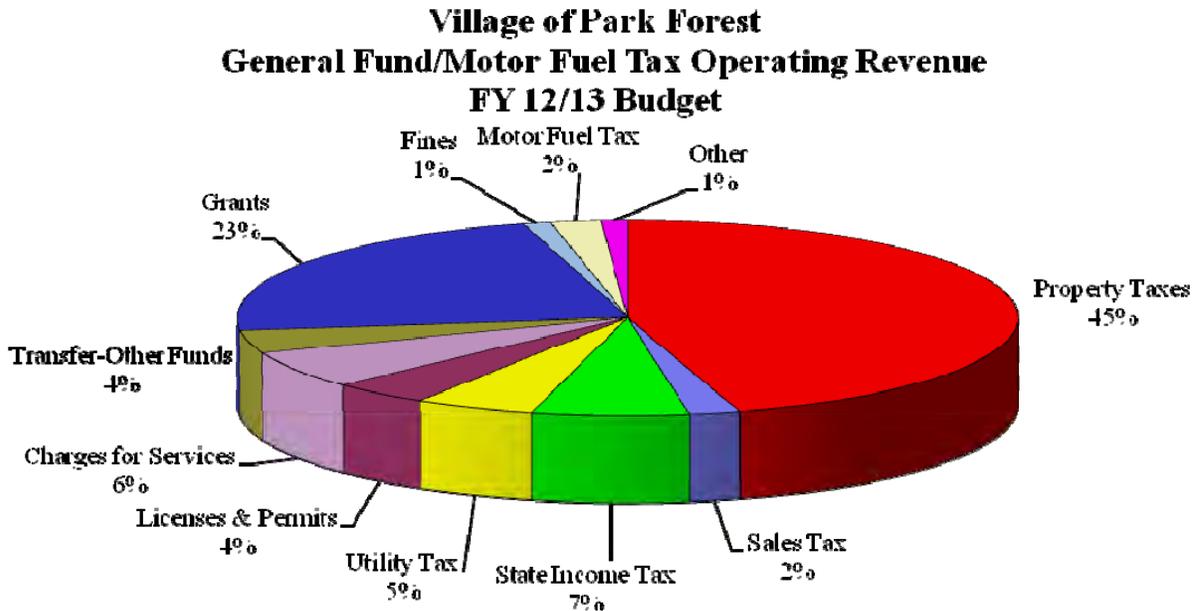
1. Shifting budget dollars to fund new programs.
2. Controlling major expenditure categories.
3. Identifying opportunities to improve the Village financial position.
4. Village infrastructure and maintenance.
5. Continuation of new initiatives.

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

**Village of Park Forest
2012/2013 Budget**

REVENUE SUMMARY

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



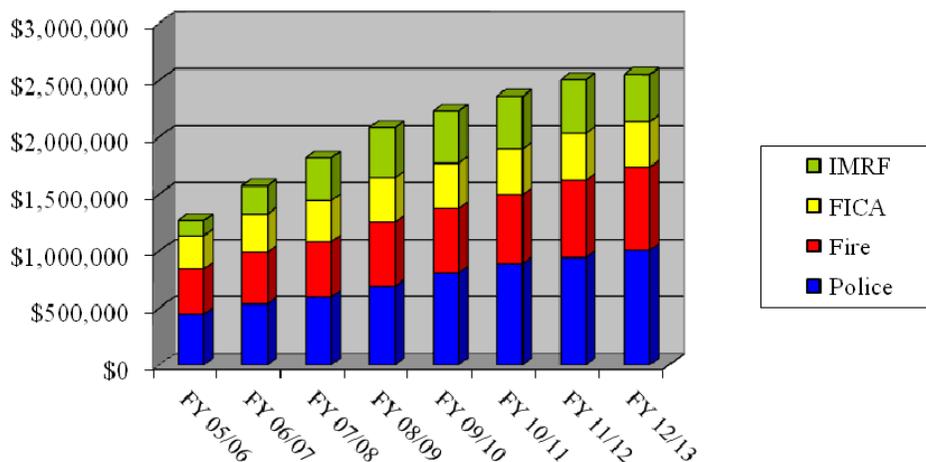
Property Taxes

Property taxes levied in December of one year fund the budget of the following year. In other words, the property taxes levied in December 2011 support the 2012/2013 Budget. Inasmuch as the property tax levy is adopted in advance of the development of the budget, property tax revenues have already been clearly determined prior to planning the budget. The total tax levy adopted in December 2011 of \$12,480,006 represented an overall 3.4% increase over the prior year's extended levy.

	<u>2010 Levy</u>	<u>2011 Levy</u>
General Corporate	\$8,684,470	\$9,279,470
IMRF	423,506	423,506
FICA	412,007	412,007
Police Pension	1,033,223	1,025,991
Fire Pension	752,677	692,914
Bonds	<u>764,790</u>	<u>646,118</u>
	\$12,070,673	\$12,480,006
Tax Levy Increase		3.4%

The Police and Fire Pension fund levies decreased slightly as a result of newly legislated extended amortization requirement. For the 2006 levy, the General Corporate levy was held to a 0% increase. For 2007 and 2008, the General Corporate levy increase contributed to the overall increase. For the 2009, 2010 and 2011 levy, there was no excess fund balance to offset the increase in the levy. The receipt of tax increment from the TIF district allowed the bond indebtedness levy to be reduced. Pension funding represents 20% of the overall tax levy.

Property Tax Levy History - Pensions



The percentage increases in tax levy dollars over the prior year's extended levy for the last nineteen years are as follows:

1993	15.1%
1994	11.4%
1995	11.7%
1996	9.8%
1997	6.7%
1998	4.8%
1999	2.9%
2000	2.9% ****
2001	2.9%
2002	2.9%
2003	2.9% *
2004	8.1% **
2005	9.3% ***
2006	2.6% ****
2007	3.3%
2008	3.0%
2009	6.0%
2010	3.1%
2011	3.4%

* In 2003, an additional 3% loss factor was added to the levy to account for the continued loss of taxes allocated to Norwood prior to Village acquisition.

** In 2004, increasing costs for operations and pensions coupled with the need to address infrastructure and economic development necessitated an 8.1% increase in the property tax levy. (continued on next page)

- *** In 2005, levy dollars were added for infrastructure, public safety and marketing.
- **** The increase in 2000 and 2006 included a 0% increase in the General Corporate Levy. The entire increase related to the pension funds.

Prior to 1996, it was not uncommon to have double digit increases. For the five years from 1999 through 2003, the increase in the tax levy was held to less than 3% by utilizing General Fund Balance carryover to reduce the levy. For the 2012/2013 Budget, the 2011 levy increase allows for a 2% increase in salaries for all staff. The fire union contract calls for a 2% increase. The police contract is currently being finalized. Budget Guidelines allowed for a 2% increase in expenditures excluding salaries and insurance.

Another factor related to actual property tax revenue collections involves the 3% loss factor that Cook County adds to the Village's tax levy to allow for delinquent taxes. The Village has needed this additional levy in order to collect 96% of the original levy. The following chart taken from the Village's audited financial statements shows the collection level of the extended levy. The extended levy equals the original levy plus a 3% loss factor for Cook County. Cook County represents 82.3% of the Village. Therefore, the extended levy is 102.5% of the original levy. If an average of 95% of that amount is collected, that equates to a 97% collection rate on the original levy. Beginning in 2010 the first installment of taxes paid equaled 55% of the prior year taxes. This increased from 50% in prior years.

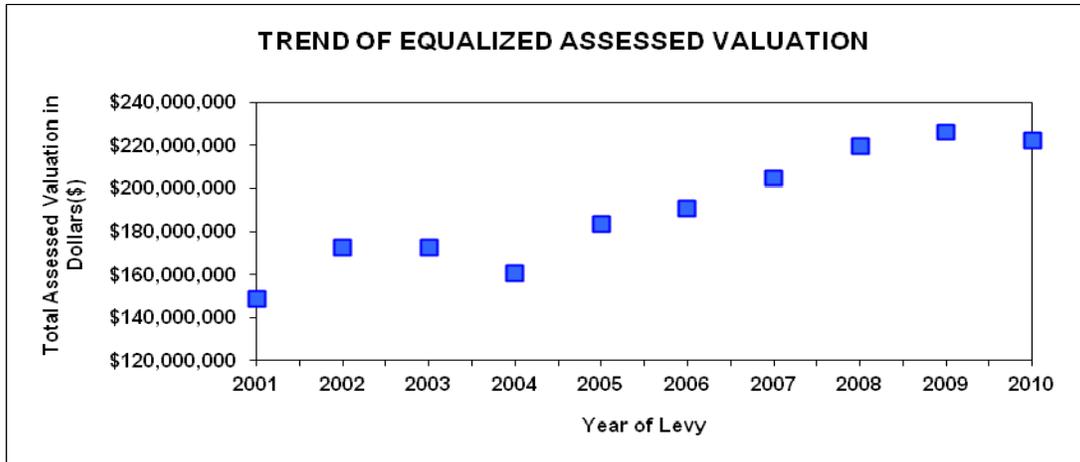
<i>Tax Levy Year</i>	<i>Total Percentage of Levy Collected</i>
1999	94.48%
2000	94.23%
2001	93.55%
2002	86.31%
2003	95.75%
2004	95.28%
2005	94.35%
2006	96.63%
2007	94.65%
2008	93.68%
2009	93.92%

Following is a ten year comparison of tax rate changes. The rates reflect the combined changes in the Village's assessed valuation and increases in the tax levy.

Municipal Tax Rate Comparison		
<i>Year</i>	<i>Tax Rate</i>	<i>% Change</i>
2001	4.3165	2%
2002	3.8530	-11%
2003	4.2640	11%
2004	5.1960	22%
2005	4.8980	-6%
2006	4.9470	1%
2007	4.8920	-1%
2008	4.9250	1%

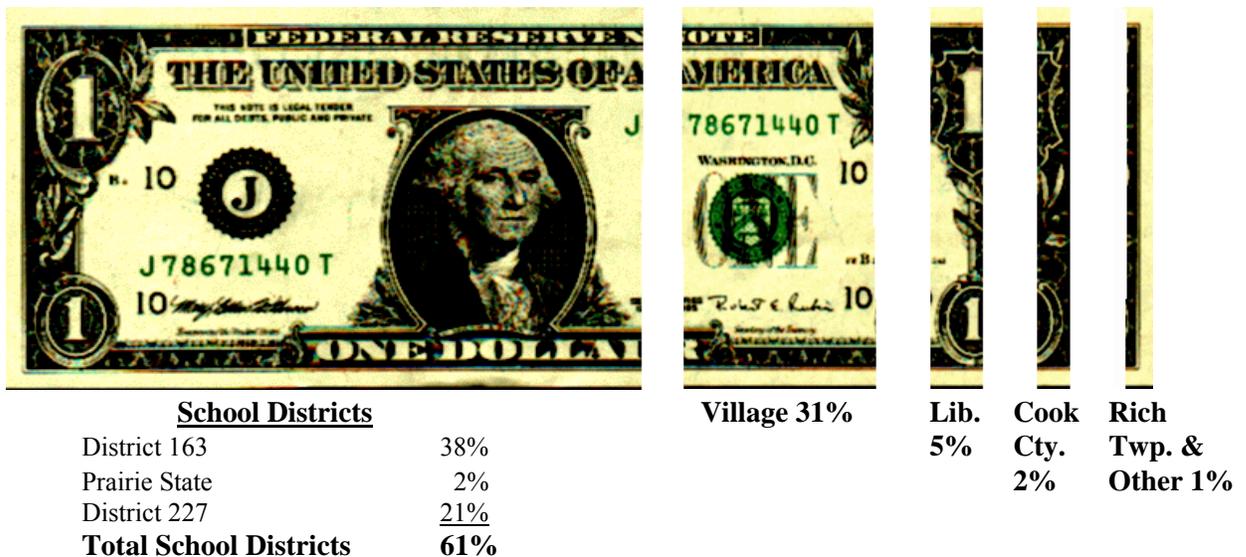
2009	5.2110	6%
2010	5.4950	5%

Tax rate increases are impacted by changes in the Equalized Assessed Valuation (EAV) of the Village. The Village is subject to a triennial reassessment. Historically, the EAV shows a correction in the year following the reassessment year. This did not occur in 2006 and 2009. 2002, 2005, and 2008 were reassessment years. In 2005 the State equalization factor rose from 2.5757 to 2.7320. It rose to 3.3701 in 2009. These factors caused the spiked increase in EAV for 2006 and 2009. The 2011 reassessment is expected to reduce EAV.



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 31% to 39% of the total bill depending on the school districts represented and the county involved. From that \$1,500 amount (the average Village share), the Village provides Police, Fire, Health, Community Development, Economic Development, Public Works, Recreation and Parks and Administrative Services for its residents.

School District 163 represents the majority of the Village. Below is a diagram showing the tax distribution for residents within that district for 2010 taxes payable in 2011.

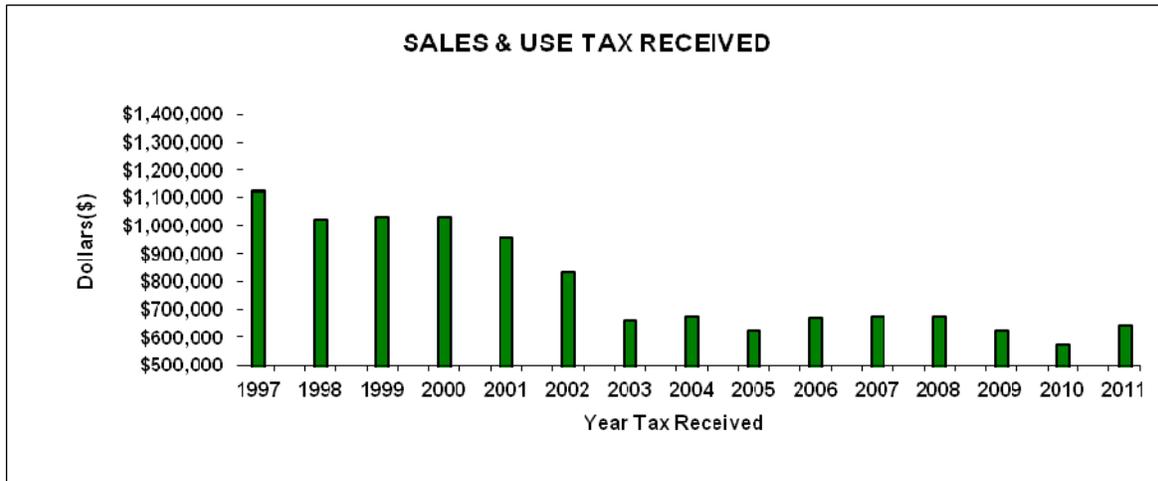


Sales and Use Tax

Sales Tax relates to items sold within Park Forest. Sales tax revenue for the Village over the past nine years has been fairly flat. Over the past sixteen years, the combined loss of Sears, Aldi's, Marshall Fields, Jewel and all car dealerships has caused a \$600,000 decline in sales tax revenues. The new businesses over that same time period include a Walgreens which opened in 1997, and an Osco Foods (now CVS) which opened in 2000.

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 method. The population decline from 23,462 to 21,975 had a negative impact on this tax.

For Fiscal 2012/2013, sales tax revenue is expected to continue to be flat. The Village's efforts to attract new retail businesses to the DownTown as well as future efforts with Norwood Plaza will be targeted to increase sales tax. Following is a fifteen year depiction of sales and use tax revenue.



Utility Tax

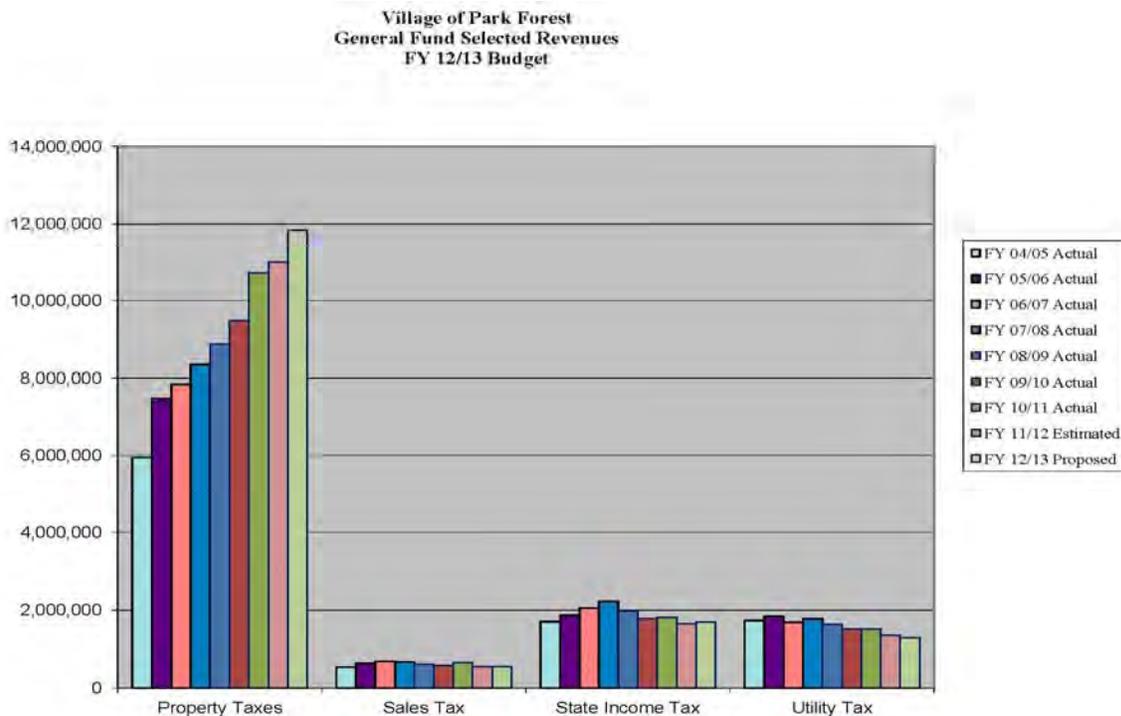
Utility taxes have declined in the past couple years related to use of cell phones versus land lines. Utility taxes generate 7% of General Fund revenues. The Utility Tax rate is 5% on gas and electric service and 6% on telephone service. Telecommunication rates were increased from 5% to 6% in January 2003 to generate dollars to supplement the reduction in photo processing taxes and the administrative fees retained by the State for processing Telecommunication Taxes. 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. The loss of commercial development has also had a major negative impact on utility tax receipts.

State Income Tax

The Village receives a State Income Tax allocation based on a per capita share of overall State revenues. A healthy economy and low unemployment rates had favorably impacted

these revenues prior to 2001. In year 2000, a census was conducted. Population in Park Forest decreased from 24,646 to 23,462. The information from the 2010 census indicated that population had again declined from 23,462 to 21,975. Unfortunately, the State population increased. This situation will compound the negative impact of the declining population. For the last five years, the decline in the State's economy caused overall income tax receipts to decline. This was fueled by a 12.5% state unemployment level. The economy has improved somewhat and unemployment has declined.

This graph shows how an increase in property taxes has been necessary to offset the declining or stagnant other revenue sources.



Real Estate Transfer Tax

The current Real Estate Transfer Tax rate is \$5.00 per thousand dollars of sale price. During Fiscal Year 2007/2008 sub-prime mortgage problems impacted housing values and began to reduce real estate transfer tax revenues. Real estate transfer taxes dropped significantly in 2009/2010 and again in 2010/2011. In 2012 a one-time sale of a major multi-family area improved real estate transfer taxes. This revenue is expected to stay low again in 2012/2013.

Grants

Included in grant revenue are an Arts Council Grant for \$2,500 for Freedom Hall programs. Also included in grant revenue is the PACE Grant for the Jolly Trolley. These grant funds will be transferred to Rich Township to provide bus service. Rich Township will also retain fare box revenue. The total cost to provide service is as follows:

JOLLY TROLLEY

* Intergovernmental Agreement w/Rich Township	\$40,000	
PACE Grant based on Ridership	61,020	
Fare Box Revenue	<u>21,500</u>	
		<u>\$121,500</u>

* The total Village cost of \$40,000 represents a \$60,000 savings over years when the Village operated the Jolly Trolley service.

ANTICIPATED GRANT REVENUE

PACE	\$ 60,000
Arts Council	2,500
SAFER (Staffing for Adequate Fire and Emergency Response)	
POC	20,000
Career	<u>81,702</u>
TOTAL	\$164,202

Additional approved grants are included in the MFT Fund:

Thorn Creek Bridge	\$ 159,464
70% of Phase II Orchard Reconstruction	4,737,371
ITEP Streetscape Route 30	117,840
70% Lakewood/Indianwood	548,625
90% North Street	<u>252,000</u>
Total MFT	\$ 5,815,300

Transfers from Other Funds and Miscellaneous

Cost allocation is a process by which enterprise funds or component units reimburse the Village a portion of the indirect costs incurred by that fund. Several years ago, the Village hired a consultant and undertook an extensive and expensive cost allocation study. An in-house review of the cost allocating method showed that an allocation based on percentage of revenue generated by the enterprise fund would be consistent with most cost allocation methods. Such a method would, also, produce the most favorable results for the General Fund. Based on the conclusions reached by the in-house review, the transfers from the enterprise funds and component units to the General Fund that are planned in the 2012/2013 Budget would be:

<u>Standard Fund Transfers</u>	<u>2012/2013 Transfer</u>
Water	\$582,301
Sewer	152,179
Refuse	142,638
Refuse (Municipal Buildings pickup)	(50,000)
Municipal Parking	15,901
Aqua Center	22,000
Aqua Center (employee use)	(4,360)
Tennis and Health	22,000
Tennis and Health (employee use)	(2,000)
Housing Authority	30,000
Library	<u>47,778</u>
TOTAL	\$958,437

Other Fund Transfers

DEA Transfer

\$ 35,000

TOTAL

\$993,437

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 an 8% tax levy increase.

Licenses

The two major sources of license revenue are vehicle sticker revenue and business licenses. Crime free housing licenses are a new addition to this category. Vehicle sticker rates were increased in 2012 to \$50 for the basic sticker while the stickers sold to senior and disabled individuals increased to \$25. Vehicle Sticker revenue is expected to be as follows:

VEHICLE STICKER REVENUE

	Stickers Sold	Rate	Total
Base Average	9,037	\$50.00	\$451,850
Seniors and Disabled	2,198	25.00	54,950
			\$506,800

Business and liquor licenses are expected to total \$63,700. The new Crime Free Housing License is expected to generate \$39,000. Animal and bicycle licenses total \$8,710. Elevator inspection fees are budgeted at \$3,400.

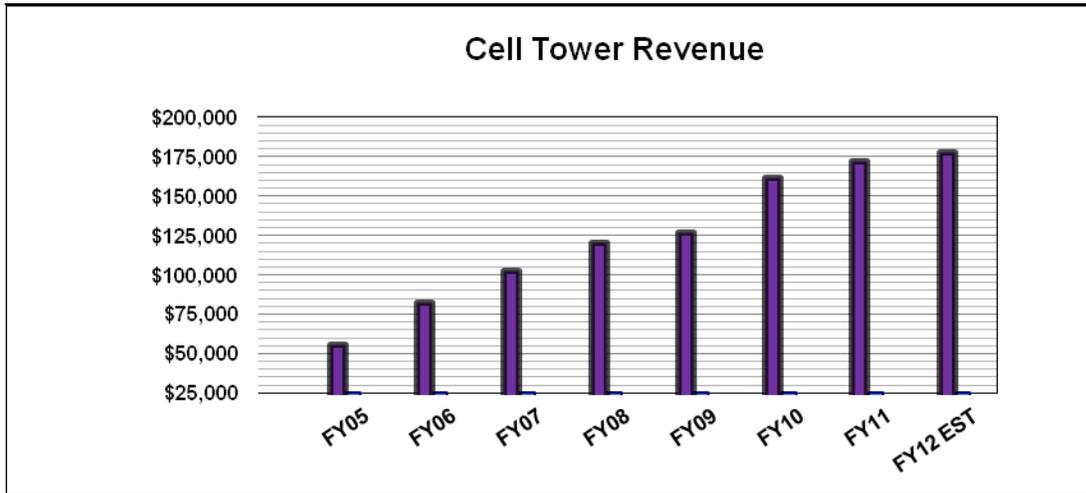
Permits and Fees

Revenue from permits includes cable franchise fees at \$240,000, PEG access capital fees of \$16,000, as that revenue source expires, building permit fees estimated at \$90,000 and park permits of \$14,000. This budget year includes alarm permits for \$15,000 and vacant building registration fees of \$70,000.

Charges for Services

Water/Sewer payment in lieu of taxes is expected to decline \$176,161 as a direct result of the lack of Water Fund available reserves.

Charges for services have been identified by the area or program generating the revenue. Recreation and Parks program revenue is expected to increase with the expansion of summer camps. Medicare revenue for the Health Department is expected to decline. Hospital transport is also expected to increase slightly. Property lease revenue related primarily to cell tower leases has become a reliable significant revenue source projected at \$210,000 for Fiscal Year 2013.



Other charges include revenue for Jolly Trolley, crossing guard reimbursement, vending machine sales and miscellaneous police salary reimbursements.

Asset Sales

The Village participates in regional auctions through South Suburban Mayors and Managers. Through this process, municipalities have the opportunity to sell surplus/used equipment. Based on past experience, it is anticipated that asset sales will generate \$1,400 in revenue.

Fines

The Police Department has made successful recommendations to increase eligible vehicle seizure offenses. According to ordinance 20%, or \$20,570, of vehicle seizure fines are allocated towards youth services.

Interest Earnings

After several years of favorable investment rates, interest rates have declined below 1%. To offset this decline, a laddered CD portfolio was established in 2009. The Village utilizes sweep accounts and direct deposits to maximize earnings. Interest income is anticipated to be \$40,000.

INTERPRETIVE NOTES ON CHARTS AND GRAPHS

General Fund Revenues:

The table on page 2-14 shows a three-year comparison of General Fund revenue. The “FY 12/13 Proposed” column is compared to the “FY 11/12 Budget” column to determine the “percent change.” General Fund Revenues are shown to increase 1% over the prior year’s budget.

General Fund Expenditures:

The General Fund expenditures on page 2-15 are explained in some detail in the Overview section of the Budget and in greater detail in the departmental budgets. The table labeled General Fund Expenditures summarizes the departmental information. Operating General Fund Expenditures are at a 1% increase. After transfers expenditures remain at a 1% increase. Adding MFT and Foreign Fire Insurance result in an overall 21% increase in adjusted General Fund Expenditures due to the next phase of the Orchard Drive project reflected in MFT. Note that the general fund transfer to MFT is related to expense budgeted in MFT. The overall increase without the transfer is 12%.

General Fund Expenditures Summary FY 10/11 Actual and FY 12/13 Proposed:

The tables on page 2-16 and 2-17 show General Fund Expenditures by department and by spending category for FY 10/11 and FY 12/13. This two year comparison shows the impact of increased employee costs including salaries, health insurance and pension costs offset by a reduction in transfers.

General Fund Expenditures Summary FY 12/13 Proposed:

The pie chart on page 2-18 shows the General Fund expenditures by category. Salaries and benefits total 70% of General Fund expenditures.

General Fund Expenditures Trends:

The table on page 2-19 and chart on 2-20 display a ten year trend of General Fund expenditures by department.

Oversight Responsibilities by Department:

This table on page 2-21 identifies all the fund responsibilities associated with each General Fund Department. The Administration Department, which includes Personnel, Finance and I.T. has some oversight of all departments and funds.

Revenue (All Funds):

The table on page 2-22 shows revenues for all of the Village’s 18 funds (there are two TIF districts) plus the Housing Authority and Library. The 9% increase in revenue is a result of the Orchard Drive project’s grant funding budgeted for in the MFT fund partially offset by a decrease in CDBG funded projects and decreases in revenues for the Parking Lot and Sewer funds.

Expenditures (All Funds):

The table on page 2-23 shows expenditures for all 18 Village funds. Transfers from the General Fund are identified separately and includes \$295,000 in support of the Recreation and Parks Enterprise Funds in FY 12/13. Overall increases in Expenditures (All Funds) is 5%. The Housing Authority and Library is also noted.

Revenue (All Funds) by Source:

The pie chart on page 2-24 shows revenues by source for all funds. The largest revenue sources for the Village are charges for services at 31% and taxes at 34%. As indicated on the pie chart, taxes include property, sales, utility and real estate transfer tax. Charges for services include the General Fund charges such as health, ambulance, recreation and parks and inspection fees, as well as the recreation facilities, water and sewer billing, municipal parking and DownTown leasing.

Expenditures (All Funds):

The pie chart on page 2-24 identifies expenditures for all funds as a percent of total. The General Fund represents 45% of Village operations.

Revenue (All Funds) by Source FY 10/11 Actual and FY 12/13 Proposed:

The tables on pages 2-25 and 2-26 show a GASB 34 presentation of revenue for all Village funds.

Expenditures (All Funds) Summary FY 10/11 Actual and FY 12/13 Proposed:

The tables on pages 2-27 and 2-28 show expenditures by spending category for all funds. This two year comparison shows the increase in operating costs due to cost of living salary increases, the effect of inflation on operating costs, increasing health insurance and pension costs offset by a decrease in planned transfers.

Expenditures (All Funds) Summary:

The pie chart on page 2-29 shows the breakdown by spending category of expenditures for all funds. Employee costs represent 43% of total Village expenditures.

General Fund Summary:

The table on page 2-31 shows how all the General Fund revenue and expenditure activity affects the General Fund Balance. The Village Fiscal Policies mandate a 3 to 4 month reserve. This table shows the ending fund balance at a 3.1 month reserve.

General Fund – Comparative Revenue, Expenditures and Fund Balance:

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

Fund Summary:

The tables on pages 2-33 through 2-36 show either beginning net assets or fund balances along with the activity for FY 11/12 and FY 12/13 for all the Village's funds with ending net assets or fund balances indicated.

**Village of Park Forest
2012/2013 Budget**

GENERAL FUND REVENUES

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
Property Taxes - General	9,001,256	9,259,910	9,259,910	10,114,983	9%
- Pension	1,709,511	1,737,024	1,737,024	1,718,905	-1%
Road and Bridge	86,280	83,000	83,000	83,000	0%
Sales Tax	649,933	550,000	550,000	550,000	0%
Utility Tax	1,516,055	1,450,000	1,350,000	1,300,000	-10%
State Income Tax	1,819,373	1,650,000	1,650,000	1,700,000	3%
PPRT - General and Pension	201,802	150,000	150,000	160,000	7%
Real Estate Transfer Tax	62,235	75,000	114,000	75,000	0%
Grants	122,650	306,354	305,936	164,202	-46%
Transfers from Other Funds	1,094,995	1,357,268	1,284,268	993,437	-27%
Licenses	557,029	569,910	553,010	624,810	10%
Permits and Fees	493,611	442,000	443,000	445,000	1%
Charges for Services					
Water/Sewer Pymt in lieu of taxes	376,894	388,201	388,201	212,040	-45%
Recreation	357,348	281,500	297,000	313,000	11%
Health	399,325	402,100	320,944	384,400	-4%
Hospital Transport	393,095	338,148	361,614	361,614	7%
Inspection Fees	74,565	85,000	84,000	75,000	-12%
Garden House	42,387	0	0	0	0%
Property Leases	205,196	195,000	210,000	210,000	8%
Other Charges	245,267	76,843	108,239	67,460	-12%
Asset Sales	2,421	3,400	1,400	1,400	-59%
Fines	303,095	304,000	299,750	299,750	-1%
Interest Earnings	<u>129,683</u>	<u>40,000</u>	<u>60,000</u>	<u>40,000</u>	0%
Total Revenues	19,844,006	19,744,658	19,611,296	19,894,001	1%
Motor Fuel Tax	1,028,416	5,074,541	1,980,087	8,807,412	74%
Foreign Fire Insurance	<u>17,224</u>	<u>17,000</u>	<u>16,500</u>	<u>17,000</u>	0%
Combined Revenues	20,889,646	24,836,199	21,607,883	28,718,413	16%

**Village of Park Forest
2012/2013 Budget**

GENERAL FUND EXPENDITURES

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
Administration/Finance	3,145,973	3,617,648	3,545,180	3,562,222	-2%
Police Department	6,843,052	7,096,906	7,084,189	7,267,393	2%
Fire Department	3,608,453	3,968,051	3,859,561	3,908,484	-2%
Health Department	770,802	894,942	833,757	910,288	2%
Recreation and Parks	2,134,264	2,328,627	2,327,919	2,369,382	2%
Public Works Department	801,362	1,039,967	1,027,021	1,143,659	10%
Economic Development & Planning	512,271	654,475	601,337	568,138	-13%
Community Development	<u>477,276</u>	<u>570,624</u>	<u>564,980</u>	<u>584,658</u>	2%
Subtotal	18,293,453	20,171,240	19,843,944	20,314,224	1%
Transfer to Aqua Center	200,000	200,000	200,000	180,000	-10%
Transfer to Tennis and Health Club	95,000	95,000	95,000	115,000	21%
Transfer to DownTown	224,527	146,982	146,982	155,036	5%
Transfer to Retirement Funds (PPRT)	22,000	22,000	0	0	-100%
Transfer to Library	10,000	10,000	10,000	10,000	0%
Transfer to Capital Projects	<u>600,000</u>	<u>50,000</u>	<u>50,000</u>	<u>100,000</u>	100%
Subtotal Expenditures	19,444,980	20,695,222	20,345,926	20,874,260	1%
Transfer to Motor Fuel Tax	0	0	0	2,450,000	100%
Motor Fuel Tax	980,705	7,121,861	669,273	10,348,449	45%
Foreign Fire Insurance	<u>15,862</u>	<u>17,000</u>	<u>16,500</u>	<u>17,000</u>	0%
Combined Expenditures	20,441,547	27,834,083	21,031,699	33,689,709	21%

Village of Park Forest
GENERAL FUND EXPENDITURES SUMMARY
FY 10/11 Actual

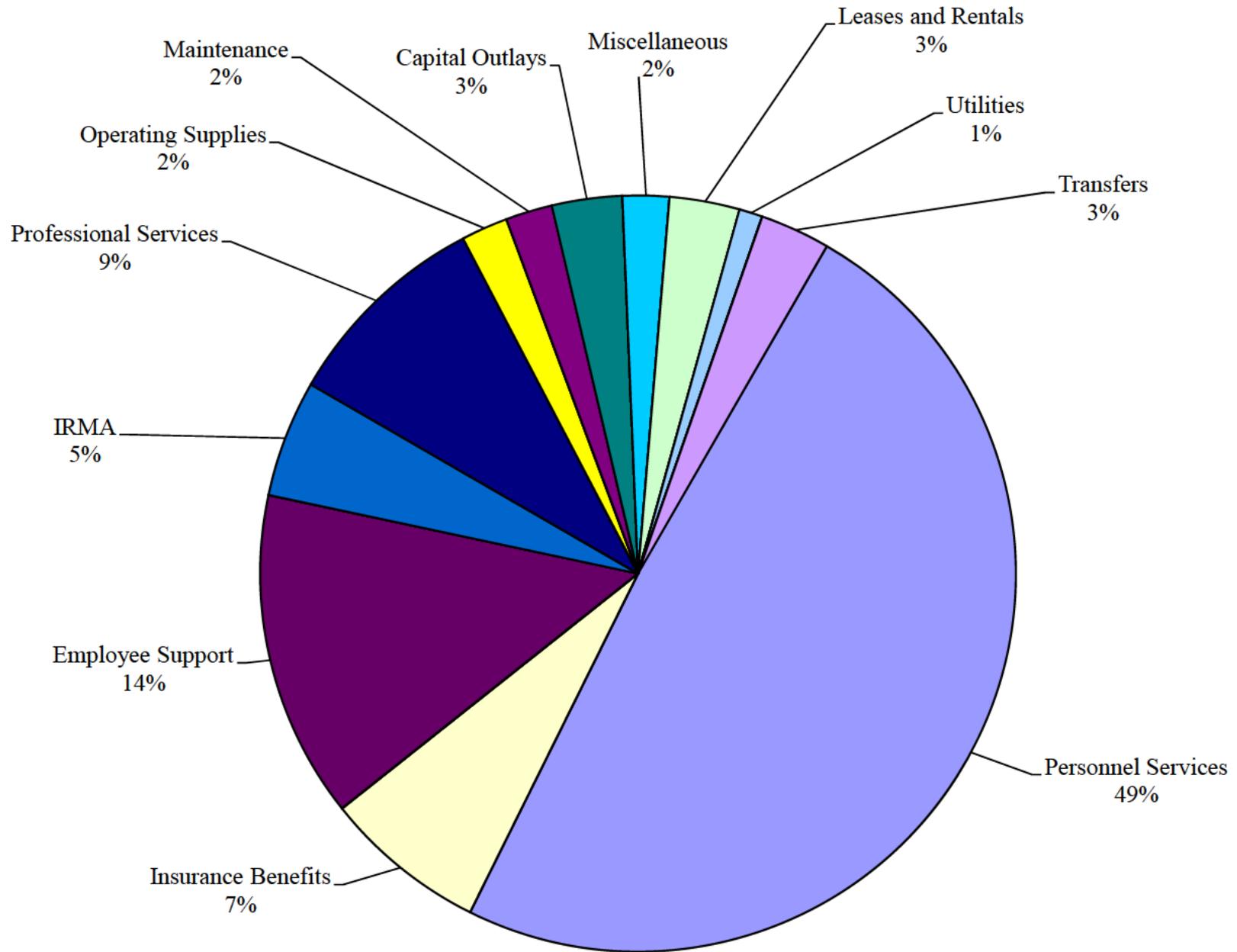
	Administrative Department	Police Department	Fire Department	Health Department	Recreation & Parks Department	Public Works Department	Econ. Dev. & Planning Department	Community Development Department	TOTAL
<u>Personnel Services</u>									
Regular Salaries	970,272	3,500,217	1,918,984	431,164	798,561	311,863	271,997	286,811	8,489,869
Overtime Salaries	129	430,091	230,179	6,360	22,013	48,284	0	0	737,056
Temporary/Part-time Salaries	110,570	191,286	73,703	20,175	184,800	14	330	28,203	609,081
IRMA Workers Comp Reimb.	<u>0</u>	<u>(27,718)</u>	<u>(50,952)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(78,670)</u>
Total Personnel Services	1,080,971	4,093,876	2,171,914	457,699	1,005,374	360,161	272,327	315,014	9,757,336
<u>Insurance Benefits</u>	151,361	608,445	269,855	56,373	147,958	75,312	24,102	47,016	1,380,422
<u>IRMA</u>	834,658	0	0	0	0	0	0	0	834,658
<u>Employee Support*</u>	268,117	1,198,036	787,315	96,803	171,528	67,145	65,130	64,655	2,718,729
<u>Professional Services</u>	86,734	499,800	84,125	97,713	257,558	140,122	63,718	7,221	1,236,991
<u>Legal Services</u>	214,987	0	0	0	0	0	0	0	214,987
<u>Operating Supplies</u>	115,559	140,530	41,479	49,211	145,557	14,235	3,759	980	511,310
<u>Maintenance</u>	67,420	16,474	18,886	1,910	137,448	112,118	0	30,617	384,873
<u>Capital Outlays</u>	65,889	43,941	68,554	179	40,870	3,159	1,122	2,101	225,815
<u>Miscellaneous</u>	157,730	5,567	2,871	6,750	76,153	1,077	82,113	728	332,989
<u>Leases and Rentals</u>	8,500	240,000	168,160	0	80,362	21,810	0	7,000	525,832
<u>Utilities</u>	94,047	10,383	3,294	4,164	71,456	6,223	0	1,944	191,511
<u>Transfers to Other Funds</u>	<u>1,129,527</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,129,527</u>
TOTAL	4,275,500	6,857,052	3,616,453	770,802	2,134,264	801,362	512,271	477,276	19,444,980

* Includes PPRT Taxes for Police Pension \$14,000 and Fire Pension \$8,000.

**Village of Park Forest
GENERAL FUND EXPENDITURES SUMMARY
FY 12/13 Proposed**

	Administrative Department	Police Department	Fire Department	Health Department	Recreation & Parks Department	Public Works Department	Econ. Dev. & Planning Department	Community Development Department	TOTAL
<u>Personnel Services</u>									
Regular Salaries	1,025,805	3,641,259	2,061,128	491,406	842,282	369,429	293,549	302,398	9,027,256
Overtime Salaries	2,205	359,939	221,178	2,282	20,000	41,128	619	0	647,351
Temporary/Part-time Salaries	<u>125,434</u>	170,378	<u>94,660</u>	<u>26,024</u>	<u>222,561</u>	<u>0</u>	<u>0</u>	<u>35,707</u>	<u>674,764</u>
Total Personnel Services	1,153,444	4,171,576	2,376,966	519,712	1,084,843	410,557	294,168	338,105	10,349,371
<u>Insurance Benefits</u>	178,771	670,147	325,677	64,450	159,415	92,447	38,120	49,462	1,578,489
<u>IRMA</u>	946,477	0	0	0	0	0	0	0	946,477
<u>Employee Support*</u>	349,803	1,281,263	809,623	121,001	202,794	86,733	77,650	79,841	3,008,708
<u>Professional Services</u>	113,826	534,963	90,098	119,100	264,997	190,000	27,300	15,400	1,355,684
<u>Legal Services</u>	225,265	0	0	0	0	0	0	0	225,265
<u>Operating Supplies</u>	135,507	103,665	48,204	58,425	120,500	33,400	6,250	2,550	508,501
<u>Maintenance</u>	84,414	27,748	19,920	1,500	180,000	110,800	0	37,000	461,382
<u>Capital Outlays</u>	94,000	195,800	46,800	15,000	131,300	110,500	1,900	51,900	647,200
<u>Miscellaneous</u>	173,575	16,358	2,000	7,500	89,700	1,250	122,750	400	413,533
<u>Leases and Rentals</u>	7,140	256,183	185,396	0	64,433	99,172	0	7,000	619,324
<u>Utilities</u>	100,000	9,690	3,800	3,600	71,400	8,800	0	3,000	200,290
<u>Transfers to Other Funds</u>	<u>560,036</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>560,036</u>
TOTAL	4,122,258	7,267,393	3,908,484	910,288	2,369,382	1,143,659	568,138	584,658	20,874,260

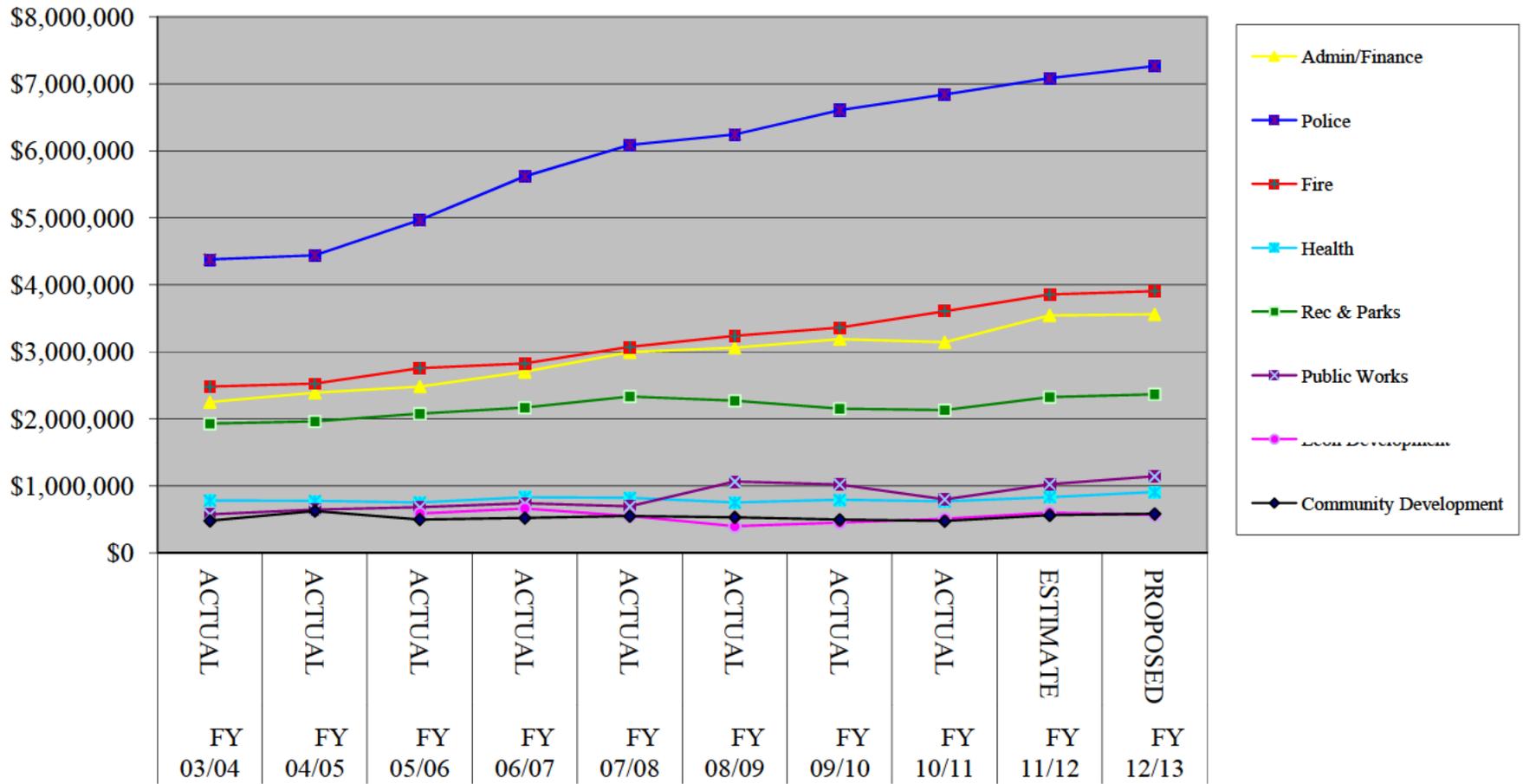
**Village of Park Forest
General Fund Expenditures Summary
FY 12/13 Proposed**



**Village of Park Forest
GENERAL FUND EXPENDITURES TRENDS
FY 03/04 - FY12/13**

	FY 03/04 ACTUAL	FY 04/05 ACTUAL	FY 05/06 ACTUAL	FY 06/07 ACTUAL	FY 07/08 ACTUAL	FY 08/09 ACTUAL	FY 09/10 ACTUAL	FY 10/11 ACTUAL	FY 11/12 ESTIMATE	FY 12/13 PROPOSED
Administration	\$2,251,038	\$2,392,457	\$2,483,392	\$2,704,137	\$2,996,930	\$3,064,456	\$3,190,844	\$3,145,973	\$3,545,180	\$3,562,222
Police	4,379,328	4,442,187	4,967,708	5,619,860	6,090,087	6,246,401	6,609,262	6,843,052	7,084,189	7,267,393
Fire	2,482,932	2,527,537	2,760,495	2,828,962	3,074,169	3,239,290	3,365,004	3,608,453	3,859,561	3,908,484
Health	784,347	778,134	755,888	833,478	823,744	753,528	793,854	770,802	833,757	910,288
Recreation & Parks	1,930,884	1,964,357	2,077,773	2,169,177	2,336,626	2,271,909	2,155,024	2,134,264	2,327,919	2,369,382
Public Works	576,457	645,853	683,934	741,953	695,791	1,066,877	1,022,219	801,362	1,027,021	1,143,659
Economic Devel. & Planning			588,570	665,277	553,583	399,352	455,692	512,271	601,337	568,138
Community Development	<u> </u>	<u> </u>								
Sub-total	\$12,887,346	\$13,378,466	\$14,818,854	\$16,085,452	\$17,121,480	\$17,574,682	\$18,089,919	\$18,293,453	\$19,843,944	\$20,314,224

**Village of Park Forest
GENERAL FUND EXPENDITURES TRENDS
FY 03/04 - FY 12/13**



**Village of Park Forest
Oversight Responsibilities by Department
2012/2013 Budget**

	<u>Admin./Personnel/Finance/IT</u>	<u>Police</u>	<u>Fire</u>	<u>Health</u>	<u>Recreation & Parks</u>	<u>Public Works</u>	<u>Econ. Dev. & Planning</u>	<u>Community Development</u>
General Fund	X	X	X	X	X	X	X	X
Aqua Center	X				X			
Tennis and Health Club	X				X			
Municipal Parking	X					X		
Refuse	X					X		
Water	X					X		
Sewer	X					X		
DownTown	X						X	
Capital Projects	X				X		X	
MFT	X					X		
Housing Authority	X							X
CDBG-Cook	X					X		X
Retirement Funds								
Police Pension	X	X						
Fire Pension	X		X					
Bond Retirement	X							
TIF	X						X	
Vehicle Services	X	X	X		X	X		X
Foreign Fire Insurance	X		X					

**Village of Park Forest
2012/2013 Budget**

REVENUE (All Funds)

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	CHANGE
General Fund					
Operating	19,844,006	19,744,658	19,611,296	19,894,001	1%
Aqua Center	420,106	412,482	435,482	425,979	3%
Tennis and Health Club	362,135	374,500	354,800	380,800	2%
Municipal Parking	432,957	122,810	101,074	108,294	-12%
Refuse	1,214,455	1,219,142	1,218,932	1,236,467	1%
Water	5,110,497	5,462,461	5,282,655	5,462,461	0%
Sewer	1,295,861	1,843,500	1,303,540	1,788,184	-3%
DownTown	788,056	826,017	825,782	855,771	4%
Capital Projects	600,000	50,000	50,000	100,000	100%
MFT	1,028,416	5,074,541	1,980,087	8,807,412	74%
CDBG-Cook	852,116	402,509	402,509	0	-100%
Retirement Funds					
Police Pension	2,705,492	1,897,049	1,937,049	2,113,710	11%
Fire Pension	1,615,714	1,305,551	1,305,551	1,250,102	-4%
Bond Retirement	339,789	338,062	337,662	305,629	-10%
TIF	876,906	769,204	878,711	924,607	20%
Vehicle Services	806,409	726,156	788,616	752,706	4%
Foreign Fire Insurance	17,224	17,000	16,500	17,000	0%
Subtotal	38,310,139	40,585,641	36,830,246	44,423,123	9%
Housing Authority	4,493,565	4,750,082	4,377,914	4,911,093	3%
Library	<u>1,999,935</u>	<u>1,998,415</u>	<u>1,998,415</u>	<u>2,148,852</u>	8%
TOTAL FUNDS	<u>44,803,639</u>	<u>47,334,138</u>	<u>43,206,575</u>	<u>51,483,068</u>	9%

**Village of Park Forest
2012/2013 Budget**

EXPENDITURES (All Funds)

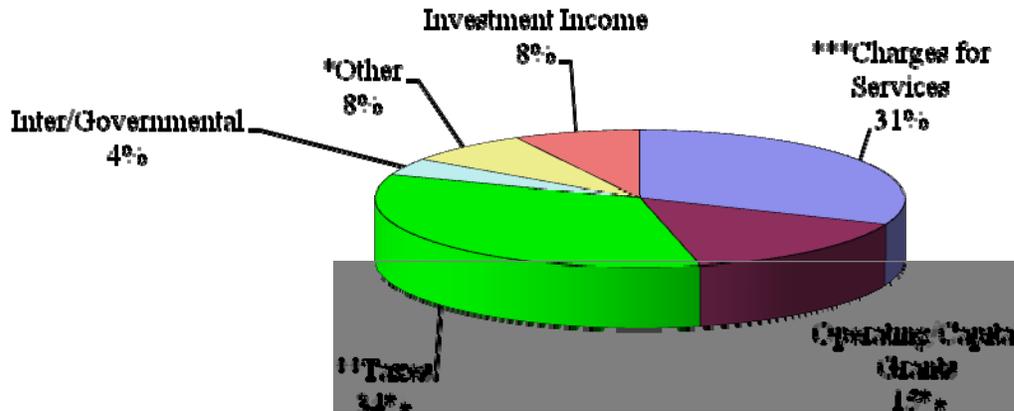
	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
General Fund	18,293,453	20,171,240	19,843,944	20,314,224	1%
Aqua Center	403,470	427,826	362,747	387,482	-9%
Tennis and Health Club	358,638	368,445	360,396	378,475	3%
Municipal Parking	451,951	368,072	171,874	319,940	-13%
Refuse	1,234,944	1,264,759	1,235,328	1,253,720	-1%
Water	5,295,041	5,776,846	5,692,766	5,473,049	-5%
Sewer	639,911	930,379	804,096	999,632	7%
DownTown	901,118	1,181,834	890,716	1,168,750	-1%
Capital Projects	125,558	1,221,694	351,516	927,147	-24%
MFT	980,705	7,121,861	669,273	10,348,449	45%
CDBG-Cook	852,116	402,509	402,509	0	-100%
Retirement Funds					
Police Pension	1,470,625	1,518,575	1,518,575	1,622,453	7%
Fire Pension	802,835	847,954	848,454	921,619	9%
Bond Retirement	305,166	322,023	322,079	326,833	1%
TIF	1,066,009	1,321,896	1,321,419	1,063,586	-20%
Vehicle Services**	873,755	825,848	895,760	848,023	3%
Foreign Fire Insurance	15,862	17,000	16,500	17,000	0%
<u>Transfers from General Fund:</u>					
To Aqua Center	200,000	200,000	200,000	180,000	-10%
To Tennis and Health Club	25,000	25,000	25,000	25,000	0%
To DownTown	224,527	146,982	146,982	155,036	5%
To Retirement Funds (PPRT)	22,000	22,000	0	0	-100%
To Library	10,000	10,000	10,000	10,000	0%
To Capital Projects	600,000	50,000	50,000	100,000	100%
Subtotal	35,222,684	44,612,743	36,209,934	46,930,418	5%
Transfer to Motor Fuel Tax	0	0	0	2,450,000	100%
Housing Authority	4,438,568	4,855,440	4,772,075	5,143,576	6%
Library	<u>1,849,722</u>	<u>1,825,433</u>	<u>1,584,009</u>	<u>1,799,388</u>	-1%
TOTAL FUNDS***	<u>41,510,974</u>	<u>51,293,616</u>	<u>42,566,018</u>	<u>56,323,382</u>	10%

** Vehicle Services is an internal service fund. The revenues are contributions from other funds.

*** When expenditures exceed revenues, prior fund balances have been utilized. (See individual fund detail for further explanation.)

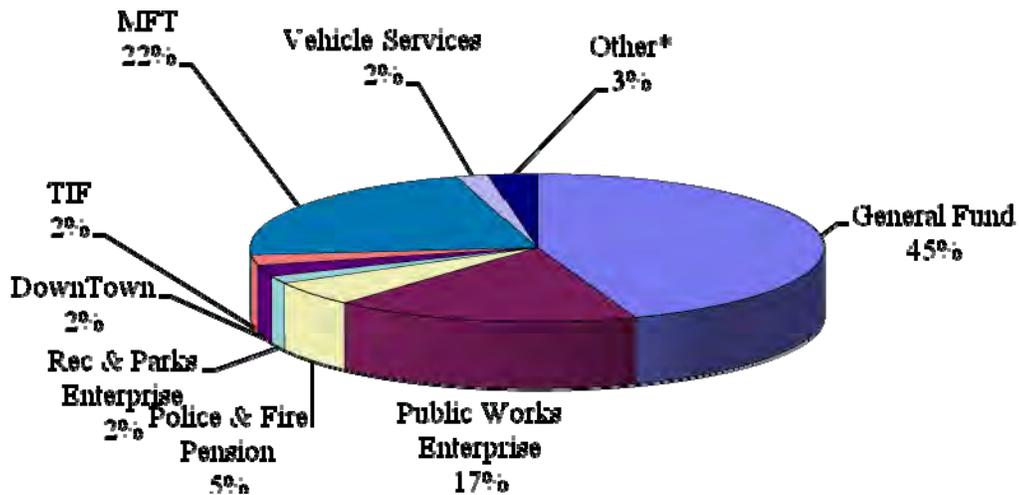
Village of Park Forest 2012/2013 Budget

Revenue (All Funds) by Source FY 12/13 Proposed



- * Other includes Fines and Forfeits, Transfers, Proceeds from Sale of Capital Assets and Miscellaneous
- ** Taxes include Property, Sales, Utility and Real Estate Transfer Tax
- *** Charges for Services include General Fund charges as well as recreation facilities, water billing, sewer charges, municipal parking and DownTown leasing

Expenditures (All Funds) FY 12/13 Proposed



- *Other includes Capital Projects, CDBG-Cook, Bond Retirement and Foreign Fire Insurance

**Village of Park Forest
REVENUE (ALL FUNDS) BY SOURCE
GASB 34 Presentation
FY 10/11 Actual**

	<u>Program Revenues</u>		Taxes*	Inter/ Governmental	Fines and Forfeits	Interest Income	Misc	Transfers	Gain on of Sale Capital Asset	Investment Income	Total
	Charges For Services	Operating/ Capital Grants									
General Fund	4,239,712		13,025,270	2,143,825	303,095	129,683			2,421		19,844,006
Aqua Center	186,703		33,399			4		200,000			420,106
Tennis and Health Club	267,129					6		95,000			362,135
Municipal Parking	135,373					63	297,521				432,957
Refuse	1,212,341					114	2,000				1,214,455
Water	4,954,579			152,715		410	2,793				5,110,497
Sewer	1,292,659					293	2,909				1,295,861
DownTown	643,468					1,689	20,308	224,527	(101,936)		788,056
Capital Projects								600,000			600,000
MFT		1,026,783				1,633					1,028,416
CDBG - Cook				852,116							852,116
Police Pension										2,705,492	2,705,492
Fire Pension										1,615,714	1,615,714
Bond Retirement			339,354			435					339,789
TIF			873,996			2,910					876,906
Vehicle Services	747,675					1,615	35,785		21,334		806,409
Foreign Fire Insurance							17,224				17,224
	<u>13,679,639</u>	<u>1,026,783</u>	<u>14,272,019</u>	<u>3,148,656</u>	<u>303,095</u>	<u>138,855</u>	<u>378,540</u>	<u>1,119,527</u>	<u>(78,181)</u>	<u>4,321,206</u>	<u>38,310,139</u>

*Taxes include Property, Sales, Utility and Real Estate Transfer Tax.

**Village of Park Forest
REVENUE (ALL FUNDS) BY SOURCE
GASB 34 Presentation
FY 12/13 Proposed**

	<u>Program Revenues</u>		Taxes*	Inter/ Governmental	Fines and Forfeits	Interest Income	Misc	Transfers	Gain on of Sale Capital Asset	Investment Income	Total
	Charges For Services	Operating/ Capital Grants									
General Fund	3,686,761		13,841,888	2,024,202	299,750	40,000			1,400		19,894,001
Aqua Center	205,300		40,679					180,000			425,979
Tennis and Health Club	265,800							115,000			380,800
Municipal Parking	108,270					24					108,294
Refuse	1,234,447					20	2,000				1,236,467
Water	5,462,461										5,462,461
Sewer	1,303,184	485,000									1,788,184
DownTown	682,135					600	18,000	155,036			855,771
Capital Projects								100,000			100,000
MFT		6,356,762				650		2,450,000			8,807,412
CDBG - Cook											0
Police Pension										2,113,710	2,113,710
Fire Pension										1,250,102	1,250,102
Bond Retirement			305,429			200					305,629
TIF			923,607			1,000					924,607
Vehicle Services	749,606					600	2,500				752,706
Foreign Fire Insurance							17,000				17,000
	<u>13,697,964</u>	<u>6,841,762</u>	<u>15,111,603</u>	<u>2,024,202</u>	<u>299,750</u>	<u>43,094</u>	<u>39,500</u>	<u>3,000,036</u>	<u>1,400</u>	<u>3,363,812</u>	<u>44,423,123</u>

*Taxes include Property, Sales, Utility and Real Estate Transfer Tax.

**Village of Park Forest
EXPENDITURES (All Funds) SUMMARY
FY 10/11 Actual**

	General Fund	R & P Enterprise	Public Works Enterprise	DownTown and TIF	MFT	Retirement Funds	Other*	TOTAL
<u>Personnel Services</u>								
Regular Salaries	8,489,869	109,990	1,240,793	69,282	0	0	47,640	9,957,574
Overtime Salaries	737,056	3,347	116,426	2,015	0	0	13,524	872,368
Temporary/Part-time Salaries	609,081	245,597	96,589	64,347	0	0	1,516	1,017,130
IRMA Workers Comp Reimb.	<u>(78,670)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(78,670)</u>
Total Personnel Services	9,757,336	358,934	1,453,808	135,644	0	0	62,680	11,768,402
<u>Insurance Benefits</u>	1,380,422	0	201,672	19,562	0	0	0	1,601,656
<u>IRMA</u>	834,658	12,160	227,465	30,000	0	0	0	1,104,283
<u>Employee Support</u>	2,718,729	47,762	256,889	23,091	0	2,190,237	8,857	5,245,565
<u>Professional Services</u>	1,236,991	18,349	1,540,767	100,458	0	83,223	36,571	3,016,359
<u>Legal Services</u>	214,987	0	0	0	0	0	0	214,987
<u>Operating Supplies</u>	511,310	69,773	546,921	32,838	133,419	0	279,943	1,574,204
<u>Maintenance</u>	384,873	10,898	684,515	279,718	198,070	0	234,562	1,792,636
<u>Capital Outlays</u>	225,815	19,292	363,424	80,658	437,059	0	880,015	2,006,263
<u>Housing Assistance Payments</u>	0	0	0	0	0	0	0	0
<u>Depreciation</u>	0	62,960	728,543	151,712	0	0	362,057	1,305,272
<u>Debt Service</u>	0	0	0	927,513	0	0	154,618	1,082,131
<u>Interest Expense</u>	0	10,098	355,326	0	0	0	150,192	515,616
<u>Transfers to Other Funds</u>	1,129,527	38,840	866,180	0	0	0	0	2,034,547
<u>Miscellaneous</u>	332,989	1,500	33,056	6,786	0	0	0	374,331
<u>Leases and Rentals</u>	525,832	3,508	94,038	9,000	117,437	0	0	749,815
<u>Utilities</u>	<u>191,511</u>	<u>108,034</u>	<u>269,243</u>	<u>170,147</u>	<u>94,720</u>	<u>0</u>	<u>2,962</u>	<u>836,617</u>
TOTAL	19,444,980	762,108	7,621,847	1,967,127	980,705	2,273,460	2,172,457	35,222,684

*Other includes: Capital Projects, CDBG-Cook, Bond Retirement, Vehicle Services and Foreign Fire Insurance

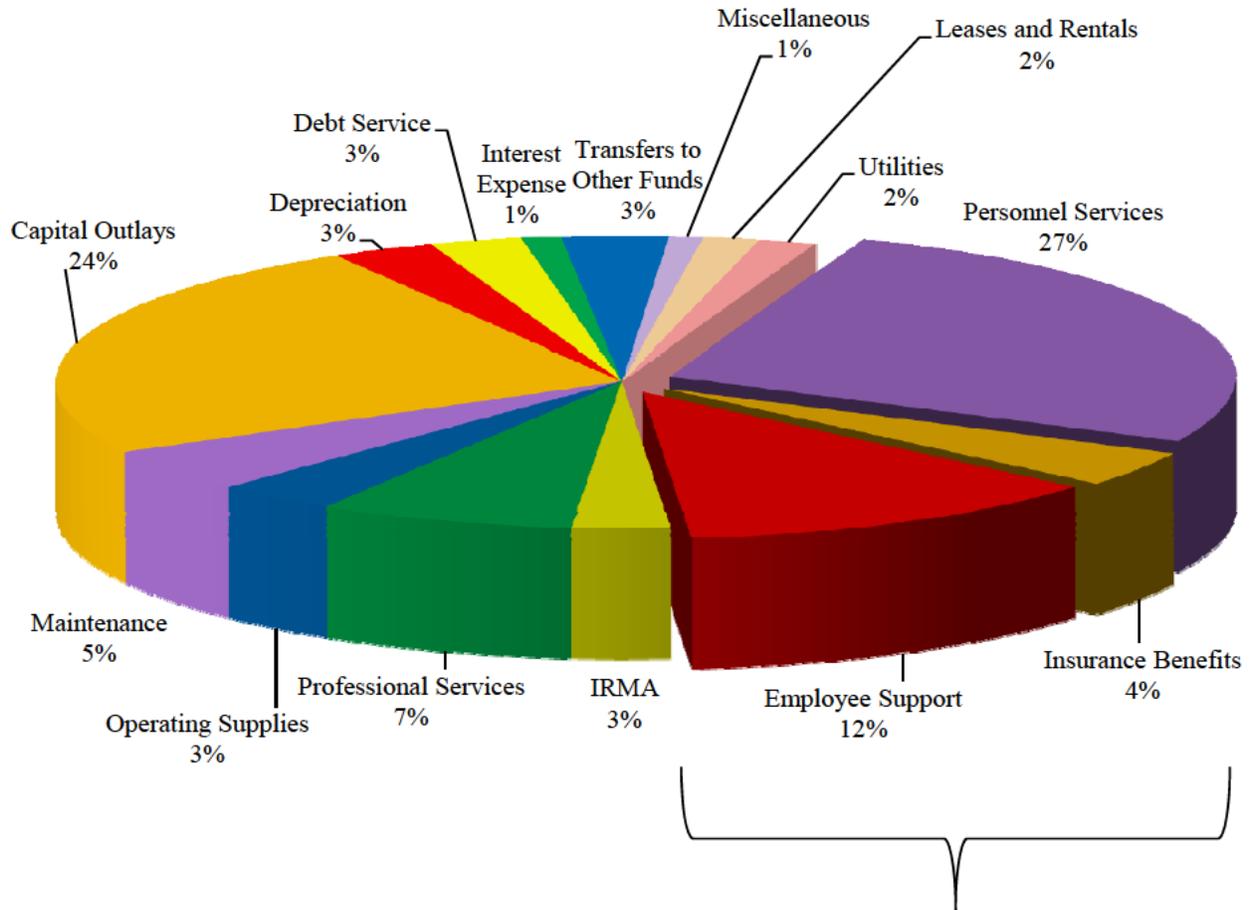
**Village of Park Forest
EXPENDITURES (All Funds) SUMMARY
FY 12/13 Proposed**

	General Fund	R & P Enterprise	Public Works Enterprise	DownTown and TIF	MFT	Retirement Funds	Other*	TOTAL
<u>Personnel Services</u>								
Regular Salaries	9,027,256	109,622	1,371,703	81,022	0	0	35,695	10,625,298
Overtime Salaries	647,351	3,200	169,591	1,924	0	0	15,175	837,241
Temporary/Part-time Salaries	<u>674,764</u>	<u>254,800</u>	<u>65,968</u>	<u>80,163</u>	<u>0</u>	<u>0</u>	<u>2,067</u>	<u>1,077,762</u>
Total Personnel Services	10,349,371	367,622	1,607,262	163,109	0	0	52,937	12,540,301
<u>Insurance Benefits</u>	1,578,489	0	247,789	22,545	0	0	0	1,848,823
<u>IRMA</u>	946,477	17,606	314,938	30,000	0	0	0	1,309,021
<u>Employee Support</u>	3,008,708	51,278	315,862	30,757	0	2,414,072	8,398	5,829,075
<u>Professional Services</u>	1,355,684	11,361	1,550,878	21,500	5,700	130,000	125,356	3,200,479
<u>Legal Services</u>	225,265	0	0	0	0	0	0	225,265
<u>Operating Supplies</u>	508,501	72,100	565,000	23,100	169,800	0	291,100	1,629,601
<u>Maintenance</u>	461,382	10,150	719,160	202,500	292,261	0	571,440	2,256,893
<u>Capital Outlays</u>	647,200	30,000	266,800	363,000	9,806,288	0	397,590	11,510,878
<u>Depreciation</u>	0	62,960	833,698	145,439	0	0	341,705	1,383,802
<u>Debt Service</u>	0	0	0	1,053,586	0	0	187,543	1,241,129
<u>Interest Expense</u>	0	7,174	387,407	0	0	0	138,934	533,515
<u>Transfers to Other Funds</u>	560,036	37,640	843,019	0	0	0	0	1,440,695
<u>Miscellaneous</u>	413,533	1,900	34,600	7,500	0	0	0	457,533
<u>Leases and Rentals</u>	619,324	2,166	123,728	9,000	0	0	0	754,218
<u>Utilities</u>	<u>200,290</u>	<u>94,000</u>	<u>236,200</u>	<u>160,300</u>	<u>74,400</u>	<u>0</u>	<u>4,000</u>	<u>769,190</u>
TOTAL	20,874,260	765,957	8,046,341	2,232,336	10,348,449	2,544,072	2,119,003	46,930,418

*Other includes: Capital Projects, CDBG-Cook, Bond Retirement, Vehicle Services and Foreign Fire Insurance

Village of Park Forest Expenditures (All Funds) Summary FY 12/13 Proposed

This pie chart shows the proposed breakdown by spending category of expenditures for all funds for the upcoming fiscal year.



Employee costs represent 43% of total Village expenditures

INTERPRETIVE NOTES ON FUND SUMMARIES

A one page analysis of the General Fund follows this page. The General Fund balance represents all assets of the General Fund (cash, investments, receivables for Medicare, ambulance transport, taxes, interfund and other receivables) less all liabilities (accounts payable, accrued payroll, payroll withholdings, deferred revenue and interfund liabilities). As noted on the chart, the General Fund began Fiscal Year 2011/2012 with a total unassigned Fund Balance of \$7,329,041.

Revenue has a positive impact on the General Fund balance while expenditures have a negative impact. It is estimated that expenditures for Fiscal Year 2011/2012 will exceed revenues by \$734,630. For Fiscal Year 2012/2013, expenditures will exceed revenues by \$980,259 after transfers. This was anticipated by the Board when property taxes were levied. Despite utilizing reserves to cover the difference between revenues and expenditures, a reserve equal to 3.1 months of expenditures is maintained in the Fund Balance.

Included in the Fund Summary analysis are transfers to other funds. The fund transfers include transfers to the DownTown. Plat covenants dictate the common area support from DownTown property owners. With the demolition of Marshall Fields, the square footage owned by the Village declines from 224,527 to 155,036, reducing CAM charges by \$69,491.

The Village's auditors recommended that the Village Board review operating results of all Enterprise Funds on an annual basis. This review should determine the necessity of increasing fees and/or providing additional Village support. The Board reviewed, and approved, increased support for the Aqua Center and the Tennis and Health Club. The combined support is \$295,000.

Board approved fiscal policies mandate a three to four month reserve to fund cash flow shortages. The ending fund balance presented for Fiscal Year 2012/2013 is at 3.1 months reserve.

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

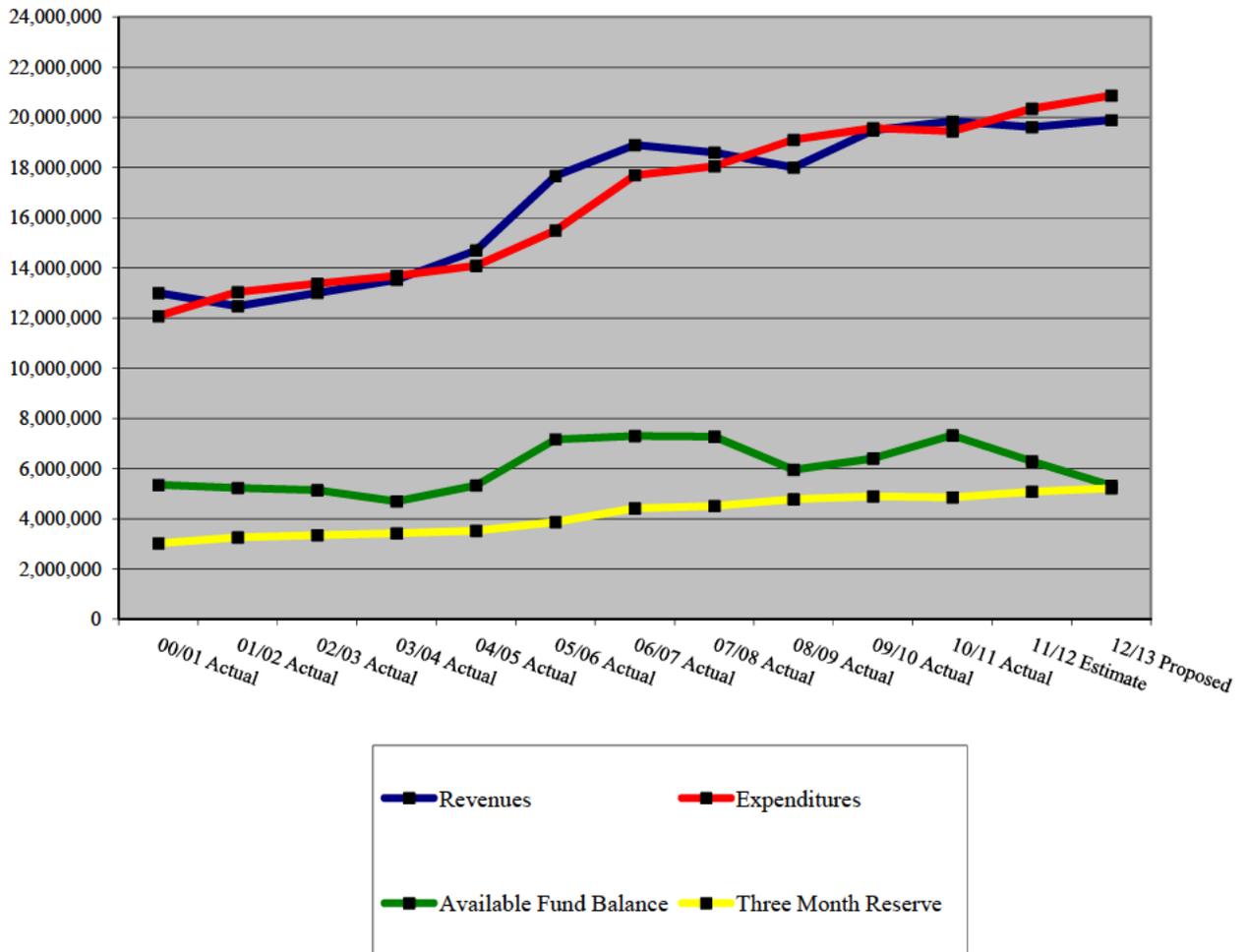
**Village of Park Forest
2012/2013 Budget**

GENERAL FUND SUMMARY

	FY 11/12 ESTIMATED	FY 12/13 PROPOSED
Beginning Unassigned General Fund Balance (6/30/11)	7,329,041	6,294,411
Portion to be Assigned for Westwood Traffic Signal	(300,000)	
Operating		
Revenues	19,611,296	19,894,001
Expenditures	(19,843,944)	(20,314,224)
Transfers to -		
DownTown - CAM	(146,982)	(155,036)
Aqua Center	(200,000)	(180,000)
Tennis & Health	(95,000)	(115,000)
Library	(10,000)	(10,000)
Capital Projects		
- Land Banking	0	(50,000)
- Sustainability Plan Implementation	(50,000)	(50,000)
	<u>(734,630)</u>	<u>(980,259)</u>
Annual Overage(Shortfall)	<u>(734,630)</u>	<u>(980,259)</u>
Net Adjusted Fund Balance *	<u>6,294,411</u>	<u>5,314,152</u>

*One month of expenditures equal \$1,739,522. A three month reserve in expenditures would be \$5,218,565. The Board's desired goal is a three to four month reserve. The ending reserve represents 3.1 months' expenditures. The transfer of \$2,450,000 to MFT is from a separate Assigned Fund Balance.

General Fund Comparative Revenue, Expenditures and Fund Balance



This graph shows the relationship of General Fund revenues, expenditures and fund balance. In 2001 through 2004 expenditures exceeded revenues, as the economy suffered and income tax and sales taxes declined. Property taxes were held to a 2.9% increase. To offset this declining revenue the fund balance was utilized. The Board adopted a fiscal policy mandating the maintenance of a three to four month reserve balance. The three month reserve floor allows the Board to offset levy increases with reserve balances that exceed this floor. In 2005/2006 the economy recovered. At the same time, several initiatives were taken including, participation in SouthCom, establishing an Economic Development Department, hiring additional police officers and increasing infrastructure maintenance. An 8.1% tax levy increase occurred in 2004 followed by a 9.3% increase in 2005 to fund these initiatives. Because of available fund balance the Board was able to increase taxes only 2.6% in 2006, 3.3% in 2007 and 3.0% in 2008. In 2009, the fund balance did not allow for a reduction in the levy. Therefore, the Board approved a 6% levy increase. In 2010, the tax levy increase was 3.1% followed by a 3.4% increase in 2011.

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

**Village of Park Forest
2012/2013 Budget**

FUND SUMMARY

	FY 11/12 ESTIMATE	FY 12/13 PROPOSED
 <u>Aqua Center*</u>		
Beginning Net Assets	1,040,683	1,113,418
Revenue	435,482	425,979
Expenses	<u>362,747</u>	<u>387,482</u>
Ending Net Assets	1,113,418	1,151,915
 <u>Tennis & Health*</u>		
Beginning Net Assets	106,485	100,889
Revenue	354,800	380,800
Expenses	<u>360,396</u>	<u>378,475</u>
Ending Net Assets	100,889	103,214
 <u>Municipal Parking**</u>		
Beginning Net Assets	691,864	621,064
Revenue	101,074	108,294
Expenses	<u>171,874</u>	<u>319,940</u>
Ending Net Assets	621,064	409,418
 <u>Refuse**</u>		
Beginning Net Assets	203,610	187,214
Revenue	1,218,932	1,236,467
Expenses	<u>1,235,328</u>	<u>1,253,720</u>
Ending Net Assets	187,214	169,961

* Presented in a combined format in the Enterprise Funds section under Recreation & Parks.

** Presented in a combined format in the Enterprise Funds section under Public Works.

**Village of Park Forest
2012/2013 Budget**

FUND SUMMARY

	FY 11/12 ESTIMATE	FY 12/13 PROPOSED
<u>Water Fund**</u>		
Beginning Net Assets	12,063,614	11,653,503
Revenue	5,282,655	5,462,461
Expenses	<u>5,692,766</u>	<u>5,473,049</u>
Ending Net Assets	11,653,503	11,642,915
<u>Sewer Fund**</u>		
Beginning Net Assets	4,668,480	5,167,924
Revenue	1,303,540	1,788,184
Expenses	<u>804,096</u>	<u>999,632</u>
Ending Net Assets	5,167,924	5,956,476
<u>DownTown</u>		
Beginning Net Assets	2,511,609	2,446,675
Revenue	825,782	855,771
Expenses	<u>890,716</u>	<u>1,168,750</u>
Ending Net Assets	2,446,675	2,133,696
<u>Capital Projects</u>		
Beginning Fund Balance	1,133,523	832,007
Revenue	50,000	100,000
Expenses	<u>351,516</u>	<u>927,147</u>
Ending Fund Balance	832,007	4,860
<u>MFT***</u>		
Beginning Fund Balance	1,106,513	2,417,327
Revenue	1,980,087	8,807,412
Expenditures	<u>669,273</u>	<u>10,348,449</u>
Ending Fund Balance	2,417,327	876,290

** Presented in a combined format in the Enterprise Funds section under Public Works.

*** Included in General Fund Summary.

**Village of Park Forest
2012/2013 Budget**

FUND SUMMARY

	FY 11/12 ESTIMATE	FY 12/13 PROPOSED
 <u>CDBG</u>		
Beginning Fund Balance	0	0
Revenue	402,509	0
Expenditures	<u>402,509</u>	<u>0</u>
Ending Fund Balance	0	0
 <u>Police Pension</u>		
Beginning Net Assets	18,236,362	18,654,836
Revenue	1,937,049	2,113,710
Expenditures	<u>1,518,575</u>	<u>1,622,453</u>
Ending Net Assets	18,654,836	19,146,093
 <u>Fire Pension</u>		
Beginning Net Assets	9,869,775	10,326,872
Revenue	1,305,551	1,250,102
Expenditures	<u>848,454</u>	<u>921,619</u>
Ending Net Assets	10,326,872	10,655,355
 <u>Bond Retirement</u>		
Beginning Fund Balance	407,444	423,027
Revenue	337,662	305,629
Expenditures	<u>322,079</u>	<u>326,833</u>
Ending Fund Balance	423,027	401,823

**Village of Park Forest
2012/2013 Budget**

FUND SUMMARY

	FY 11/12 ESTIMATE	FY 12/13 PROPOSED
 <u>TIF Funds</u>		
Beginning Fund Balance	1,807,579	1,364,871
Revenue	878,711	924,607
Expenditures	<u>1,321,419</u>	<u>1,063,586</u>
Ending Fund Balance	1,364,871	1,225,892
 <u>Vehicle Services</u>		
Beginning Net Assets	2,625,644	2,518,500
Revenue	788,616	752,706
Expenses	<u>895,760</u>	<u>848,023</u>
Ending Net Assets	2,518,500	2,423,183
 <u>Foreign Fire Insurance***</u>		
Beginning Fund Balance	11,701	11,701
Revenue	16,500	17,000
Expenditures	<u>16,500</u>	<u>17,000</u>
Ending Fund Balance	11,701	11,701
 <u>Housing Authority****</u>		
Beginning Fund Balance	692,878	298,717
Revenue	4,377,914	4,911,093
Expenditures	<u>4,772,075</u>	<u>5,143,576</u>
Ending Fund Balance	298,717	66,234

*** Included in General Fund Summary.

**** Is a Discretely Presented Component Unit but is included in the Village presentation.

Village of Park Forest 2012/2013 Budget

OPERATING BUDGET IMPACT OF CAPITAL ITEMS

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

For every capital purchase there is an operational impact. In the past twenty years, the Village of Park Forest has made several enormous capital purchases: a golf course, swimming pool complex, indoor tennis facility, DownTown Park Forest, Norwood Square Shopping Center, a new fire station, a new water plant and, most recently, the construction of the Wetlands Discovery Center. These purchases involve far more than the initial mortgages. They necessitate the costs of managing, marketing and maintaining the facilities on a long-term basis. For several of the Village's facilities, the personnel costs far outweigh the capital costs. Planning the capital and operational costs of the three recreational facilities became a routine part of the Village's overall budget. As these facilities aged, maintenance issues become more problematic. As a result of this review, it was determined that the Hidden Meadows Golf Course would be sold and developed as a mixed use commercial and residential development. Planning for the capital and operational needs of the DownTown has been a challenge. Operating expenses have stabilized as renovation projects have culminated. Unfortunately, the DownTown is not yet at the point where rent revenues match expenses. Additional major capital improvements for the DownTown have been deferred pending sales of buildings or outlots. A major demolition project involving the demolition of Marshall Fields has had a positive impact on the Village budget. One of the largest capital projects completed in recent years was the construction of the \$15.9 million new water plant. The operating costs associated with this expenditure continue to be assessed. In 2009/2010 the Village renovated the Aqua Center bathhouse and created the Wetlands Discovery Center as part of the renovation. Partnerships with the School District has served to share costs and staffing.

For Fiscal 2012/2013, the Village will again embark on several major capital projects. Capital spending is detailed in the following schedule. Highlights are as follows:

Public Works Projects/Sanitary Sewer

The Village has been able to secure a USEPA grant for \$485,000 which added to the Village required match of \$396,818 will produce a total sewer construction project of \$881,818. The Village is required to come into compliance with Inflow and Infiltration standards from the Thorn Creek Basin Sanitary District.

Roadway Projects

In addition, several roadway projects are scheduled for Orchard Drive, Lakewood, Indianwood and Lester. These projects will reduce maintenance costs indicated in the table.

Expanded Village Green

With the demolition of Marshall Fields and the expanded use of the Village Green contract mowing and maintenance will increase.

Residential Infill and Redevelopment/Land Acquisition

The Village has undertaken an initiative to acquire tax delinquent commercial properties and begin to foreclose on demolition liens on residential properties. These efforts were a result of the Strategic Plan for Land Use and Economic Development. This initiative has increased maintenance and legal costs. The budgeted dollars for this endeavor is located in the Capital Projects Fund. Several locations have been acquired including a former auto sales office, 80 North building, Wildwood school and multiple residential sites. These acquisitions increase maintenance and legal costs and these costs are reflected in the Capital Projects Fund. The Village may reacquire Norwood Shopping Center. Developers are being sought for the commercial sites.

DownTown Park Forest

The Village of Park Forest owns the majority of buildings in the DownTown. A complete history of the DownTown is contained with that budget. As previously noted, capital expenditures including demolition, re-roofing, roadway construction and buildout have occurred during the life of this project. The DownTown has a full-time manager and a part-time office assistant and two part-time maintenance staff. All tenant build out is based on having a lease in hand. Other major capital work is tied to sale of buildings. Listed in the DownTown section on page 18-15 are capital items excluded from the budget pending funding. The Village continues to support the DownTown through Common Area Maintenance charges related to buildings owned.

Vehicle Services

The Village operates an internal service fund for vehicle purchases. Regular replacement of vehicles is scheduled and funded on an ongoing basis. By replacing aging vehicles, the Village minimizes maintenance costs. For the 2012/2013 Budget three police squad cars, an ambulance, pavement saw, 2 ½ ton dump truck and a 1 ½ ton dump truck are all being replaced with funds available in the Vehicle Service Fund.

Conclusion

While there are operating cost considerations involved with many of these capital improvements, there is also the value of creating positive perceptions on the part of Village

residents. A community that maintains its infrastructure, addresses its commercial blight, and improves its housing stock is perceived as healthy and proactive.

Projects that will generate direct costs or savings are as follows:

<u>CIP Project</u>	<u>Annual Budget Impact Revenue (Expenditure)</u>
GIS System Implementation ⁽¹⁾	(\$ 9,000)
Point of Care – Health Software ⁽¹⁾	(7,000)
Rail Fan Park	(1,611)
Expanded Village Green	(6,000)
Orchard Drive Resurfacing ⁽²⁾	3,050
Lester Roadway Improvements ⁽²⁾	2,000
Lakewood/Indianwood Construction ⁽²⁾	1,000
Residential Infill and Redevelopment/Land Acquisition	(50,000)

⁽¹⁾ While there will be additional software maintenance costs, staff efficiency and paper reduction will occur.

⁽²⁾ Not reflected in annual cost savings is the combined grant revenue funding these projects of \$8,692,815.

**Village of Park Forest
2012/2013 Budget**

CAPITAL EXPENDITURES BY DEPARTMENT

General Fund Departments

Administration

Computer Replacement (Administration)	2,500	
Print Room Copier	15,000	
Trustee Laptops (3)	6,000	
File Cabinets	500	
Network Upgrades: Village-wide	20,000	
Windows OS Upgrade	15,000	
Virus Software	5,000	
Other Software Upgrades	20,000	
Computer Replacement (Finance)	5,000	
MSI Software Upgrades	<u>5,000</u>	
		94,000

Police

North Parking lot resurfacing	175,000	
Computer System Replacement	11,800	
Replace Copy Machine	<u>9,000</u>	
		195,800

Fire

Medical Equipment - Defibrillator	25,000	
Protective Clothing	12,500	
Firefighting Equipment	4,000	
Computer System Upgrade	<u>5,300</u>	
		46,800

Health

Computer Replacement	2,500	
Point of Care Software (SOS)	<u>12,500</u>	
		15,000

Recreation and Parks

Computer Upgrades	<u>6,800</u>	
		6,800

Freedom Hall

Roof Membrane Reconditioning	<u>16,000</u>	
		16,000

**Village of Park Forest
2012/2013 Budget**

<u>Facilities Maintenance</u>		
Playground Safety Surfacing ADA - various sites	5,000	
GIS Support Equipment	7,000	
Forest Trail Multi-Use Court Colorcoat	7,500	
Forest Trail Skate Park Resurface	10,000	
Forest Trail Skate Park Equipment Reconditioning	10,000	
Crack, fill & seal Park Walkways	10,000	
ADA Transition Plan Implementation	<u>9,000</u>	58,500
<u>Program Services</u>		
Facility Rental Equipment / School Dist. Cooperative Projects	<u>8,000</u>	8,000
<u>Building and Grounds</u>		
Lighting Upgrades - various facilities	5,000	
Replace Hanging Heaters - DPW Garage	6,000	
Tuckpointing & Painting - DPW/PARKS	10,000	
VH Roof Access Modifications	6,000	
Carpet Replacement - VH	5,000	
Emergency Repairs	<u>10,000</u>	42,000
<u>Public Works</u>		
GIS Implementation	13,000	
Upgrade Computer System	2,500	
Special Handling Material Disposal Station	50,000	
Wash Rack DPW Yard	<u>45,000</u>	110,500
<u>Economic Development and Planning</u>		
Computer Replacement	<u>1,900</u>	1,900
<u>Community Development</u>		
Inspection Software (will be encumbered)	50,000	
Computer Replacement	<u>1,900</u>	<u>51,900</u>
Total General Fund		647,200

**Village of Park Forest
2012/2013 Budget**

Enterprise Funds

Aqua Center

Resurface Water Slide	<u>20,000</u>	20,000
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Tennis and Health

Exercise Equipment Replacement	5,000	
Exterior Lighting Replacement	<u>5,000</u>	10,000

Municipal Parking

Replace Pass Card Reader System @ Lot 2.	15,000	
Replace 2 Fare boxes @ Lot 2	30,000	
Patching, Seal, and Restriping Lot 1	<u>100,000</u>	145,000

Water

Computer Replacement	5,300	
Copy/fax Machine Replacement	1,500	
Interim Remediation (Lime Lagoon 2), #ILG640194	25,000	
Well Maintenance Well #2	50,000	
Replace Fire Hydrants	<u>60,000</u>	141,800

Sewer

Sewer Improvements	881,818	
Correct Cross Connections found in Flood Testing	<u>25,000</u>	<u>906,818</u>

Total Enterprise Funds		1,223,618
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DownTown Park Forest

Signage Grant Program	5,000	
Way Finding	5,000	
Lester and Victory Drive Roadway Improvement	200,000	
Mural Project	18,000	
Second Floor Office Windows	45,000	
Tenant Build out 3,000 sq. ft. @ \$30	<u>90,000</u>	
Total DownTown Park Forest		363,000

**Village of Park Forest
2012/2013 Budget**

Capital Projects

Monument Sign - Sauk Trail (CN - Econ Dev)	30,000	
Information Kiosks - Commuter Lots (CN - ED)	30,000	
Construction of Railfan Park	142,614	
Construction of Village Green Service Facility	114,876	
Reader Board - Orchard Overpass	40,000	
Parking Lot Capacity Signage	<u>40,000</u>	
Total Capital Projects		397,490

Motor Fuel Tax Fund

Thorn Creek Bridge Phase II - Design (R)	108,840	
Thorn Creek Bridge Phase III-Const+Const Egr	117,700	
US30/Lincoln Hwy Corridor Streetscape (R)	150,000	
Orchard Dr. Phase III-Const+Const Egr (US30 to Sauk Trail)	8,039,748	
Resurf. Lakewood/Indianwood Phase III-Const.+Const Egr (R)	1,045,000	
Resurf. North St(Orchard to W.Corp Limit)-Phase II-Design	30,000	
Resurf. North St(Orchard to W.Corp Limit)-Phase III-ConstEgr	35,000	
Resurf. North St(Orchard to W.Corp.Limit)-Phase III-Const	<u>280,000</u>	
Total Motor Fuel Tax Fund		9,806,288

Vehicle Service Fund

Three Squads	90,000	
Ambulance	210,000	
Replace pavement saw	25,000	
Replace 2-1/2 Ton Dump Truck #628	120,000	
Replace 1-1/2 Ton Dump Truck #651	<u>65,000</u>	
Total Vehicle Services		510,000

Housing Choice Voucher Program*

Computer Replacement	<u>1,900</u>	
Total Housing Choice Voucher Program		<u>1,900</u>

Total Village Capital Expenditures	12,949,496
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* Is a Discretely Presented Component Unit but is included in the Village presentation

Village of Park Forest 2012/2013 Budget

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

BASIS OF ACCOUNTING

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

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

BASIS OF BUDGETING

For budget purposes, all governmental funds are budgeted using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when it is measurable and available. Expenditures (including capital outlays) are budgeted to be recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are budgeted and recognized when due.

All proprietary funds are budgeted utilizing the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. A cash basis presentation is also shown to reflect major capital outlays, principal repayment and depreciation.

FUND ACCOUNTING

The accounts of the Village are organized on the basis of funds and account groups, each of which is considered a separate accounting entity.

In June 1999, The Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements – and Management’s Discussion and

Analysis – for State and Local Governments. The Village implemented GASB 34 in Fiscal Year 2002/2003.

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

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

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

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

Governmental Fund Types:

General Fund: (Major fund)

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

Administrative
Police
Fire
Health
Recreation and Parks
Public Works
Economic Development & Planning
Community Development

The following funds will be grouped with the General Fund for reporting purposes. This change is in response to GASB 34:

Motor Fuel Tax Fund (Non-major fund)
Foreign Fire Tax Fund (Non-major fund)

Special Revenue Funds:

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

- Cook County Community Development Block Grant Fund (Non-major fund)
- TIF-Downtown Fund (Major fund)
- TIF-Norwood Fund (Non-major fund)

Debt Service Funds: (Major fund)

Debt Service Funds are used to account for the resources and payment of principal and interest on general long-term debt. For budgeting purposes, debt service is included in the related department or fund.

Capital Projects Funds: (Major fund)

Capital Projects funds are established for specific projects. These funds are closed after project completion.

Proprietary Fund Types: (Business-type Activities)

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

Enterprise Funds

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

Major Funds

- Water Fund
- Sewer Fund
- DownTown Park Forest

Non-major Funds

- Refuse
- Municipal Parking Lot
- Aqua Center
- Tennis & Health Club

Internal Service Funds: (Governmental Activities)

Internal Service Funds receive funds on a cost-reimbursement basis from the various Funds and/or departments that participate in the Fund. Internal Service Funds account for central purchasing and maintenance of a particular type or group of assets. The Village's Internal Service Fund is:

Vehicle Service Fund

Fiduciary Fund Types:

Trust and Agency Funds:

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

- The Police Pension Fund
- The Fire Pension Fund

Discretely Presented Component Units:

Discretely presented component units are separate legal organizations for which elected officials of the primary government are financially accountable. The Village has two discretely presented component units:

- Library
- Housing Authority Fund – prior to Fiscal 2010, the Housing Authority Fund was reported as a Special Revenue Fund.

BASIS OF CAPITALIZATION

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

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

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

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

<u>Assets</u>	<u>Years</u>
Buildings and improvements	20-50
Vehicles	3-5
Furniture and equipment	5-15
Infrastructure	40-70

**Village of Park Forest
2012/2013 Budget**

**ADMINISTRATIVE
MANAGER'S OFFICE**

DEPARTMENT FUNCTION:

The Village of Park Forest operates under the Council/Manager 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 Finance, Police, Fire, Public Works, Water, Health, Recreation and Parks, Sewer, Economic Development and Planning, Community Development and General Administration. 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 Park Forest. The Manager is responsible for the staffing of the Village Board meetings as well as the various Board Committees, is the Chair of the Executive Board for the SouthCom combined dispatch agency, is actively involved on five committees of the South Suburban Mayors and Managers Association, and two committees of the Illinois City and County Manager's Association and is on the Executive Board for Metropolitan Managers Association.

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

The Deputy Village Manager/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. She administers the Village's responsibilities related to the Village's two Tax Increment Financing Districts. She serves as Village Treasurer and as the staff liaison to the Police and Fire Pension Fund Boards. She also serves as Treasurer for SouthCom's Executive Board.

Information Technology, also under the supervision of the Finance Director, coordinates a wide range of computer support services and functions for all Village departments. Involved is the application and installation of computer hardware and software.

The Village of Park Forest administers all aspects of personnel functions through the Director of Personnel/Assistant to the Village Manager, 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 Director of Personnel/Assistant to the Village Manager has responsibility for negotiating health and dental benefits through the Horton Group (broker and third party administrator), serves as the Village's delegate to the Intergovernmental Risk Management Agency (IRMA - the Village's risk management pool), chairs the Village's Employee Communications Committee, Safety Committee/Accident Review Board and being Co-Manager of the Village's Farmer's Market. The Director of Personnel/Assistant to the Village Manager is the Staff Liaison to the Board of Fire and Police Commissioners, and Co-Chair of the Grants Seeking Task Force, serves on the Troubled Building and Property Taskforce and Health and Wellness Taskforce.

The Director of Communications/Assistant to the Village Manager function serves as the focus for activities designed to market or communicate Village services, programs and policies to current and potential residents and businesses. These activities include advertising, business communications, marketing and public relations efforts. The Director of Communications /Assistant to the Village Manager coordinates the production and layout of the resident newsletter (titled Discover Magazine), the poster program, the Village Website, the Village's social media efforts (including e-mail marketing, YouTube video clips and overseeing of social networking sites Twitter and Facebook) all in a uniform marketing approach. The overall public relations program includes the planning and coverage of special events, publications, advertising, news releases, etc. The Director of Communications also assists in facilitating communication from elected officials and Village departments to residents. The Director of Communications/Assistant to the Village Manager is also responsible for updating the Village's Public Announcements on cable access channels 4 (Comcast) and 99 (ATT).

ACCOMPLISHMENT OF 2011/2012 BUDGET OBJECTIVES:

Village Manager:

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

1. Maintain excellence in governing and create a more participatory government.

The Village enlists the assistance and advice of the citizenry through a full slate of advisory Boards and Commissions which allow for residential input on municipal operations and decision making processes. The 2011 winter edition of Discover Magazine included a full page of details related to volunteer Boards/Commissions and the application in which residents can apply. In January 2012, dozens of residents were either appointed or re-appointed to terms across all volunteer Boards and Commissions.

The Director of Community Development and Village Manager coordinated the Village's annual strategic planning process as it transitioned Board goals from Fiscal Year 2011/2012

into preparation for Fiscal Year 2012/2013. In October, Paul Craig continued as facilitator in the Board's review and establishment of goals for Fiscal Year 2012/2013. As part of the Board's Annual Strategic Planning Process, the Village undertook leadership dialogue with Mr. Craig. The discussion revolved around the 1949 Mann Gulch Fire in western Montana as analyzed in the book Young Men and Fire by Norman Maclean. The resident survey for 2011/2012 focused on the Park Forest Aqua Center. It was administered electronically and was forwarded to more than 2,800 active email addresses. More than 350 residents completed the survey and submitted it for consideration.

Recreation & Parks Staff have established ongoing and productive relationships with youth sports providers in the Village. Staff supported a resurgence of Park Forest Baseball, Hurricanes Tackle Football and Little Tykes Basketball and Cheerleading in the Village, all becoming strong parent/volunteer run programs. Work continues to re-establish youth soccer and girls softball in Park Forest.

A committee of railroad enthusiasts has been established to assist and advise the staff in the development of the proposed railroad park and observation platform in conjunction with the CN rail spur construction project. In late 2011 the project received approval from the Village of Matteson Plan Commission and the Matteson Board of Trustees. Work is underway for Spring/Summer 2012 development and a Fall 2012 official opening of the new park.

The Village seeks resident feedback through numerous initiatives. For example, the Village Website currently contains three survey instruments. One allows site visitors to offer feedback as it relates to general Village services, a second survey allows for insight to be shared on residential shopping preferences and a third survey seeks feedback on Community Relations initiatives. The Fire Department maintains a customer satisfaction survey instrument designed to measure satisfaction with Fire Department emergent and non-emergent responses to residents. Now at the midpoint in the year, responses continue to support that users of Fire Department services are very satisfied with the service provided to them by the Department. Finally, the Village's annual strategic planning process typically includes a resident survey and handout surveys are distributed as part of various Freedom Hall programs, Community Relations events and at meetings related to the Neighborhood Meeting Program.

Neighborhood Meetings take place to promote awareness of all departments and their respective affiliations within the community and address the concerns of neighborhood residents. Such meetings took place with the residents of Will County (August 2011 at Village Hall), the residents south of Sauk Trail and east of Indianwood Boulevard to Western Avenue (September 2011 at Celebration Ministries Church), the W Streets neighborhood (October 2011 at Freedom Hall), the Autumn Ridge and Forest Brook Townhome Area (November 2011 at the Universalist Unitarian Church) and the Condominium Associations (March 2012).

In preserving the Village's investment in the professional development of personnel, continuing education and additional opportunities for enhanced training has been undertaken to better serve residents. Efforts along these lines include Fire Department Staff engaging in a number of professional development opportunities including: ongoing (In-house) EMS Continuing Education program for Fire-Medics. The implementation of this program several years ago affords the Village a considerable savings in overtime while maintaining the Fire-Medics proficiency.

Over the last six months the Fire Department was able to take a giant step forward in continued professional development of its entire staff, by having all career members complete a 48-hour on-line program for hazard zone command training. This program came about after junior members of the Department expressed the desire for additional training in sizing-up an incident and addressing the initial needs of the emergency.

After considerable research the Fire Department selected a program developed by the Phoenix Arizona Fire Department know as "Blue Card." This on-line interactive training allowed personnel to progress at their own rate of speed through the program and ultimately receive certification after completing a separate simulation based program. Additionally, one member of staff was sent to the Command Training Center – Train-The-Trainer program with grant funding. At the time of this reporting the Fire Department now has all Command Staff, Company Officers and three Fire-Medics completely certified following the 3-day simulation class.

Village Staff has pursued various training programs through ongoing memberships including the Illinois Municipal League (IML), Illinois Public Employer Labor Relations Association (IPELRA), American Planning Association (APA), International and Illinois City/County Manager's Associations (ICMA & ILCMA), Metropolitan Managers Association, City/County Communications and Marketing Association (3CMA), Illinois Government Finance Officers Association (IGFOA), South Suburban Mayors and Managers Association (SSMMA), American Public Works Association (APWA) and the American Water Works Association (AWWA).

The Water plant has four "Class A" IEPA license operators and one class D. They are required to take 30 hours of continuing Education in a three year period. Along with the continuing education component the water plant staff and Public Works field crews receive regular safety training such as lock out tag out, Flagger training.

Public Works field crews received specific training on the operation of new equipment from the manufacturer representative (Case 580 Backhoe, Kubota tractor with attachments). They also received training on work zone safety and NPDES storm water management training on Municipal storm water pollution prevention.

All DPW field personnel received JULIE training which covered markings and excavation. Crews also received training on chlorine handling and operation and sampling for the

excess flow facility. The Assistant Public Works Director obtained his Engineer Intern License from the Illinois Department of Financial and Professional Regulation. This is a prelude to achieving a Professional Engineering certification.

Recreation & Parks Staff are active members of State and local professional organizations. Parks staff members regularly attend the Midwest Park Institute training sessions. The staff also includes a Licensed Plumber, Licensed Electrician, two Certified Playground Inspectors and several certified Pesticide Applicators. All certifications require regular professional development activities and periodic testing. In February of 2011 Recreation & Parks staff participated in an all-staff retreat facilitated by consultant, Barbara Heller. Issues covered included the “Strengths-Weaknesses-Opportunities” exercise, and discussions of relationships with other departments and the impact of external trends on the organization. Due to the considerable tenure of many members of the Department, succession planning was another key issue addressed. Senior supervisors have continued to lead discussions of the outcomes of this event. Aqua Center Staff participate in extensive training through the risk management consultants of Ellis and Associates. The Director of Recreation & Parks co-leads a statewide chapter of the National Coalition Building Institute headquartered in Washington, DC. The local chapter does Diversity Workshops and conflict resolution activities throughout Illinois and the Midwest.

The Finance Director serves as State representative and board member of the Illinois Government Finance Officers Association (IGFOA). The Assistant Finance Director is past-president of the South Metro Chapter of the IGFOA and also sits on the IGFOA Board. Finance staff participates in a software users group. The Finance Director conducts an annual Joint Review Board meeting with all taxing bodies to review TIF activity. She also attends Library Board meetings to review their audit and assisted with the financial analysis related to the Library facility’s renovation project. The Finance Department has three CPA’s who maintain their registration through continuing education.

The Village Manager is actively involved with SSMMA in serving on its Management & Finance Committee, Technology Committee, Audit Review Committee and, as needed, on the Legislative Committee. The Village Manager is also actively involved within the Illinois City/County Manager’s Association on its Professional Development Committee and the Professional Conduct Committee. Finally, the Manager is on the Executive Board of the Metropolitan Managers Association.

The Director of the Park Forest Health Department actively sits on the Senior Commission Committee as a staff liaison. Recently, the Health Department, along with the Senior Commission scheduled community forums at some of the Park Forest Senior buildings to educate seniors on how to avoid becoming victims of Medicare Fraud and Identity Theft. The Park Forest Police Department also presented during some of these sessions to educate seniors on the ways the elderly may be approached to access their identification. The Senior Commission also surveyed local Park Forest Seniors and noticed a trend. There were several seniors who were new residents of Park Forest and were unaware of the existence of services

for seniors in the Park Forest community. This observation led to a new project initiated by the Senior Commission to create new resident packets for seniors moving into the senior buildings in town.

The Director of Personnel continues to lead the Village's effort to recruit and retain personnel to enhance a diverse workforce which mirrors the community being served. At the onset of all recruitment processes, efforts will be made to find sources to recruit candidates that will diversify applicant pools. Several diverse hires (based on race, gender and profession) were made in late 2010 and early 2011 while also placing an emphasis on the hiring of military veterans when and where possible. The Director of Personnel is the Staff Liaison to the Board of Fire and Police Commissioners which coordinated new-hire eligibility lists for both the Fire and Police Departments in 2010. Additionally, the Fire and Police Commission also coordinated the establishment of a promotional-eligibility list in 2010 for the Police Department ranks of Corporal and Commander. Over the past year a Nursing Supervisor, a Maintenance Worker in Public Works and three Police officers and three Firefighter Paramedics have been hired off the current eligibility lists that were established in 2010. With these new hires, the Village has increased diversity in its workforce. Additionally the Village has recognized the promotions of a Code Enforcement Officer, a Chief of Police, a Deputy Chief, a Commander and a Corporal.

2. Create relationships and program initiatives to engage families, teachers and school board members of the District 163 community to increase collective awareness of problems, challenges, and opportunities to work together to provide the best education possible for the children of Park Forest.

The Village Board and the District 163 Board met jointly in September to begin a dialogue of cooperation. The meeting was successful in beginning this process.

The Police Department continued the use of Village facilities at Forest Trail Middle School as the site of the Police Activities and Athletics Center (PAAC). Also, the Canine Division of the Police Department, with assistance from the Patrol Division, conducted canine demonstrations at Open Houses for Elementary Schools across District 163 and 162, as well as at Forest Trail Middle School.

The Police Department has entered into a partnership with the five schools in District 163, two schools in District 162 along with Talala School in a new initiative titled the Park Forest Police B.I.C.Y.C.L.E. Program. Each month a student who has exhibited the core values, as developed by their respective school, is rewarded with a raffle ticket from a nominating teacher. Starting in October, and continuing monthly throughout the 2011/2012 school year, one winning ticket will be drawn at each of the eight schools. The winning students are presented with a brand new bicycle courtesy of the Police Department and their school's principal. The bicycles were purchased by the Park Forest Police through the Department's Narcotics Asset Forfeiture Funds which were seized from drug activity.

Members of Village Staff and Village Board participated in School District 163's inaugural golfing event which raised funds for their schools. Village Officials either golfed in the event or attended the recognition dinner held afterward.

The school mental health workers from School Districts 227, 201U, 163, 162, as well as from Park Forest Academy, including social workers, deans, and psychologists, were invited to the Police Department for breakfast to be introduced to the department's innovative "Guided Vision" Counseling Program and the Restorative Justice Program in general. This program is a continuation of the department's community-based policing philosophy and is offered to the schools as an alternative to school discipline or suspension. In addition, LaRabida Children's Services representatives were on hand to educate school personnel about LaRabida's no cost services and offer assistance to the schools.

Recreation & Parks Staff have regularly attended open house events for parents at Algonquin and 21st Century schools. The Department has partnered with ME4E (Multidisciplinary Education for the Environment) education consultants to provide an extensive education program at Central Park Wetlands, the new Wetlands Discovery Center and other associated "green initiatives" around the Aqua Center. More than 2,000 students annually have been served by their programs. They also helped preserve "Science Depot" a multidisciplinary hands-on science education program in District 163. Thorn Creek Audubon Society has also become a major partner at the Center, funding various projects. At the operations level, School District 163 Staff and Village Recreation and Parks Staff continue to jointly fund and carry out major maintenance and upkeep projects at the Forest Trail Recreation Center.

Forest Trail Middle School's annual fire drill and building evacuation drill were held in August 2011 with over 400 students being moved from the school to the Tennis & Health Club and back in less than one hour without incident. The event was a collaboration between the school and Village Staff with the Police, Fire and Recreation and Parks all being involved.

Staff continues to engage School District 163 officials with regard to fire prevention programs that benefit the lives of students under their charge. Additionally, the Fire Department continues to work with District 163 on their required inspections and to support their life safety initiatives. The necessary State inspections for District 163 took place in 2011/2012 and the Fire Department continues to assist with life safety issues as may be necessary across the School District.

The Health Department continues to work with the school nurses of School District 163 to offer school physical clinics annually between the months of June throughout September. This year, the Health Department added dental screenings services as an additional component to the physicals. School nurses continue to actively work alongside Staff Nurses to provide all required health screenings and immunizations. Health Department Nurses have also attended school open houses and health fairs over the past year.

The Communication Director continues to work with the Public Relations staff member for School District 163 to heighten awareness of happenings in the district. A full-page press release from School District 163, highlighting the district being ranked amongst the top schools in Chicago Magazine, was included in the winter 2011 issue of Discover Magazine.

3. Increase commercial, business and residential development in the Village.

The Troubled Building and Property Task Force continued to address problem properties, owners and occupants through the Crime Free Housing Ordinance and Vacant Building Registry Ordinance in 2011/2012. Crime Free Housing (CFH) programming includes classes for the owners of rental properties. The message to landlords with the CFH is that the Police Department is a valuable partner with them in providing safe housing to the landlords' customers, who become part of the Park Forest community. The CFH has shown to have a positive impact on the quality of life for residents, and advertisement of the program has made residents more aware of the importance that the Village places on neighborhood safety. Since the CFH inception in March 2008, evictions have been pursued against more than four dozen properties which were adversely impacting the quality of life in neighborhoods across Park Forest.

The Community Development and Economic Development and Planning Departments have been working together to identify problem properties throughout the Village for demolition. Seven properties in the Eastgate neighborhood were demolished in September 2011 with the assistance of a Cook County Neighborhood Stabilization Program grant. Two more properties will be demolished with this grant in late 2011/2012. As many as 25 additional homes in Eastgate and other Village locations will be demolished in the Spring of 2012 with the assistance of a State grant from the Department of Commerce and Economic Opportunity.

The 2012 business renewal season closed with 259 applications received, of which 94 were completed using an interactive PDF format. Sixty-five businesses (19%) took advantage of this option. The interactive, intranet Business Spreadsheet continues to streamline the renewal process for departments involved. Late notices were sent to 83 businesses in early February.

The Business Resource Guide continues to be a valuable marketing tool for the Village and for registered Park Forest businesses. The 2011/2012 Guide was produced in full color for the first time. Because the Guide was designed in-house, additional production costs were eliminated. A bi-weekly Park Forest Business e-Bulletin was developed to assist Park Forest businesses to communicate with and support each other's services and/or products. Customer response continues to be favorable for the participating businesses. Staff has begun using Constant Contact to send the e-Bulletin so as to track responses. The campaign "open" rate of 28% and an 11% click rate (click on an individual link within the email). This free marketing benefit is only available to Park Forest businesses and organizations which the Village supports, such as the Chicago Southland Chamber of Commerce and the Rich Township Food Pantry.

Four grand opening celebrations were conducted during 2011, and continue to be promoted for all new commercial businesses. At least three more business opening celebrations are anticipated before the end of 2011/2012. Additionally, the Village and Prairie State College collaborated to open a small business incubator in the space of the former chamber of commerce.

The Fire Department's Fire Prevention Bureau continues to work in collaboration with the Economic Development and the Building Departments in providing technical support and consultation on matters relating to new and existing developments. Such activities took place in 2011/2012 on the Pangea Townhome redevelopment, the Stop and Shop business move, the Park Forest Food Cooperative, 80 North Street, the new State Farm Insurance location on Western Avenue and the new Compressed Natural Gas fueling station at Star Disposal.

Work was finalized with the Cook County Department of Planning and Development to demolish the former Marshall Field's building. The Village secured in excess of \$930,000 in CDBG funding for this demolition project.

The 211th Street Transit Oriented Development Plan Implementation Study is nearing completion. The study is being guided by a Steering Committee made up of representatives from the three participating municipalities, Park Forest, Matteson and Olympia Fields. The first phase of the Implementation Study has been completed and a public meeting was held in early January to begin to identify preferences for streetscape and building design. To date, the work completed includes a review of transit oriented development model ordinances, a review of the marketing activities of the three participating municipalities and best practices in the Chicago metropolitan area, and an update to the 2007 market analysis. The remaining work to be completed includes the development of a model ordinance for TOD implementation, a development pro forma for the updated plan, and design guidelines for both the public and private development. The grant agreement with the Illinois Department of Commerce and Economic Development establishes a completion date for May 2012.

The Homes for a Changing Region housing policy plan was completed in December 2011. This plan was prepared, at no cost, for the Village by a team led by the Metropolitan Mayors Caucus. In April 2012, the Village Board took action adopting the plan as the housing element of the comprehensive plan.

The Chicago Metropolitan Agency for Planning (CMAP) will complete the draft Sustainability Plan in early March and an Open House presented the plan to the community for feedback. The Board will likely consider adopting this plan in late 2011/2012.

The Mayor, Village Manager and Director of Economic Development and Planning are working with SSMMA as part of an oversight committee to create a development fund. SSMMA has received a HUD Sustainable Communities grant that will provide \$1.7 million as seed money for the development fund to leverage additional funds from foundations and banks. The purpose of the development fund will be to facilitate transit oriented development in the region.

The Economic Development Advisory Group (EDAG) recommended approval of a Resolution supporting a Cook County Class 8 incentive application for a State Farm Agent to remodel and occupy a vacant property on Western Avenue. The Board of Trustees subsequently approved the Class 8 incentive and renovation will be complete in late 2011/2012.

EDAG also recommended approval of a Cook County Class 8 incentive application to remodel and occupy another vacant building on Western Avenue for the relocation of an existing Stop & Shop convenience store. The Board of Trustees approved the Class 8 Resolution, and Stop & Shop II is officially open for business.

The Economic Development team has deployed a variety of advertising media outlets to advertise properties for sale and/or lease, including CoStar, Location One Information System (sponsored by the State of Illinois), direct mail and phone calls, attendance at business expos, job fairs, and community events. Several serious leads have been generated by these means. Staff increased its marketing efforts by also listing properties on-line with Property Line, another web based listing service.

The No Cash Bid purchase of the residential lots on Indianwood Boulevard and the industrial lots on North Street has been completed, and the tax deeds have been received for these properties.

The Village approved an option agreement for sale of the 3.5 acres of vacant land on the east end of Main Street in DownTown Park Forest. The prospective developer was engaged at the Spring Convention of the International Council of Shopping Centers with follow-up meetings occurring at the ICSC Deal Making event in October 2011. The developer proposes to subdivide the property into three pad sites for individual retail stores/restaurants.

Staff has been an active participant in the South Suburban Retail Investment Patterns Study that is funded by a grant from the Small Business Administration. The Villages of Park Forest, Olympia Fields, Matteson and Richton Park are participants in this study.

The Village's DownTown District Midsummer Madness event, formerly known as the Business After Hours, was held in July 2011 with yet another large number of participating businesses (27) and more than 100 attendees. This event showcases DownTown businesses to Park Forest and other area residents, as well the business community throughout the south suburbs. This event was again held in conjunction with Main Street Nights. Preparations are underway for the 2012 Midsummer Madness event, to be held in July 2012.

The quarterly Business Breakfasts continue to attract a growing number of attendees, averaging 78 per event. The next breakfast will be held in late Spring, with the popular interactive group networking exercises.

Village Officials attended the 2011 ICSC Deal-Making Chicago event in October 2011. The Village hosts a booth at this event to promote Village development opportunities. Additionally, Village Staff and the Mayor will attend the ICSC Spring Convention in May 2012 and will, once again, host a booth at this event to enhance Village marketing efforts. Village Officials will also visit other retailer and developer booths and make “cold calls” in order to promote the Village.

The Director of the Health Department continues to work closely with the Park Forest Rotary Club and the Rich Township Senior Center to coordinate and plan the Annual Senior Fair in May of each year at the Rich Township Senior Center. This event creates opportunities for local businesses vendors to market their programs and services directly to the local consumers.

In November 2011, the Village Board approved a Real Estate Sales Agreement to sell the property at 80 North Street to Dent, LLC, which plans to create a Great Lakes Center for Energy Smart Communities. The Board also approved a Cook County Class 8 property tax incentive and an agreement to reimburse a portion of the purchase price to defray the costs of renovating the building. The Village has completed the required environmental site assessment and plat of survey. The purchaser is finalizing their financing, including the real estate appraisal. At this time, closing on the sale is scheduled for late 2011/2012.

The EDAG considered nominations for the 2011 Business Person of the Year. After much deliberation, James McDannel of Lifetime Muffler was selected and a reception was held.

4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.

The Police Department continues its participation in a Drug Enforcement Agency-run task force, with an officer assigned full-time to that unit. In addition to the social impact of reducing drug crimes, the Department receives a share of seized assets, which are used to purchase equipment and training, much of which would be an economic impossibility if not for the asset forfeiture income. Outside drug seizure funding attained by the Police Department since 2008 as a result of this affiliation is in excess of \$550,000.

Over the past two fiscal years, hirings for five staff vacancies were delayed. Additionally, two full-time positions were converted to part-time and one vacant police position will not be filled. Efforts such as these, along with a conscious effort to conserve revenues and hold back expense wherever possible while maintaining strict adherence to fund balance reserves, have allowed the Village to avoid needing to pursue short-term borrowing options to meet payroll and vendor accounts.

The Deputy Village Manager/Finance Director thoroughly researched the concept of a laddered CD portfolio with regard to Village finances so as to maximize interest earnings. The laddered CD approach has resulted in interest earnings in excess of 5 times better than what could be gained with Illinois Funds interest rates which continue to decline.

The engineering design for Orchard Drive project has been completed and plans have been turned in to IDOT. K-Five Construction was awarded the low bidder at \$7,216,158.40. Funding for this project is 70% STP and 30% Village. A large portion of the Village share will utilize funds from the 2010/2011 CN settlement.

The Public Works Department (DPW) used IEPA low interest loan through ARRA funding to complete a water main replacement project, a sanitary sewer lining project and to rehab the sanitary excess flow treatment plant located in the Public Works yard.

DPW moved Lakewood and Indianwood projects forward to the 2012 construction season through a 70%/30% STP Grant through SSMMA. North Street was also moved forward to the 2012 construction season on 90%/10% Construction only grant from Illinois Commerce Commission.

As part of the Capital Improvements Plan, Recreation & Parks has instituted a "Roof Reconditioning Program" for the many single ply membrane roofs in town. The white coatings to be applied to existing membranes qualify for LEEDS points and meet Energy Star requirements. Furthermore, the reconditioning application, which is 20% of the cost of a new roof, will extend the life of the manufacturer's warranty of these roofs by 12 years.

The Health Department works diligently behind the scenes every year to secure specialized vendors to staff the annual Park Forest Farmers' Market. Work for the 2012 season is now underway with application packets being processed and schematics/stripping being reviewed for layout of the parking lot where the Market takes place each Saturday. The 2012 season will be the 39th annual edition and the Park Forest Market continues to be one of the more successful Farmers' Markets in the south suburban region.

The Fire Department continues to seek out grant opportunities that are in line with the Village goals and are in keeping with the missions of the Department. The department is currently administering five separate grants for anything from supporting staffing to performing training site maintenance. These grants include a pair of SAFER grants; one providing salary and benefits for an additional firefighter/paramedic and a second that helps to train and support new members of the Paid-On-Call division. The Department is wrapping up an Assistance to Firefighters grant that replaced much of the Department's aged fire hose stock and with extra funds has been supporting special training and fire investigation equipment. A grant from the Enbridge Pipeline Company assisted in maintaining the Department's fire training site and a grant from the Illinois Department of Natural Resources provides equipment to combat field and grass fire. The Fire Department is currently seeking grants to expand the concept of command training center classes, a replacement for the reserve ambulance that would assist in transporting bariatric patients and is exploring avenues for an additional SAFER grant. Staff will continue to seek grant support from corporations such as the Enbridge Pipeline and search for new sources such as the IDNR grant program.

The Fire Department strives to maintain fire prevention inspectional activities to include minimally one original inspection for all business properties each year, with high hazard and assembly properties inspected a minimum of twice each year, to safeguard current businesses from the threat of fire. As of printing the budget, the Department is meeting performance benchmarks in regard to inspection frequency and has been actively focused on eliminating Code deficiencies which could lead to significant fire impairment in the community.

Related to 'going green', the DownTown Office has completed the first of a two-year phase related to energy efficient window replacements across all Village-owned properties in the Downtown. The Police Department completed a similar window replacement project in late 2010.

The Health Department's going green initiative during the upcoming spring is to begin phase I of a plan to develop an electronic health record system to save on paper, storage space and, ultimately, on the use of staff time for data entry. It will create a more efficient record keeping system that can be used to enhance the quality assurance of home health services and improve the process of electronic billing. Installing a point of care system will also save on the mailing and postage costs as well as paper. The system will provide administrative oversight in tracking the timeliness of home visits, the accuracy of visit frequencies and submission of documentation. It will also assist with avoiding duplications of scheduled visits times when multiple disciplines are involved in the care of a patient. This system will also prepare the Health Department to become sustainable as a Medicare Certified Home Health provider that can electronically bill and submit documentation efficiently and securely to the Centers for Medicare and Medicaid Services. This goal is in line with the Affordable Care Act in establishing HIPPA 5010 compliant electronic submission systems.

Village involvement in the Chicago Southland Housing and Community Development Collaborative has resulted in grant funds to address issues related to housing vacancy and blight. Over \$300,000 in grant funds have been awarded directly to the Village for the demolition of 30 to 35 vacant, blighted homes. Most of the homes to be demolished are located in the Eastgate neighborhood. Nearly \$3 million in grant funds have been awarded to Park Forest or Habitat for Humanity Chicago South Suburbs to purchase and rehabilitate approximately 28 vacant, foreclosed homes for sale to qualified homeowners. An additional \$671,000 was awarded to the Village as part of a joint-municipality grant project for housing acquisition and rehabilitation.

In March 2012, a State of Illinois Building Blocks Pilot Program included Park Forest as one of the pilot communities. The program provides for financing to rehabilitate vacant properties and down payment assistance to home buyers. The Village will focus these activities in one or two neighborhoods in order to have the greatest impact on neighborhood stabilization.

In establishing a Quiet Zone for the rail crossing of Western Avenue, a feasibility study has been completed and a Notice of Intent to establish a quiet zone has been submitted. Based on the time required for review of the Notice of Intent and installation of the improvements, the quiet zone should be fully active by early 2012/2013. This study and any improvements that are required were, or will be, funded from the 2010/2011 CN Voluntary Mitigation Agreement.

The Communications Director purchased high-quality equipment to allow in-house production of video content. Several videos have already been produced and disseminated online, on cable and in the lobby of Village Hall. This investment will save thousands of dollars in the coming years that would be charged by companies to produce similar high-quality promotional videos.

5. Increase awareness of the quality of life in the Village of Park Forest.

Over the course of the 2011/2012 Fiscal Year, Discover Magazine has been distributed to Park Forest residents three times; once every four months. Each edition has also been made available online for residents' convenience. The summer 2011 edition of the magazine focused on the Village's aggressive pursuit of outside funding; educating residents on what steps staff have taken to get things done during a time of economic recovery where increased costs to residents are a last resort. Details on the Health Departments annual school physicals, Recreation and Parks' Main Street Nights, and an introduction on unidirectional fire hydrant flushing were also covered. The fall 2012 edition paid homage to the 60th anniversary of the Kiwanis Club's Pancake Day in Park Forest. The issue connected, for those unaware, the image on the 2011/2012 Vehicle Sticker to the event. Freedom Hall's Main Series, as well as the Fire Department's Fire Prevention Week activities were additional inclusions in the magazine. The winter 2012 edition highlighted important information for residents to be aware of on flu season and the availability of the Village's Health Department to meet the needs of the community. Additional topics covered included: Village Board strategic planning efforts, the Village's efforts to build a Sustainability Plan, and the Village of Park Forest's recognition for being named a Top Workplace in Chicago-land by the Chicago Tribune for 2011. The March 2012 Discover included, among other things, information related to referendum questions that appeared on the General Primary Election ballot, and an update on the four roadway improvement projects to take place across the 2012 construction season.

Another important initiative is the continued emphasis placed on building electronic contacts to further push messaging on the life in and of Park Forest, online. The Village Manager's Report, now a monthly communications piece, highlights recent activities, news, programming and events which may be valuable for residents to be aware of. In January 2011, a total of 586 contacts were receiving the Village Manager's Report. A year later, a total of 927 contacts were receiving the report. This is a growth of almost 60 percent in 12 months. The increase is due to the multitude of ways the Village is seeking out residents' email addresses, including, but not limited to: residents continuing to sign-up in drop boxes

at Village Hall, online at the Village's Website and on Facebook, as well as through filling out sign-up cards at Neighborhood Meetings.

The Communications Director consistently adds new content and postings to the Village's Website, Facebook and Twitter pages to engage residents and heighten awareness of happenings in town. Recreation & Parks has established Facebook pages for Freedom Hall, the Park Forest Bark District, and the Aqua Center to keep current and former residents up to date on programs and amenities in the Village. The Fire, Health and Police Departments also maintain an active Facebook presence.

Public Information/Education videos developed in 2011/2012 included information on the following topics: Freedom Hall cultural arts programming, Sustainability Plan outreach, 2011 Business Person of the Year, Electric Aggregation and 911 Surcharge Referendum questions, Electronics Recycling, Emergency Preparedness, Unidirectional Hydrant Flushing, the Park Forest Aqua Center, 10th Anniversary 9-11 Ceremony, Safe Halloween, Main Street Nights, Good Egg Award Winners and the Emerald Ash Borer Beatle.

The 2011-2012 Fall/Winter Community Calendar was printed and distributed. This calendar was one of the largest yet, with many more community-wide activities included. The calendar was mailed to all addresses in Park Forest, and distributed in newspapers published by Russell Publications which reaches households in Crete, Steger, and Monee. The calendar was also given to new residents and participants of all events throughout the year. The 2012 Spring/Summer Calendar is currently being marketed to local civic organizations and school districts for their participation. It is scheduled to go to print in early April.

Community Relations continues to update website information, utilize cable access channels 4 & 99, Facebook (Village and Park Forest Ambassadors), You Tube, other web based avenues, and the local school districts to increase awareness of all upcoming events.

Local Origination Programming efforts in concert with the Cable Communications Commission continue to evolve as upgrades were made to technology (cameras, microphones, projectors, recording equipment, etc.) in the Board Room of Village Hall. Additionally, portable cameras, computer editing software were purchased as the Cable Commission seeks to provide local origination technology for use by Park Forest residents. Implementation steps continue to be finalized, including the editing equipment at the Park Forest Library for the formal announcement of the program to begin late Spring 2012. In continuing to enhance the viewing of Village Board meetings on the Village Website and on local cable access channels 4 (Comcast) and 99 (AT&T), research is being done regarding such refinements as lapel microphones, etc.

Economic Development and Planning staff issued a Request for Proposals for an electronic message center for the CN Overpass on Orchard Drive. Two complete proposals were received and the plan is to install the signs (north and south sides of the overpass) in the fall of 2012, after the major construction work on Orchard Drive is completed.

Across all of 2011, the Fire and Police Departments continued their public safety support of events in Downtown Park Forest including Youth Day, Main Street Nights, the 4th of July celebration, the Art Fair, Safe Halloween, and Pancake Day. This allowed residents and potential residents to interact with the members of the department and witness the interdepartmental cooperation within the Village. Other community programs included the Tenth Anniversary 9-11 Remembrance Ceremony, Fire Prevention Week programming (Fallen Firefighter Memorial Service, Silent Parade and Open House), a trike-a-thon teaching bike safety and attendance at several Block Parties with the fire safety trailer.

After identifying a need the Fire Department sent several members to school so they could obtain certification as child car seat technicians. Since their certification they have assisted countless residents in insuring that their children are properly secured when travelling by automobile. In September 2011, the Fire and Police Departments sponsored a child safety seat event near Village Hall. The event was successful and several infant and child car seats were disseminated to residents whose children were not properly protected.

Staff continues the development and implementation of outreach programs to residents of the Village needing special services in order to meet mission objectives (example: senior citizen programs, direct intervention to sections of the Village that may be experiencing higher loss profiles. The Fire Department's goal is to make a minimum of 3,000 community outreach contacts on an annual basis. The majority of these contacts relate to pre-school or school age children and the senior population. As of January 2012, more than 2,200 such community outreach contacts have been made. The Fire Captain taught the staff at the Park Forest Library how to use their recently installed Automatic External Defibrillator (AED) in the event someone at the library experiences a serious cardiac event.

After every fire incident in a senior building in the community, the Fire Captain meets with the residents to discuss the good and bad aspects of what happened and to answer any questions that the residents may have. He also takes the opportunity to explain the operation of buildings fire systems and offers them fire prevention advice to keep them safe.

The Health Department provides daily walk-in services, such as free blood pressure or diabetic screening and offers many other on-site health services and provides health consultations and referral sources for health care throughout the southland. The Department provides influenza and pneumonia shots onsite as well as within the community to groups from churches, synagogues, schools and local senior buildings.

The Health Department also supports the Police and Fire Departments annually by providing their tuberculin and influenza immunizations and by administering the hepatitis B series for newly hired public safety employees. The Department continues to provide a monthly onsite "health stop" screening clinic with health education to the seniors of Rich Township at the Shirley Green Senior Center. The Department assists with planning the annual Senior Fair along with Rich Township and the annual Senior Women's Screening Clinic and Tea which is held in the Health Department.

The Health Department continues to work with the Building Department, the Police Department and the local senior center to respond to reports of at-risk residents who may need medical assessment or interventions. The Department continues to provide public health services within the community such as wellness checks, blood pressure screening clinics and bath services to assist local residents with personal hygiene.

The Park Forest Ambassadors are seeking new members and have created a governance board to manage the participation and activities of the group. The Community Relations Coordinator and the Ambassadors have recently facilitated several events in 2011/2012 including the July 2011 New Resident Event at the Aqua Center, a similar New Resident Event in March 2012 at the Holiday Star Theater, "Open Mic Night" at Dining on the Green, the annual Mother/Daughter and Father/Son outings and the August Wine and Chocolate Tasting.

The 2012 Park Forest Idols event was held in January 2012 at Freedom Hall. This year's Idol event was a Battle of the Suburbs, open to participants in all south suburban communities. Participants came from more than 10 different communities including Park Forest.

The Biking Treasure Hunt, conducted in October 2011, was a new event planned by the Community Relations Coordinator and the Park Forest Ambassadors. The event showcased the Old Plank Road Trail, starting in Park Forest and ending in Matteson.

The Community Relations Coordinator developed a Financial Challenge in partnership with Keller Williams Realty and First Mortgage Corporation to assist residents to increase their credit score. Each resident was asked to attend six workshops over the course of six months. The workshops were designed to teach participants how to improve their credit score. Park Forest was listed on the Woodstock Institute report as one of the suburban communities at risk because of residents' credit scores. The workshops were conducted with the hope that an impact was made in the participants' financial status. Staff will review the program and consider making it an annual event.

Community Relations and the Police Department coordinated another successful Safe Halloween event in October 2011. Over 1,200 participants enjoyed a costume contest, dancing, raffles and games, a haunted maze, candy and much more.

The Recreation and Parks Department and Community Relations collaborated on a successful Community Day with the Chicago Sky Women's Basketball team. Three of the 2011 Park Forest Idols winners kicked off the game singing the National Anthem and the Recreation and Parks cheerleaders performed during half-time.

The Good Egg Award was presented in September 2011 to Bets Hoffsommer, Gene Finley, and Olubukola Fatoki.

Good Neighbor Day was celebrated in September 2011 in collaboration with Calvary United Protestant Church, Recreation and Parks and the Commission on Human Relations. E-News

Park Forest showcased the event via their website and video, commenting on how well received the event was and the excitement of local residents.

Community Relations held a Realtors Training program in early January. This workshop had a guest speaker from the real estate industry, and each Realtor was provided with material about Park Forest, including a marketing piece developed specifically to showcase the quality of life in Park Forest for potential home buyers.

A large number of residents are involved in the various planning activities currently underway in the Village. The 211th Street TOD Plan Implementation Study involves a Steering Committee made up of a Plan Commissioner and a Board member. The full Plan Commission and EDAG have been involved throughout the planning process as well. Two planning meetings have been held in support of the Homes for a Changing Region project, to which a total of over 60 residents have attended. The Sustainability Planning process has held public outreach meetings that have attracted over 200 residents. In addition, the CMAP planners working on the Sustainability Plan have met individually with many business stakeholders and residents with a particular interest in this endeavor. Finally, the Quiet Zone Feasibility Study included a public meeting to gather input on the need/desire to establish a quiet zone at the Western Avenue railroad crossing. Over 30 residents attended that meeting.

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

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

Agenda packages were prepared weekly for Rules Meetings and Regular Board Meetings. These included the materials necessary to facilitate the Board's decision-making processes. Routine communications are made with Board members on the afternoons prior to Village Board Meeting so as to assess any questions or concerns prior to public discussion and/or action. Trustee committee agendas and information were also distributed. A measurement of the effectiveness of materials provided to decision-makers is the number of times an item must be tabled related to the need for additional information. During 2011/2012, no item was officially tabled for this reason.

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

The Manager assisted the Board with scheduling and arranging its annual Strategic Planning Process, including the recommendation of a professional facilitator. The facilitator selected for the 2011 Board planning process followed up on successful efforts in 2010 and 2009. Background materials were provided to assist with the development of strategic goals. In October, Paul Craig continued as facilitator in the Board's review and establishment of goals for Fiscal Year 2012/2013. As part of this process, the Village

undertook leadership dialogue with Mr. Craig. The discussion revolved around the 1949 Mann Gulch Fire in western Montana as analyzed in the book Young Men and Fire by Norman Maclean.

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

The Village Manager conferred on a daily basis with Department Heads regarding the administration of their departments. Management staff developed implementation plans for Board goals as pertained to their respective departments. Weekly Management staff meetings were held and bi-weekly Manager's Reports were compiled for distribution to the Board and the community. Informational updates of operations were shared with Village Board members on a weekly basis.

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

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

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

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

6. Respond to public inquiries and complaints.

The Village Manager responded to hundreds of calls and dozens of written inquiries and emails from residents throughout 2011/2012.

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

Legislative activities were monitored utilizing the publications of the South Suburban Mayors and Managers Association and the Illinois Municipal League. Letters and phone calls of comments, support or opposition were sent to relevant legislators within the framework of the direction provided by SSMMA, the IML and the Village Board's discussion on legislative issues. As of budget printing time, the Village was scheduling discussion sessions with legislators representing Park Forest. The Village Manager also participated in various legislative conference calls with other agencies within SSMMA.

8. Monitor grant opportunities for the Village.

The Village has established a Grants Seeking Task Force. This Task Force is comprised of members of all Village Departments and is aimed at enhancing the Village's skills and streamlining its processes in seeking out and submitting applications for grant opportunities. An update of 'outside funding initiative' was provided to the residents with the summer 2011 edition of Discover Magazine.

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

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

Surpluses in the General Fund allowed the Board to reduce the increase in the tax levy to 2.9% for five years, 1999 through 2003. In 2004 and 2005, in order to enhance economic development efforts, address infrastructure and improve public safety, the Village increased the levy 8.1% and 9.3% respectively. In 2006, the Board reduced the tax levy increase to 2.6%, funding only pensions, with a 0% increase in the General Corporate levy. In 2007 and 2008 levy increases were 3.3% and 3.0%. In 2009 the major negative turn in the economy caused a 6% levy increase that was reduced to 3.1% in 2010. Additionally, the Village took action to implement a water infrastructure upgrade fee in the spring 2008 to facilitate the Village's aim to continue upgrading the community's 65+ miles of water and sewer lines. Fiscal condition must be monitored continually and the impact of a reduced census population will also impact the Village.

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

The Village Manager was regionally involved in a number of areas, serving on the South Suburban Mayors and Managers Association's Management & Finance Committee, a Technology Sub-Committee, an Audit-Review Sub-Committee, an Employee Wellness Sub-Committee, a Solid Waste Disposal Sub-Committee and a Bond Bank Review Sub-Committee. The Village Manager is also an active member in good standing of the Illinois City and County Manager's Association (ILCMA), serving on the Professional Development Committee and the Professional Conduct Committee. Finally, the Manager is an Executive Board Member of the Metropolitan Managers Association.

Director of Personnel/Assistant to the Village Manager:

1. Assist all Village Departments with recruitment, interviewing and hiring of staff including assisting the Board of Fire and Police Commissioners (BFPC) in establishing new hire eligibility lists and Promotional Lists for Fire and Police.

In 2011/2012 the modified hiring freeze that was implemented for the past couple of years was basically lifted. As openings occurred, great consideration was given to review the need for the position and change the job description and/or reclassify the position if feasible. Personnel were recruited on a need basis and delayed when practical to hold down costs. Personnel were recruited and hired in the following areas: Department of Public Works - 2 full time Maintenance Workers; Health Department – Nursing Supervisor; Police - 1 Patrol Officers, 4 promotions; and Fire – 3 firefighter/paramedics.

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.

The employee Health and Wellness Taskforce continued to be an active committee that continued its’ efforts of a wellness initiative. As part of this initiative, the committee presented the 5th Annual Employee Wellness Expo in April 2011 that showcased areas of health, financial, and spiritual wellness. The Taskforce is undertaking extensive study of upcoming changes relative to Health Care Reform and discussing ways to reduce the impact of health insurance to the village and the employees. The taskforce recommended the introduction of a High Deductible Health Plan with a Health Savings Account that was offered in January 2012.

The Village continues to see consistent participation in the 457 Deferred Compensation Program administered by ICMA-RC. One very well attended presentation by ICMA-RC was offered to help employees understand the benefits of saving toward retirement and how to cope with difficult economic times. The Village also sees healthy participation in the Flexible Compensation (FLEX COMP) program to assist employees in defraying out-of-pocket medical and dependent care expenses.

The Village’s Employee Assistance Program (EAP) was used by various segments of the Village’s workforce. The program, offered through a joint contract with SSMMA, assists with a variety of life problems facing the workforce including: alcohol and drug abuse, stress, anxiety, depression, marital or family discord, child behavioral problems, domestic violence, elder care, and financial or legal concerns.

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

Changes in the Personnel Policy Manual are ongoing.

4. Coordinate Village Committees in organizing employee events and programs targeted to increase employee morale, appreciation, safety awareness, policy education and overall

employee well being. Continue to participate in committees that have an impact to the Village.

The Village's Communications Committee regularly met to address and discuss employee concerns and to distribute information and increase awareness of other departmental functions and occurrences. A summer party and winter holiday party were held. The committee is researching several options for other events to be paid for by the employee but which will enhance employee morale and socialization.

5. Attend educational programs that pertain to changes in Employment Law. Provide summary updates to the Department heads to keep them abreast of the changes.

Ongoing education pertaining to Health Care Reform changes, employment law and unemployment issues are conveyed to the department heads.

6. Negotiate all collective bargaining contracts. Attend professional training related to collective bargaining processes.

The Fire contract that expired was negotiated. The police contract expired June 30, 2011 and is set to go to mediation. The police union voted to leave the Fraternal Order of Police and join Metropolitan Alliance of Police.

7. 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.

While Worker's Compensation claims have fallen, general liability claims have continued to escalate. Management of these cases continues to be a high focus. Several on site trainings took place for Public Works. An IMAP visit was completed and the village attained an improved overall rating.

8. Begin revising the Personnel Police Manual.

Efforts are ongoing.

9. Work with members of finance to research and implement a new payroll processing, HRIS and Time and Attendance systems.

Research resulted in the project being cost prohibitive. Funds have been encumbered.

Director of Communications/Assistant to the Village Manager:

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

Over the last twelve months, the Director of Communications has continued to use as many ways deemed effective to communicate with increasingly diverse messaging preferences of

the public. A print publication, several Village Websites (www.villageofparkforest.com, [facebook.com/parkforestil](https://www.facebook.com/parkforestil), twitter.com/parkforestil, [flickr.com/parkforestil](https://www.flickr.com/parkforestil), [youtube.com/parkforestil](https://www.youtube.com/parkforestil)), the Village's public access channel, an email newsletter, strategic imaging on the Village's vehicle sticker, and working with local media on key issues have all contributed to keeping the public informed of the life in and of Park Forest.

The Village's magazine, *Discover Magazine*, management staff believes has been the most effective source information for residents. Thus, in the 2011/2012 Fiscal Year, *Discover Magazine* increased in production from three to four issues a year.

Continued aggressive usage of the Village's official Website, www.villageofparkforest.com, has translated into more traffic at the site. In an effort to continue to provide effective, cutting-edge communication, the Director of Communications has been working with a Web development company since late 2011 on a new Village Website to replace the current site. The launch of the new site is anticipated to be sometime in late spring or early summer 2012. The new site will offer a higher esthetic quality, easier navigation, completely updated pages, increased video integration, and an heightened social experience. In all, the new villageofparkforest.com should appeal to more users in and outside of Park Forest, and make the Village more visible and the public more engaged.

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

The Village Website saw a 21 percent increase in traffic in 2011. This is the largest increase in traffic in the last three years. The average number of monthly hits to villageofparkforest.com is now 50,140. (See Figures 1 and 2)

	2005	2006	2007	2008	2009	2010	2011
Number of Web Hits	N/A	245,262	326,349	453,011	468,377	495,834	601,689
Average hits per month	N/A	20,438	27,195	37,750	39,031	41,319	50,140
Percent change from previous year	N/A	N/A	+33%	+38%	+3.4%	+6%	+21%

Figure 1

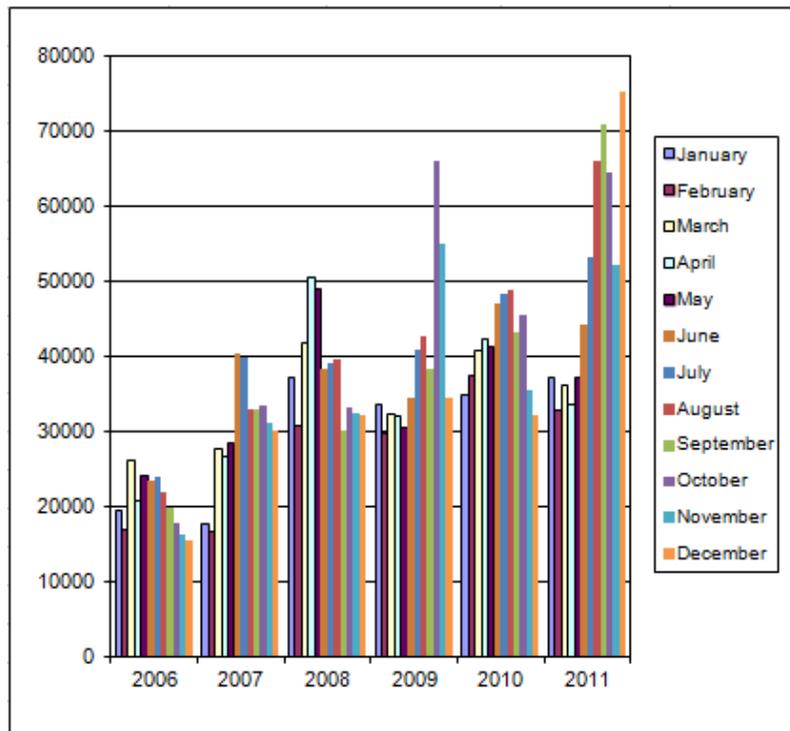


Figure 2



Likes on the Village’s Facebook page currently lead all southern suburbs of Chicago at 1,078. This number represents an increase of 42% over the last twelve months. The Village’s Facebook page is not intended to communicate each message coming out of the Village, but to provide information of high importance as well as promote a more engaged community. Facebook is used to compliment villageofparkforest.com.



Followers on the Village’s YouTube page currently stand at 173. This is an increase of 23% over the last twelve months. There were a total of 69 tweets, or just about 6 posts a month, made to the page in the 2011/2012 Fiscal Year. Twitter is also used to compliment villageofparkforest.com. See figure 3 below.

Year	Tweets	Total Followers
2009/10	73	102
2010/11	51	140
2011/12	69	173

Figure 3



One of the most important communications initiatives over the last two years has been to increase Park Forest video content online. Since the ParkForestIL YouTube channel launched in February of 2010,

there have been a total of 7,570 views of Park Forest videos at the site. A total of 5,586, or 74% of views have taken place over the last 365 days alone. In comparison to the 1,563 total views in the 2010/2011 Fiscal Year, the 5,586 views represent an increase of close to 255%.

Thirty new videos were added in the 2011/2012 Fiscal Year compared to the eleven videos added in the 2010/2011 Fiscal Year.

The videos shared on YouTube are also shown on local cable channels 4 and 99, the lobby televisions of Village Hall, and occasionally also on the Village's Facebook page - to maximize reach.

Video topics cover happenings at Board meetings, programming, and any issue more awareness amongst Park Foresters is deemed necessary. Web users who took part in the 2011 Park Forest Community Survey, which polled residents on their opinions related to the Park Forest Aqua Center, were directed to a video on the Park Forest Aqua Center on the Village's YouTube page to end their session. That video is currently the most watched video on the Village's YouTube page at 1,058 views to date since July 24.

3. Increase print/direct mail production.

In addition to the increase in Discover Magazines reaching Park Forest homes, the Communications Director has worked with Village Departments on mailings to better communicate important initiatives going on in town.

In 2011, the Communications Director coordinated two separate mailings to every resident in the Village on Unidirectional Flushing. The mailers educated residents on what Unidirectional Flushing is and what to expect. A web page dedicated to updates on water related issues in town was also created to compliment the mailings.

In the early part of 2012 and continuing through the summer, the Village's Communications Director assisted the Recreation and Parks Department with a four-piece mailing to all 2011 members of the Park Forest Aqua Center. The piece included a letter to provide an overview of the state of the Aqua Center and why some changes are necessary. Several members have taken to Facebook to note their appreciation and pleasure with the mailing.

These mailings are believed to have curbed much negativity that may have resulted from an uninformed or misinformed public.

4. Develop new mechanisms to grow the Village's e-mail database.

For the first time in its history, the Village of Park Forest conducted the annual Village survey online. The survey provided an excellent opportunity to grow the Village's email database. In order to take part in the survey, residents needed to first sign-up for electronic communication by providing their email address at villageofparkforest.com. Over 1,000

members of the community took part in the survey – alerted to it via the Village’s Website, monthly email newsletter, and by word of mouth. The effort netted 60 new email addresses.

A cross promotion for the Aqua Center and Farmers Market in May of 2011 -- which required new Aqua Center members to attend one of two select Saturdays to receive 50% on Aqua Center membership in 2011 -- accounted for 96 new email addresses.

Additionally, the Communications Director has worked closely with the Village Manager to ensure that the Village’s efforts to communicate online are highlighted to the public at each Neighborhood Meeting. Each resident to attend a Neighborhood meeting is now given a note card and encouraged to provide their email address to be added to the Village’s email list. Neighborhood Meetings accounted for 74 new email addresses added.

Through the aforementioned efforts in addition to drop boxes at Village Hall and online sign-up options, contacts have grown 22 percent from 2011. As of March of 2012, a total of 961 residents receive the Village’s monthly email newsletter. In March of 2011, 789 residents received the Village’s email newsletter. In March of 2010, 540 residents were receiving the Village’s email newsletter. See Figure 4 below, which represents currently active addresses. Unsubscribe addresses and addresses that block Village messaging are periodically deleted from the distribution list.

Fiscal Year	Residents receiving electronic communication	Increase from previous year
2009/10	540	n/a
2010/11	789	46%
2011/12	961	22%

Figure 4

5. Impact awareness for new residents and better educate them on life in, and of, Park Forest.

In addition to increased print pieces as well as more aggressive enrollment in online communications, each Department Head who engages with public, as well as the Village Manager, all took part in individual video shoots with the Communications Director to introduce what their departments provide to residents. When completed, the videos will each be found on each department’s Web page, and a DVD will be created for distribution to all new residents as part of welcome packets. The DVDs will also be on hand at each new resident reception. The hope is to provide non-residents a better understanding of the value of living in Park Forest – to better promote and market the Village online -- and to also ensure that new residents understand what their tax dollars provide the community with.

6. Illustrate the accomplishments of high-achieving Park Forest youth.

Due to the unforeseen public relations aspect of happenings with the Park Forest Aqua Center, which began to form in the fall of 2011, the Communications Director opted to switch focus from illustrating the accomplishments of high-achieving Park Forest youth to working with Recreation and Parks staff on a campaign to better market the pool.

Still, the Communications Director has been in contact with two teachers at Rich East High School to highlight student achievement in an upcoming summer edition of Discover Magazine. Additionally, the Communications Director has shot several videos of high achieving youth not yet made available for public view. This content will be considered for inclusion in a Park Forest news show airing on local cable in the 2012/2013 Fiscal Year.

This goal will continue in 2012/2013.

2012/2013 ADMINISTRATIVE OBJECTIVES AND PERFORMANCE MEASURES:

Village Manager Objectives:

Ensure implementation of the Village Board's Goals for 2012/2013. These goals were the culmination of a series of Strategic Planning Workshops. The goals are:

1. Engage in relationships and program initiatives which enhance working together to provide the best education possible for the children of Park Forest.
2. Continue efforts to increase commercial, business and residential development in the Village.
3. Continue to establish, review and refine policies which assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.
4. Increase awareness of the quality of life in the Village of Park Forest.

In addition to the implementation of the Board's goals, the Village Manager will accomplish the following:

1. 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.
2. Provide staff assistance to the Board's Strategic Planning efforts.
3. Supervise Department Heads in the day-to-day administration of their departments.
4. Inspire Village staff to a high level of professionalism, integrity and service delivery.

5. Provide staff assistance to all municipal Boards and Commissions including preparation of minutes and agendas.
6. Respond to public inquiries and complaints.
7. Monitor State and Federal legislative activities as they affect local governments. Provide feedback to legislators regarding legislation that affects local governments.
8. Monitor grant opportunities for the Village.
9. Monitor fiscal condition of Village to ensure long-term viability.
10. Participate in regional or State-wide initiatives of benefit to the Village of Park Forest, the south suburbs, the State of Illinois and the profession of local government management.

VILLAGE MANAGER PERFORMANCE MEASURES:

The carrying out of Board goals will be measured as follows: Board Goal #1 will be measured by the level of interaction and communication with various representatives of the various school districts serving the community. Board Goal #2 will be measured by the success in maintaining existing business, recruiting new development, and preserving/maintaining/upgrading the existing housing stock. Board Goal # 3 will be measured by maintaining a quality staff with innovative concepts and policies for serving Park Forest while working to replace, repair and upgrade community infrastructure in all ways feasible. Board Goal #4 will be measured by observed residential involvement in community events and enhanced diligence in staff distributing its message to the residents. 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.

Director of Personnel/Assistant to the Village Manager Objectives:

1. Assist all Village Departments with recruitment, interviewing and hiring of staff including assisting the Board of Fire and Police Commissioners in establishing promotional eligibility lists for police and fire.
2. Continue to expand employee awareness of the Village's benefits package and provide employees with tools to make sound decisions in long-term financial planning.
3. Implement, evaluate and monitor the Village's personnel policies to assure compliance with changing personnel laws, employment laws and the general needs of the Village.
4. Coordinate Village Committees in organizing employee events and programs targeted to increase employee morale, appreciation, safety awareness, policy education and overall

employee well being. Continue to participate in committees that have an impact to the Village.

5. Negotiate all collective bargaining contracts. Attend professional training related to collective bargaining processes.
6. Serve as the Village's claims coordinator for IRMA and manage workers' compensation and general liability claims to keep on top of the nature of the issues.
7. Continue revising the Personnel Policy Manual with a goal of 1/1/2013 for a new revision release.

Director of Personnel/Assistant to the Village Manager Performance Measures:

Objective 1 will be measured by the successful recruiting and hiring of staff as needed and the establishment of new Police and Fire promotional lists. Objective 2 will be measured by the quantity and quality of relevant seminars held for the benefit and education of the employees. Objective 3 will be measured by tracking legislative changes and ensuring that Village policy changes accordingly and a new handbook is disseminated. Objective 4 will be measured by the level of employee attendance and participation at employee events, programs, and by seeking input from the employees. Objective 5 will be measured by the completion of a new contract for the Fire Department. Objective 6 will be measured by continued communication between IRMA, assigned attorneys and applicable employees as well as ensuring timely notice to legal representation when needed. Objective 7 will be measured by the release of a new Personnel Policy Manual.

Director of Communications/Assistant to the Village Manager Objectives:

1. Implement a comprehensive public relations plan to help promote awareness of Village services and accomplishments.
2. Increase the online footprint of the Village of Park Forest.
3. Increase print/direct mail production.
4. Develop new mechanisms to grow the Village's e-mail database.
5. Impact awareness for new residents and better educate them on life in, and of, Park Forest.
6. Illustrate the accomplishments of high-achieving Park Forest youth.

Director of Communications/Assistant to the Village Manager Performance Measures:

Objective 1 will be met by producing four issues of Discover Magazine, posting numerous information pieces each month to the Village Website and social media pages, adding numerous informative pieces each month to Channel 4/99, seeing a satisfactory amount of coverage in media about Park Forest. Objective 2 will be measured by Website hits/fans/followers/views, resident support of events, and resident satisfaction with communication efforts and information

available. Objective 3 will be met by the number of mailing pieces Park Forest residents receive coming out of the Administration Department. Objective 4 will be met by promoting the Village Manager's Report in innovative ways that yield growth and allow the Village to communicate with more residents via e-mail. Objective 5 will be met by producing communication pieces catered toward residents less familiar with the full host of services and offerings in Park Forest. Objective 6 will be met by rewarding select Park Forest youth with recognition for their high achievements that project a positive light on themselves and the Village of Park Forest.

**Village of Park Forest
2012/2013 Budget**

**ADMINISTRATIVE
BOARD OF TRUSTEES/ELECTED OFFICIALS**

DEPARTMENT FUNCTION:

The Village of Park Forest has operated under the Council/ Manager form of government, with a Village Manager since its inception in 1949. The Village Board appoints the Village Manager, Clerk, Treasurer and Attorney. Park Forest is Home Rule by referendum. The Mayor and Trustees are elected at large to represent all areas of the Village.

The Board of Trustees is the policy-making branch of Park Forest government. It is responsible for enacting all legislation for the health, safety and welfare of the residents of the Village. In furtherance of these responsibilities, the Board meets at 7 PM on the 1st, 3rd and (if necessary) 4th Mondays of each month. This meeting schedule is new from years past in that the Board revised its meeting approach in 2010 with an effective date of January 1, 2011. The Village Board structure of Trustee Committees consists of Committee A, B and C with projects being assigned by the Mayor to each Committee on an as-needed basis. Each committee includes four Trustees with each Trustee serving on two Committees.

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

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

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

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

ACCOMPLISHMENT OF 2011/2012 BOARD OF TRUSTEES OBJECTIVES:

Mayor:

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

The Mayor conducted each meeting according to the Board's Rules of Procedures and in a manner designed to maximize participation. The Mayor appointed each of the Trustees to committees and assigned topics to those committees for more detailed discussion than is possible at a Board Meeting.

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

During Fiscal Year 2011/2012, the agendas of all Rules Meetings as well as Regular Meetings provided the opportunity for residents to provide input into the deliberations of the Board. At Rules Meetings (i.e. discussion sessions), the citizen's input followed the formal agenda, thus providing residents the opportunity to react to the Board's discussion. At Regular Meetings (i.e. voting sessions), the citizen's input preceded the formal agenda, thus providing residents the opportunity to influence the Board's potential vote. The agendas, along with all background material for each agenda item, were posted both in the lobby of Village Hall and on the Village's Website at www.villageofparkforest.com. Also, the Board met, in informal meetings, on the first Saturday morning of each month, for the explicit purpose of providing opportunities for communication with residents.

Four issues of the Village newsletter were produced and several Village-wide mailings were designed to convey information about the Village. The Village continued to maintain, update and upgrade its website. It contains e-mail addresses for all Village Officials as well as meeting agendas.

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

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

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

The Mayor attended meetings of the South Suburban Mayors and Managers Association (SSMMA). The Mayor and the Village Manager each served on a number of the Association's committees. In particular, the Mayor served as an integral part of the SSMMA Legislative Committee and worked toward the implementation of the

Association's 2012 Legislative Agenda. The Mayor is also on the SSMMA Executive Committee as well as the Housing Committee.

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

The Mayor facilitated communication with a number of taxing bodies in 2011/2012. In addition to periodic informal communications with various taxing bodies, a joint meeting took place with School District 163 in the fall of 2011.

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

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

Board of Trustees:

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

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

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

The Board has reviewed and approved the various programs designed to implement the Board's goals. To aid in the Board of Trustee's understanding of Village services and how they might be enhanced, members of the Board attended training sessions on how similar services are administered in other communities across the State of Illinois. In 2011/2012, several members of the Village Board attended sessions at the Illinois Municipal League's annual conference.

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

Despite a shrinking revenue base, no programs have been cut and no services have been reduced in a major way.

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

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

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

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

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

Residents are invited to attend all Board meetings and have provided input at many of them. The Village's Website contains a survey by which residents can evaluate their contacts with their local government. Additionally, Neighborhood Meetings were carried out in August, September, October and November 2011 and in March 2012.

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

In January 2012, fifty-six appointments and re-appointments to the Village's various Boards or Commissions. The Board recruited interested volunteers through announcements at various meetings, advertising in Discover Magazine, and postings on the Village Website and cable access channels. The recruitment efforts resulted in a list of residents available to fill any of the 116 total seats should a vacancy arise.

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

The Board and staff met with other taxing bodies a number of times in 2011/2012 be it in formal settings (School District 163) or in less formal/informational settings.

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

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

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

The Board of Trustees discussed implementation of their goals and policies at various points throughout the year related to Strategic Planning efforts. A financial update took place in October 2011 and included an update on Village Board goals. A subsequent update took place in February 2012 with the Six Month Financial Update. The Village Manager was evaluated in December 2011.

11. Evaluate the Village Clerk and Attorney.

The Village's lead counsel from the law firm Robbins, Schwartz, Nicholas, Lifton and Taylor (RSNLT) provided the Village Board and staff with sound legal guidance and/or direction to other legal contacts, both within RSNLT and through other law firms, as dictated by the Village's legal needs.

The Village Clerk's duties were monitored in 2011/2012 as the Clerk attended the vast majority of Village Board Rules and Regular Meetings. The Clerk's attendance and taking of minutes at these meetings were carried out to the satisfaction of the Village Board.

Village Treasurer:

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

Over the years the Village Treasurer has increased the Village's return on investments in a risk-free, collateralized environment. Direct wire transfer deposits were established for all property, sales, motor fuel and Tax Increment Finance taxes into the Illinois Treasurers Pool. This process allows the Village to earn two to three days of additional interest on substantial balances. Direct debit accounts have been established for water billing and direct deposit has been established for payroll. In 2007, e-pay was instituted for utility bill payment. A laddered CD was established with the CN settlement proceeds. This investment option will increase interest earnings \$40,000 over the Treasurer's Pool account.

2. Provide investment and financial assistance to the Police Pension, Fire Pension, Housing Authority, Foreign Fire Insurance Board and Library Board.

The Treasurer attends all Village Board meetings. She developed and implemented an investment policy for the Police and Fire Pension Funds. Investment Summary reports were developed and issued at pension board meetings. The Treasurer was heavily involved in the financial transition to SouthCom and now serves as Executive Board Treasurer. Also, an annual report is made to the Library Board regarding financial activity.

Village Clerk:

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

The Village Clerk or the Deputy Village Clerk took minutes at all Rules, Regular, Executive Sessions and Special Meetings of the Board. For calendar year 2011, a total of 33 sets of minutes have been produced. All minutes were presented at a subsequent meeting for approval and were placed on public display.

SETS OF MINUTES PRODUCED

<i>Calendar Year</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>	<i>2010</i>	<i>2011</i>
<i>Number</i>	68	65	34	25	33

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

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

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

Eighty-three requests for information were met under the purview of the Freedom of Information Act. Typically, citizens of Park Forest are not required to file requests for information in this manner. The Village has been very forthcoming in providing information, when requested, in a timely and open manner.

FREEDOM OF INFORMATION REQUESTS PROCESSED

<i>Calendar Year</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>	<i>2010</i>	<i>2011</i>
<i>Number</i>	59	76	58	87	83

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

Village Hall was an early voting site for both Cook and Will County residents. While votes were cast electronically at Village Hall by residents living in Cook County, Village staff facilitated only the voting for Will County. The numbers are reflected accordingly in the following chart.

EARLY VOTERS

<i>Calendar Year</i>	<i>2008 Will County</i>	<i>2009 Will County</i>	<i>2010 Will County</i>	<i>2011 Will County</i>	<i>2012 Will County</i>
<i>Number</i>	<i>350</i>	<i>7</i>	<i>85</i>	<i>57</i>	<i>16</i>

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

2012/2013 BOARD OF TRUSTEE OBJECTIVES:

The Mayor's, Board of Trustees', Treasurer's and Clerk's objectives will continue to be as important in 2012/2013 as they were in the past.

PERFORMANCE MEASURES:

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

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

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

Evaluation of the Village's Legal Counsel will be monitored in 2012/2013.

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

Disposal of the Village records will be reviewed by the State Archivist. Measurement of the objective of providing public access will be by monitoring requests for public records to ensure compliance with same. Additionally, public records will be made available at the public library. The Village Clerk and Deputy Village Clerk will facilitate voter registration needs as needed.

**Village of Park Forest
2012/2013 Budget**

**ADMINISTRATIVE
BOARDS AND COMMISSIONS**

DEPARTMENT FUNCTION:

The Boards and Commissions of the Village provide advice to the Village Board to facilitate the decision and policy-making function of the Board. Volunteers staff thirteen permanent commissions and several additional ad hoc commissions.

The standing commissions/committees are:

Board of Fire and Police Commissioners - tests, interviews, screens and creates new hire eligibility lists and promotion eligibility lists for vacancies in Fire and Police Departments. The Board conducts disciplinary proceedings, as necessary.

Cable Communications Commission - records and broadcasts local programming on the access network. Provides policy direction to the administration of the cable franchise agreement. Provides policy input for franchise negotiations.

Economic Development Advisory Group - Assists the staff in developing an economic development plan for the Village and recommends policies to the Board of Trustees that will ensure the successful implementation of the plan.

Park Forest Environment Commission - provides advice to the Board of Trustees on matters pertaining to the enhancement, conservation and protection of the physical environment in the Village.

Equal Employment Opportunity Review Board - meets, as needed, to adjudicate complaints of local employment discrimination.

Fair Housing Review Board - meets, as needed, to adjudicate complaints of local housing discrimination.

Housing Authority - provides policy direction to the administration of housing programs designed for mid-low income residents of the Village.

Human Relations - provides policy direction to the administration of the Village's Fair Housing Ordinance. Provides support to the Mediation Task Force, which mediates neighborhood disputes. Provides advice to Board of Trustees on diversity and human relations issues.

Parks & Recreation Advisory Board: The Advisory Board will continue to monitor maintenance and upkeep of the Parks & Recreation System by reviewing the annual Capital Improvements Plan, the budget process and receiving updates from staff at quarterly meetings.

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

Professional Advisory Group - meets twice a year to review policies and procedures and quality improvement activities for Nurses Plus Home Health Care of the Park Forest Health Department.

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

Youth Commission - advises the Board of Trustees on matters pertaining to the youth of the Village.

Zoning Board of Appeals - meets, as needed, to review recommended changes to the Zoning Ordinance and all requests for relief from the standards of the Zoning Ordinance. Reviews development plans when requested.

ACCOMPLISHMENTS OF 2011/2012 OBJECTIVES:

The general objective of the Boards and Commissions is to provide thoroughly researched advice to the Village Board to assist in their decision-making process.

Board of Fire and Police Commissioners: The Board of Fire and Police Commissioners will complete the process of any Police and Fire new hire eligibility or promotion lists that exhaust before they expire.

Cable Communications Commission: The Cable Commission will promote Park Forest by continuing in the development of Local Origination Programming. In Phase II they completed the use of equipment purchased such as portable cameras, computer editing software, etc. to further enhance Local Origination Programming.

Economic Development Advisory Group: EDAG attended several the ribbon-cutting ceremonies, various quarterly Business Connection meetings, rotated writing and submitting three articles for the business newsletter, promoted and selected an annual Business Person of the Year, participated in the Progressive Business After Hours; obtained approval to establish and maintain an informational kiosk at the Library. EDAG also advertised the 3/50 Program – a national shop local campaign on the door hangers, in the lobby and on printed material for distribution. EDAG members referred prospects to Village Staff for assistance with their business and/or marketing plans and for information about available space to lease. In 2011, EDAG

reviewed and formally recommended approval of a Class 8 for the State Farm Agency at 2562 Western Avenue, Stop n Shop II at 2560 Western Avenue, and DENT, LLC at 80 North Street.

Park Forest Environment Commission: The Commission participated in the 2011/2012 Farmers' Market to sell rain barrels. Every month, the Commission developed an environmental tip of the month which was broadcasted on the local cable access channels. The Commission researched, presented, and the Board approved a Sustainable Pest Control and Pesticide Reduction Policy. The Environment Commission participated in the annual block party at Calvary United Protestant Church, where they promoted rain barrels and distributed CFL light bulbs. The Commission planted trees as part of the Village's Tree City USA requirements and for Arbor Day at the Park Forest Bark District 2nd Anniversary Celebration. Members of the Environment Commission actively participated in public meetings related to the Village's development of a Sustainability Plan and fostered a grassroots discussion and research of community gardens. Finally, the Commission organized an Organic Gardening Workshop at the Park Forest Library.

Housing Authority: The Housing Authority's partnership with the Troubled Building and Property Task Force has helped the housing authority reduce the number of landlords that were consistently noncompliant with the rules and guidelines of the program's Housing Quality Standards resulting in improved housing conditions for the voucher holders.

Human Relations: The Commission on Human Relations held another successful Good Neighbor Day in conjunction with the Calvary United Protestant Church, celebrated Black History Month with a performance by the Chicago DuSable Museum. The Commission partnered with the Ambassadors to hold several events for residents, including a health symposium, karaoke night, a multi-cultural event, and a dance. The Commission also awarded the Good Egg Award to three residents.

Parks & Recreation Advisory Board: The Advisory Board continued its monitoring, maintenance and upkeep of the Parks & Recreation System. The Board scheduled five meetings in 2011 and had a quorum at three.

Plan Commission: The Plan Commission participated in development of the *Homes for a Changing Region* plan, the Sustainability Plan, and the 211th Street TOD Implementation Study. Members of the Plan Commission also participated in two American Planning Association training webinars and attended the Illinois APA State Conference.

Senior Citizens Advisory Commission: The Senior Commission planned several community talks within Park Forest area senior buildings to address a variety of topics affecting the health and safety of seniors. Speakers were invited to talk about Medicare changes, how to make an informed decision about Medicare supplemental health plans and how to avoid becoming a victim of Medicare Fraud or Identity theft. Seniors were provided with information from our local police department on how to avoid becoming

a victim of theft. The Senior Commission also surveyed local seniors and found that many who were new to the Park Forest area were not aware of available programs and services for seniors, including transportation, health department services, senior companions or social activities. Therefore, the Senior Commission created packets of information about area programs for seniors for housing assistance, home maker assistance, nursing and therapy services, medical equipment, senior nutrition programs, and much more. The packets of information were distributed to senior buildings and Park Forest area CO-OPs. And the Senior Commissioners participated in helping low-income Seniors to register at the health department to receive Senior Nutritional Coupons to use to purchase healthy produce and vegetables from the Park Forest Farmer's Market.

Youth Commission: The Youth Commission participated in several Village events ranging from Community Relations events to the Holiday Tree Lighting program. They also coordinated an inaugural Skate Jam. The Commission interacted with the local school districts on two initiatives. One was to pursue a Student Liaison for the Youth Commission and the other was to pursue a logo design contest for the Youth Commission. Minimal success was attained but at least interaction with the school districts began.

2012/2013 BOARDS AND COMMISSIONS OBJECTIVES:

The general objective of the Boards and Commissions is to provide thoroughly researched advice to the Village Board to assist in their decision-making process.

Board of Fire and Police Commissioners: The Board of Fire and Police Commissioners will complete the process of any Police and Fire new hire eligibility or promotion lists that exhaust before they expire.

Cable Communications Commission: The Cable Commission will promote Park Forest by continuing in the development of Local Origination Programming. In Phase III they will look forward the promotion of the equipment purchased such as portable cameras, computer editing software, etc. for public use to further enhance Local Origination Programming.

Economic Development Advisory Group: Goal 1: Stimulate an environment that encourages all Park Forest business owners to interact with each other and the community. Goal 2: Work with Staff to design and implement a business retention and expansion program. Goal 3: Aid and implement the priority actions of the Strategic Plan for Land Use and Economic Development. Goal 4: Aid and implement the recommendations of the 211th Street Transit Oriented Development Study. Goal 5: Review submitted applications for incentives and make recommendations to implement the Village's adopted Development Incentive Policy.

Park Forest Environment Commission: The Commission will continue to promote the use of rain barrels and rain gardens to Village residents. They will plan and

conduct an Arbor Day ceremony, host additional environmental workshops, promote alternatives to pesticide use and continue to develop the community gardens initiative.

Housing Authority: The goals of the housing authority are to attract supportive services to improve education and employability for the assisted families which would promote self sufficiency; continue to seek ways to improve customer satisfaction for tenants and participating landlords, and ensure equal opportunity in housing for all Americans.

Human Relations: The Commission on Human Relations will continue to promote an open community and foster understanding among the people in the Village's diverse population by planning cultural celebrations and exhibits and building partnerships with community associations. Highlight south suburban citizen humanitarian efforts through the Good Egg Award program and support the activities of the Mediation Task Force.

Parks & Recreation Advisory Board: The Advisory Board will continue to monitor maintenance and upkeep of the Parks & Recreation System by reviewing the annual Capital Improvements Plan, the budget process and getting updates from staff at quarterly meetings. The Advisory Board has discussed individually visiting parks and providing the Village with insight on their condition and needs.

Plan Commission: The Commission plans to 1) review and act expeditiously to make recommendations on existing and new development proposals; 2) begin implementing recommendations of the 211th Street Transit-Oriented Development Study; 3) begin implementing Strategic Plan recommendations for the Eastgate neighborhood; 4) begin implementing Strategic Plan recommendations regarding DownTown Park Forest; 5) begin implementing Strategic Plan recommendations for South Western Avenue; and 4) pursue opportunities for training and recruitment of new Plan Commission members.

Senior Citizens Advisory Commission: The Commission plans to increase knowledge and accessibility to local area senior programs and services. The Commission will investigate potential funding sources for south suburban seniors and senior programming. The commission is seeking new speakers for 2012/2013. The Commission will continue its work to improve health of Park Forest seniors by actively participating in planning the Senior Fair with the Rich Township Senior Center and the Rotary Club of Park Forest. Vendors will be carefully selected to offer a variety of specialized services and meet the needs of seniors expressed in last year's senior fair satisfaction survey. This year the Commissioners will conduct a community health survey with seniors who attend the fair to identify their health and safety concerns. The survey results will be reviewed and incorporated into the plan for speakers for area seniors at neighborhood events.

Youth Commission: Organize year round youth activities: one per season (highlighted by the Annual Youth Day). Enhance awareness of youth (Develop and refine promotional material; Coordinate a meeting with Recreation & Parks; Volunteer

services for other activities once per year). Partner with local school districts (Explore peer tutorial possibilities and job readiness programs).

PERFORMANCE MEASURES FOR 2012/2013 OBJECTIVES:

Since commissions and committees are composed of volunteers, measurement of their stated objectives is not held to the careful performance measures of the Village's departmental objectives. Certain events will measure the achievements of the commissions. The Board of Fire and Police Commissioners will regularly update its Rules and Regulations as may be necessary in accordance with State Law. It will complete the processes to establish Fire and Police Department promotional eligibility lists for the ranks of Police Commander as needed and new hire eligibility lists for Police and Fire. The Cable Commission, on behalf of Park Forest residents, will monitor the performance of Comcast in accordance with the Cable Television Franchise Ordinance and the franchise agreement while continuing its efforts to implement local origination programming. The Economic Development Advisory Group will put an economic development plan into effect and implement plans for business retention, marketing and financial incentives. The Park Forest Environment Commission will coordinate several workshops to meet the needs of the community. The Human Relations Commission will sponsor a series of cultural displays and celebrations related to the diversity of Park Forest so as to promote cultural awareness. The Recreation and Parks Board will monitor the Village's Parks and Recreation System. The Plan Commission will oversee the planning elements of the 211th Street Metra Station Transit Oriented Development Plan, review development plans as submitted, and participate in a variety of training opportunities. The Senior Citizens Advisory Commission will research issues related to seniors. The Youth Commission will host Youth Day and participate in other youth-related events. Achievement of objectives by each Board or Commission will be reported in their annual reports submitted to the Board of Trustees.

Village of Park Forest 2012/2013 Budget

ADMINISTRATIVE LEGAL SERVICES

DEPARTMENT FUNCTION:

Expenses associated with Village-wide legal counsel needs are aggregated under Legal Services. It is the cost center that handles the legal affairs of the Village on a contractual basis. This cost center includes the services of the Village Attorney, who advises the Village Board, Village Manager and staff on legal matters. The attorney's firm, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., represents the Village in the legal system in cases that do not involve liability. The Village uses other firms for specialized legal matters, typically at the recommendation of the Village Attorney.

The Village Attorney drafts ordinances relating to a variety of matters for a number of Village departments. Litigation regarding liability issues is handled through the Village's membership in a risk management association, the Intergovernmental Risk Management Association (IRMA). Such liability litigation incurs no costs in this section of the budget.

Legal counsel also provides assistance to the clerk's office in matters relating to municipal and general elections and requests for information and documents. Legal counsel is called upon in matters relating to personnel on an as needed basis. In these instances, services are typically provided by the law firms of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., Klein, Thorpe and Jenkins, Ltd. or Rosenthal, Murphey, Coblenz & Donahue.

Legal counsel advises Village staff on both procedural and substantive law so that the various departments of the government are in compliance with the many statutes of the State of Illinois and the court decisions, which govern the activities of municipal government.

This cost center also includes the costs associated with the Village Prosecutor. The Prosecutor handles the prosecution of violations of Village Code.

ACCOMPLISHMENT OF 2011/2012 LEGAL SERVICES OBJECTIVES:

1. Attend Village Board meetings and advise the Mayor and Trustees on legal matters as requested.

The Village Attorney, or his designee, attended all Rules Meetings and Executive Sessions (as necessary) during which issues were debated and provided legal advice regarding those issues as requested.

2. Advise the Village in the interpretation and application of existing ordinances and in the development of new ordinances.

The Village Attorney, or his designee, assisted with the development of 11 new ordinances and 39 resolutions during 2011 and in the interpretation of existing ordinances.

ORDINANCES ADOPTED

<i>Calendar Year</i>	2005	2006	2007	2008	2009	2010	2011
<i>Number</i>	30	17	22	20	25	14	11

RESOLUTIONS ADOPTED

<i>Calendar Year</i>	2005	2006	2007	2008	2009	2010	2011
<i>Number</i>	48	55	38	49	48	48	39

3. Advise the Village in negotiations regarding contracts for sale of property, development and redevelopment agreements.

Legal counsel was instrumental in establishing property liens where necessary with regard to tax delinquent properties. The Village Attorney, or his designee, assisted in negotiations for the recovery of several properties through the Cook County No Cash Bid Program. Legal counsel also monitored progress on an option agreement for a developer interested in purchasing a larger parcel of land (80 North Street) in Business Park.

4. Assist, as needed, with the collective bargaining agreement with Police Officers and Firefighters.

An existing bargaining agreement was in place over the course of 2011/2012 with union personnel of the Fire Department which is in effect through June 30, 2013. The collective bargaining unit with union personnel of the Police Department expired on June 30, 2011. Over the course of 2011/2012, contract negotiations continued before the union personnel took time to change labor affiliations from the Fraternal Order of Police to the Metropolitan Alliance of Police. As of printing this budget, negotiations had resumed in the mediation phase and a tentative agreement was received.

5. Assist with grievances arising from the collectively bargained contract with the Fire and Police Departments unions.

One employee grievance was filed in 201/2012. No legal counsel assistance was necessary as the grievance was retracted voluntarily by the employee.

6. Advise the Village on personnel issues.

The Assistant to the Village Manager sought legal advice from time-to-time on personnel matters. Such matters included interpretation of the new federal laws regarding FMLA, Public Employee Disability Act (PEDA) and the Public Safety Employee Benefits Act (PSEBA).

7. Help shift the prosecution of the violation of some ordinances from regional court to local adjudication hearings.

Numerous ordinance violations were pursued in local adjudication hearings. The Village Prosecutor has been instrumental in bringing resolution to code violations either prior to litigation or as a result of it. This work in ongoing efforts with Village Staff's Troubled Building and Property Task Force, the Crime Free Housing Ordinance, and the Vacant Building Registry Ordinance.

8. Pursue litigation approved by the Village Board.

From 2009/2010 through 2011/2012, RSNLT represented the Village's interests in legal proceedings related to lawsuits filed by the former owner of more than 400 multi-family dwelling units. A motion for summary judgment on this case was submitted in mid 2011/2012. A ruling on this motion is expected in late-2011/2012. Pending a court ruling on this case, the trial would be carried out in 2012/2013.

2012/2013 LEGAL SERVICES OBJECTIVES:

Objectives for the Village's legal department are ongoing from year to year.

2012/2013 PERFORMANCE MEASURES:

Measurement of objectives 1 through 4 and 6 through 8 will be through the level of satisfaction of the Village Board regarding the degree of expertise and assistance given by the various attorneys included in the Legal Services Department.

Successful mediation of grievances (objective 5) will be measured by whether the grievance can be handled at the administrative level, rather than through the court process.

Measurement of objective 7 will be measured by the number of cases successfully heard in local adjudication.

Measurement of objective 8 will be measured based on the Village's success of legal cases that will be litigated in 2012/2013 as carried over from the current fiscal year or that arise in the coming year.

**Village of Park Forest
2012/2013 Budget**

**ADMINISTRATIVE
FINANCE DEPARTMENT**

DEPARTMENT FUNCTION:

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

The Deputy Village Manager/Finance Director is appointed as Village Treasurer. As such, she invests and monitors the Village's funds. She is also the Treasurer of the Police Pension, Fire Pension and Firefighters' Insurance Funds. She participates as a member of the Village's economic development task force, helping to negotiate incentive agreements and analyze the feasibility of Village assistance to development projects. She is the liaison to the Village's financial consultants.

Information Technology (IT), also under the supervision of the Deputy Village Manager/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 2011/2012 BUDGET OBJECTIVES:

Finance:

1. Process all accounts payable, payroll and accounts receivable for the Village.

This objective was accomplished in both a timely and accurate manner for the year. In an effort to be more 'green' staff are now printing reports to a digital file rather

than to paper. In addition to savings on the cost of paper and ink, the process is faster and reports are easier to find and access. It is an ongoing objective. See the chart on page 3-53 for statistical information.

2. Continue to cross train both sections of the Finance Department.

Last year, the accomplishment of completing cross training in the Utility Billing area was tested and the function was able to continue for the time that a staff person was away unexpectedly. The next focus will be on the Vehicle Sticker process. Cross training is an ongoing objective.

3. Continue to fulfill the criteria for GFOA's Certificate of Achievement for Financial Reporting.

The Village has been awarded the Certificate of Achievement for Financial Reporting every fiscal year since Fiscal Year 1995/1996, including the 2009/2010 Fiscal Year. The Village has submitted the 2010/2011 audit for certificate review. Staff analyzes the feedback and comments received through this process and continue to refine and improve the document. This is an ongoing objective.

4. Continue to fulfill the criteria for GFOA's Distinguished Budget Award.

The Village has been awarded the Distinguished Budget Award every fiscal year since 1995/1996. The Village Manager has been notified that the Distinguished Budget Award has been awarded to the Village for the 2011/2012 Fiscal Year. The Fiscal Year 2012/2013 Budget is prepared in the appropriate format for the Award while incorporating feedback received from the prior year's process. This is an ongoing objective.

5. Provide assistance and support to all Village departments.

In addition to payroll, accounts payable and system support, the Finance Department provides extensive assistance during budget preparation. It compiles all budget information and has established a networked system to facilitate budget input. Assistance is provided throughout the year in a timely and thorough manner.

6. Evaluate all accounting practices and recommend any necessary improvements.

The Finance Department continually evaluates its practices at all levels to determine if the most appropriate and/or efficient methods are used. Feedback from departmental staff is encouraged in order to provide the most accurate planning model possible. The investment tracking software was successfully transitioned to a new software provider which improved functionality and achieved a cost savings. Staff in Finance and Administration are evaluating the implementation of human resources and time and attendance software village-wide.

7. Assist in providing information to the Village Board as needed.

The Finance Department prepared all requested financial information for the Village Board in a timely manner. The Board receives quarterly financial reports and a thorough six-month review of operations. The Board receives a weekly listing of the expenses that are paid through the accounts payable process. This weekly listing is now posted on the Village website to enhance transparency while saving costs on paper and ink as well, another 'green' initiative. In addition, the current budget, recently completed audit and strategic planning documents have been posted on the website for easy access to employees and citizens. This is an ongoing objective.

8. Assist Village auditors with internal preparation of schedules.

Each year, the auditors provide the Finance Department a list of materials and information required for the Village audit. The Assistant Finance Director has assembled the necessary information with the assistance of the Staff Accountant and the Accounting Supervisor. This is an ongoing objective. The Finance Department worked with the auditing firm of Baker Tilly Virchow Krause, LLP for the Fiscal Year 2010/2011 audit.

9. Continue to update the procedure manual for all Finance Department functions that aids in cross training the Department.

Procedure manuals have been created for accounts payable, utility billing, accounts receivable, payroll, vehicle stickers, cash register and animal licenses. However, as procedures are analyzed to determine more efficient processes, the manuals must be updated. In addition, the department has focused on writing procedures for specific tasks. This is an on-going objective for the Finance Department.

10. Reconcile balance sheet accounts monthly.

Bank reconciliations are completed monthly. This is an ongoing objective.

11. Continue to take an active role in the MSI Users' Group in order to enhance the Village's financial software.

Finance Department staff attend the meetings of the MSI Users' Group. Recommendations for improvements to the software are frequently provided to the vendor. This is an ongoing objective.

12. Continue to analyze the Vehicle Services Fund to ensure adequate funding levels for all participating Village departments.

The Assistant Finance Director analyzes the Vehicle Services Fund each year to ensure adequate funding levels for all contributing departments. This is a continuing objective.

13. Continue to implement the internal audit function.

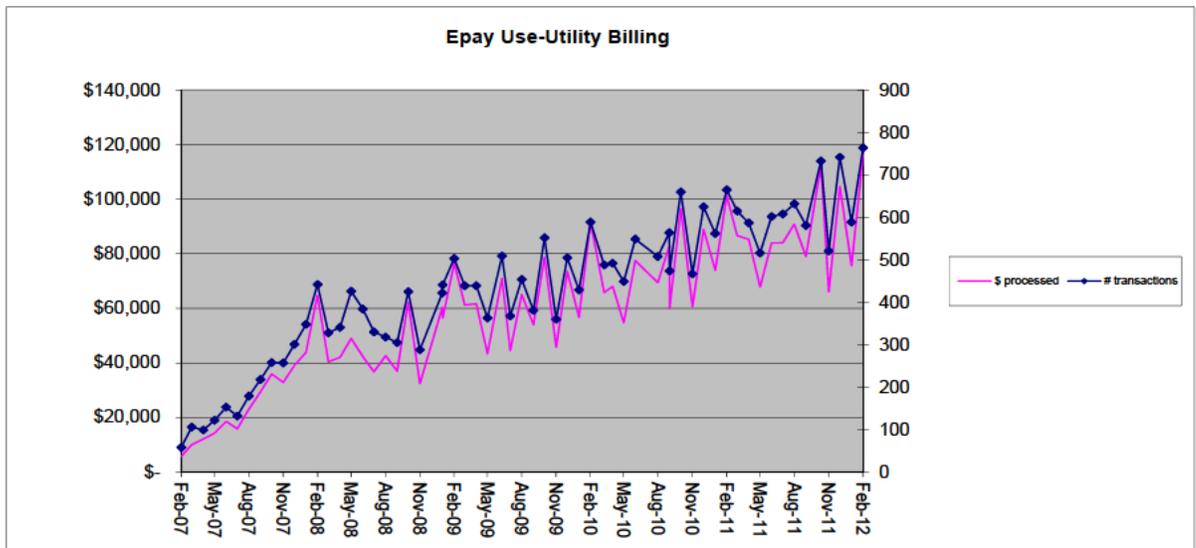
Since 2005, the finance staff has engaged the services of an independent auditor to conduct internal procedures reviews in addition to staff performing audits inhouse. A progress report of internal control reviews and audits completed is presented to the Board each February. This is a continuing objective.

14. Continue to work with SouthCom Board to oversee expenditures and monitor Park Forest contributions.

The conversion to SouthCom took place in fall 2005. The Finance Director oversees expenditures and contributions and communicates frequently with the SouthCom Board. She currently serves as SouthCom Treasurer.

15. Investigate methods to enhance collection of village funds.

E-pay for utility billing was implemented in early 2007 and the use has grown to over 700 transactions per month. Recreation and Parks collects Freedom Hall ticket revenue via web based collection methods. In 2012, one gate at the Parking Lot was replaced and it accepts credit cards. In addition, the Health Department will begin taking credit cards as well. Check verification/guarantee services, E-billing and other types of internet payments are currently under review.



Information Technology:

Yearly Objectives

1. Migrate desktops and laptops from Windows XP to Windows 7 operating system.

The migration to Windows 7 is complete. Any users still using XP will be changed to Windows 7 upon replacement of their current PC or laptop hardware.

2. Continue to evaluate and/or implement the accepting of online payments.

Along with the launch of our newly designed website will be integrated credit card processing. Several merchants have been identified as possible gateways.

3. Continue to evaluate IT policies and procedures.

Review and maintenance of policies and procedures is a constant process.

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

Computers and laptops continue to be purchased to replace aging equipment for end users. Older equipment is identified for replacement so new equipment can be budgeted.

5. Continue to further the computer skills of the entire Village staff.

No on-site training by an outside vendor was done this year; however, IT staff continues to train individual users on various software packages. An outside vendor for staff training will be evaluated again for this year.

Long Term Initiatives

6. Continue the process of moving toward a virtualized desktop/server environment.

The process of converting our physical server infrastructure to a virtual server environment is complete. An immediate reduction of 7 amps in electrical usage for servers was identified, as well as a reduction in cooling needed (HVAC) in the datacenter.

7. Increase web development to enhance resident interaction with our website.

Work is being finalized on changing our website to an entirely new platform. The new website will facilitate in easier creation of interactive forms, online payments, surveys, among many other enhancements.

2012/2013 FINANCE DEPARTMENT OBJECTIVES AND PERFORMANCE MEASURES:

Finance Objectives:

1. Process all accounts payable, payroll and accounts receivable for the Village.
2. Continue to cross train both sections of the Finance Department.
3. Continue to fulfill the criteria for GFOA's Certificate of Achievement for Financial Reporting.
4. Continue to fulfill the criteria for GFOA's Distinguished Budget Award.
5. Provide assistance and support to all Village departments.
6. Evaluate all accounting practices and recommend any necessary improvements.
7. Assist in providing information to the Village Board as needed.
8. Assist Village auditors with internal preparation of schedules.
9. Continue to update the procedure manual for all Finance Department functions that aids in cross training the Department.
10. Continue to take an active role in the MSI Users' Group in order to enhance the Village's financial software.
11. Continue to analyze the Vehicle Services Fund to ensure adequate funding levels for all participating Village departments.
12. Continue to implement the internal audit function.
13. Continue to work with SouthCom Board to oversee expenditures and monitor Park Forest contributions.
14. Investigate methods to enhance collection of village funds.
15. Analyze and evaluate "sustainable" proposals for financial implications.

Finance Performance Measures:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Payroll checks processed	8,743	8,644	8,163	7,832	7,829
W-2s issued (calendar)	462	459	431	400	417
1099-Rs issued (calendar)	50	52	52	53	55
Accounts Payable checks processed	8,009	7,889	7,718	7,599	7,970
1099-Misc issued (calendar)	420	410	399	418	485
Accounts Receivable invoices processed*	824	668	630	830	796
Water Bills issued	54,796	54,354	54,113	52,857	53,015
Late Notices issued	20,683	21,117	21,201	20,317	19,666
Shut Off Notices issued	13,183	13,674	13,870	12,677	12,744
Utility Billing E-payments**	538	3,614	4,782	5,616	6,845
Utility Billing Direct Debits	n/a	n/a	n/a	n/a	1,961
Vehicle Sticker Sales	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Passenger	12,401	11,277	11,938	11,760	10,986
Truck	753	722	526	811	733
RV	32	32	197	34	34
Motorcycle	248	257	281	260	254

* In FY2008, the Health department moved to Village Hall where they no longer had health-related tenants to invoice.

** Utility Billing E-pay was launched in February 2007.

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

Information Technology Objectives:

Yearly Objectives

1. Begin an emphasis on “going green” by implementing paperless systems which may require evaluation of new hardware and software.

2. Bring the new website online with its enhanced features and functionalities. Continue to evaluate IT policies and procedures.
3. Maintain a five year replacement schedule to replace aging equipment.
4. Identify new individualized software packages specific to department needs. Procure, implement, and train users on these new systems to increase departmental efficiencies.

Long Term Initiatives

5. Keep a focus on becoming a paperless organization while implementing new hardware and software initiatives.
6. Increase web development to enhance resident interaction with our website.
7. Create a more mobile and green desktop infrastructure using virtualized desktops for users.

Information Technology Performance Measures:

The role of the IT Department in Park Forest is to provide Village staff with the tools they need to service the residents of Park Forest 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/system stability. This does not include availability of the Internet, only internal client/server communication is considered.

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

The Village had no unplanned outages throughout the year. Network outage for normal system maintenance equates to 99.9% network availability.

STAFFING:

<u>Manager's Office</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Village Manager	1	1	1	1	1
Director of Personnel/ Assistant to the Village Manager	1	1	1	1	1
Director of Communications/ Assistant to the Village Manager	1	1	1	1	1
Executive Asst. to the V. M.	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1
Office Asst. III	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	6	6	6	6	6

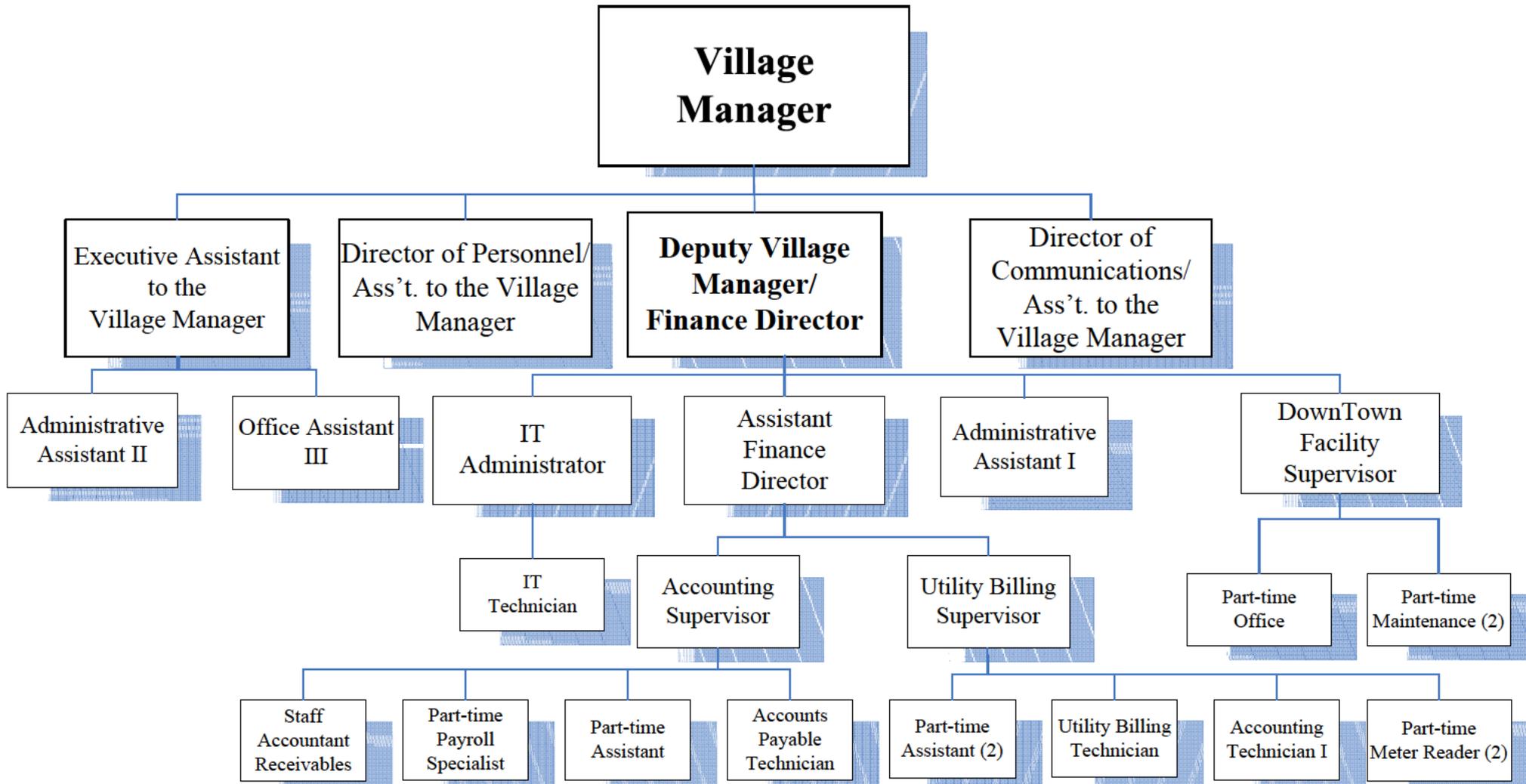
<u>Finance</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Deputy Village Manager/ Director of Finance	1	1	1	1	1
Assistant Finance Director	1	1	1	1	1
IT Administrator	1	1	1	1	1
IT Technician	1	1	1	1	1
Accounting Supervisor	1	1	1	1	1
Payroll Specialist Part-time	1	1	0.5	0.5	0.6
Accounts Payable Technician	1	1	1	1	1
Staff Accountant	1	1	1	1	1
Administrative Assistant I Part-time (as full-time equivalents)	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1.1</u>
	10	10	9.5	9.5	9.7
Subtotal Administration/Finance	16	16	15.5	15.5	15.7

Billing Personnel (report to Assistant Finance Dir. - Charged to the Water Dept.)

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Utility Billing Supervisor	1	1	1	1	1
Utility Billing Technician	1	1	1	1	1
Accounting Technician 1 Part-time	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
	3.5	3.5	3.5	3.5	3.5
Total Positions:	19.5	19.5	19	19	19.2

Village of Park Forest Administration Department

Organizational Chart



**Village of Park Forest
2012/2013 Budget**

**ADMINISTRATION
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	970,272	999,611	999,611	1,025,805	3%
Overtime Salaries	129	2,205	1,500	2,205	0%
Temporary/Part-time Salaries	<u>110,570</u>	<u>121,073</u>	<u>120,327</u>	<u>125,434</u>	4%
Total Personnel Services	1,080,971	1,122,889	1,121,438	1,153,444	3%
<u>Insurance Benefits</u>	151,361	163,828	158,828	178,771	9%
<u>IRMA</u>	834,658	994,424	994,414	946,477	-5%
<u>Employee Support</u>	268,117	342,098	343,569	349,803	2%
<u>Professional Services</u>	86,734	132,780	132,580	113,826	-14%
<u>Legal Services</u>	214,987	225,265	178,265	225,265	0%
<u>Operating Supplies</u>	115,559	195,676	172,945	135,507	-31%
<u>Maintenance</u>	67,420	79,698	83,698	84,414	6%
<u>Capital Outlays</u>	65,889	97,100	97,100	94,000	-3%
<u>Miscellaneous</u>	157,730	156,890	161,343	173,575	11%
<u>Leases and Rentals</u>	8,500	7,000	7,000	7,140	2%
<u>Utilities</u>	<u>94,047</u>	<u>100,000</u>	<u>94,000</u>	<u>100,000</u>	0%
Subtotal	3,145,973	3,617,648	3,545,180	3,562,222	-2%
Transfer to Aqua Center	200,000	200,000	200,000	180,000	-10%
Transfer to Tennis and Health Club	95,000	95,000	95,000	115,000	21%
Transfer to DownTown	224,527	146,982	146,982	155,036	5%
Transfer to Retirement Funds (PPRT)	22,000	22,000	0	0	-100%
Transfer to Library	10,000	10,000	10,000	10,000	0%
Transfer to Capital Projects	<u>600,000</u>	<u>50,000</u>	<u>50,000</u>	<u>100,000</u>	100%
	4,297,500	4,141,630	4,047,162	4,122,258	0%
Transfer to Motor Fuel Tax	0	0	0	2,450,000	100%
TOTAL	<u>4,297,500</u>	<u>4,141,630</u>	<u>4,047,162</u>	<u>6,572,258</u>	59%

**Village of Park Forest
2012/2013
Budget**

**ADMINISTRATION
SALARY DETAIL**

	6/30/2012 Base	Increase Salary 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
<u>Manager's Office</u>										
Thomas Mick Village Manager***	136,653	139,387		139,387	16,127	10,663	18,503	1,115	120	25
Denyse Carreras Director of Personnel / ATVM	80,487	82,097	17,9	82,097	9,499	6,280	7,180	358	120	25
Jason Miller Director of Communications / ATVM	77,766	79,321	17,8	80,241	9,284	6,138	7,131	358	120	25
Sandi Black Exec. Asst. to Village Manager	58,899	60,077	10,9	60,077	6,951	4,596	5,261	695	120	30
Judith Lancaster Administrative Assistant II	56,095	57,217	9,9	57,217	6,620	4,377	6,232	358	120	30
Janet Brown Office Assistant III	43,952	44,831	4,9	44,831	5,187	3,430	5,261	163	108	25
Part-time Help	1,030	1,051		1,051		80				
Subtotal Manager's Office	454,882	463,981		464,901	53,668	35,564	49,568	3,047	708	
<u>Board of Trustees / Elected Officials</u>										
Mayor***	7,550			7,550	874	578				
Trustees (6 @ \$5,100)	30,600			30,600	3,540	2,341				
Village Clerk (\$100 per week)	5,200			5,200		398				
Deputy Village Clerk (\$125 per week)	6,500			6,500	752	497				

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Vehicle or Vehicle Allowance received.

**Village of Park Forest
2012/2013
Budget**

**ADMINISTRATION
SALARY DETAIL**

	6/30/2012 Base	Increase Salary 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Village Clerk - Election Services 20 @ \$40 per hour	800			800		61				
Part-Time - Board Mtg Minutes 12 @ \$75 per hour	900			900	104	69				
Subtotal Board of Trustees / Elected Officials	51,550			51,550	5,270	3,944				
<u>Boards / Commissions</u>										
Temp/Part-time(Recorder of Minutes)	4,000			4,000	463	306				
Subtotal Boards / Commissions	4,000			4,000	463	306				
<u>Finance Department</u>										
Mary G. Dankowski Deputy Village Manager/Finance Dir	112,698	114,952	24,9	114,952	13,300	8,794	18,503	1,115	120	30
Craig Kaufman IT Administrator	88,737	90,512	19,9	90,512	10,472	6,924	20,469	1,115	120	25
Stephanie Rodas Assistant Finance Director	80,487	82,097	17,9	82,097	9,499	6,280	18,503	1,115	120	25
Theresa McAvoy Accounting Supervisor	63,687	64,961	12,9	64,961	7,516	4,970	11,892	695	120	20
Jonathan Brown IT Technician I	52,366	53,413	9,7	54,033	6,252	4,133	13,937	1,115	120	10
Sandra Salmen Staff Accountant	53,425	54,494	8,9	54,494	6,305	4,169	7,131	695	120	15

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Vehicle or Vehicle Allowance received.

**Village of Park Forest
2012/2013
Budget**

**ADMINISTRATION
SALARY DETAIL**

	6/30/2012 Base	Increase Salary 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Colette Sulej Administrative Assistant I	50,880	51,898	7,9	51,898	6,005	3,970	12,462	695	120	15
Vickie Wassell Accounts Payable Technician	47,496	48,446	7,7	49,008	5,670	3,749	14,353	695	118	10
Anna Johnson Payroll Specialist - 60%	27,534	28,085	7,6	28,411	3,287	2,173	0	0	0	0
Elizabeth Garza Part-time Office Assistant - 52.5%	20,929	21,348	2,9	21,348	2,470	1,633	0	0	0	0
Judy Slavik Part-time Office Assistant - 57%	18,486	18,855	2,3	19,074	2,207	1,459	0	0	0	0
Overtime	2,137	2,180		2,205	255	169				
Subtotal Finance Department	618,862	631,241		632,993	73,238	48,423	117,250	7,240	958	
ADMINISTRATION TOTAL	1,129,294	1,150,772		1,153,444	132,639	88,237	166,818	10,287	1,666	

NOTE: Full-time employees who decline health insurance receive one extra day off annually.

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Vehicle or Vehicle Allowance received.

**Village of Park Forest
2012/2013 Budget**

**ADMINISTRATIVE
MANAGER'S OFFICE/PERSONNEL
DETAIL
01-01-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	463,850
500200	Temporary/Part-time	<u>1,051</u>
Total Personnel Services		464,901

INSURANCE

510100	Medical Insurance	49,568
	Dental Insurance	3,047
	Life Insurance	<u>708</u>
		53,323
510300	IRMA Premium Payment (This includes the premium for all Village departments, excluding enterprise funds.)	698,852
	Volunteer Accident Coverage	575
	Other Insurance and Wellness Programs (Health Miles, Health Expos, etc.)	<u>24,250</u>
		723,677
510400	IRMA Deductible (This includes the projected deductible payments @ \$100,000 each for all Village Departments, excluding enterprise funds.)	200,000
510500	Other Insurance	
	Employee Assistance Program	5,670
	BMI Music Use Insurance Coverage	310
	Medical liability coverage for Health Department	13,745
	Dram Shop Insurance for the Tennis/Health Club, and Dining on the Green.	<u>3,075</u>
		<u>22,800</u>
Total Health, IRMA and Other Insurance		999,800

EMPLOYEE SUPPORT

520000	Travel Expenses (Expenses related to attendance at ICSC, ICMA, ILCMA & IPELRA conferences and remote training. Expenses include registration, transportation, meals, parking, lodging, etc.)		4,500
520100	Mileage Reimbursement		800
520200	Dues/Subscriptions		
	News Subscriptions	325	
	Sams Club	650	
	Notary Association (National & State)	40	
	ICMA (1)	1,090	
	ILCMA (1)	330	
	Public Relations Society of America	370	
	IL Public Employer Labor Relations Assoc (IPELRA)	195	
	National Assoc. of Executive Secretaries	25	
	Personnel Journals	100	
	Miscellaneous Dues/Subscriptions (Chamber, etc.)	1,780	
	Rotary	<u>840</u>	
			5,745
520300	Training Expenses (tuition reimbursement, ILCMA, IPELRA, NPELRA, in-service training, education reimbursement and seminars.)	2,300	
	Leadership Development Training - All Village Depts.	8,000	
	College Courses	1,000	
	Computer Training - All Village Departments	10,500	
	Employee Computer Purchase Loan Program*	40,000	
	Safety Training - All Village Departments	<u>3,500</u>	
			25,300
*-Not included in expense calculation, \$30,000 designated in Fiscal 2003 to be reserved for program, with an additional \$10,000 added for 2013.			
520400	Books/Pamphlets (Includes Illinois Compiled Statutes.)		1,500
520500	Unemployment Benefits (Includes projected cost to cover all eligible employees who may file for unemployment insurance during the year. This fund represents a Village insurance pool.)		24,000
520600	Annual Annuity (Pierce)		2,700
520610	FICA		35,564

520620	IMRF		<u>53,668</u>
Total Employee Support			153,777

PROFESSIONAL SERVICES

530000	Other Professional Services (Hiring processes, polygraphs, psychological testing credit backgrounds, investigations, name plates and engraving.)	4,000	
	Discover Layout/Design (4)	4,000	
	Technical support for cable access channel broadcasts	4,000	
	Marketing & Promotions	<u>9,100</u>	
			21,100
531500	Physical Examinations (Ongoing and new hire physical exams and drug screenings for all required Village positions.)		<u>20,000</u>
Total Professional Services			41,100

OPERATING SUPPLIES

540000	Other Operating Supplies (Central purchasing of supplies for all Village departments which includes notary stamps, signature stamps, pens, pencils, legal pads, etc.)		57,500
540200	Printing/Copying Supplies Central supply purchasing for all Village departments		24,000
540300	Stationery/Envelopes/Forms		4,000
540350	Office Equipment/Furnishings		1,000
540400	Meeting Supplies		5,000
541100	Public Access Cable Purchases (Paid by PEG fees)		10,000
542100	Municipal Code Supplements (Adopted ordinances added to the code book.)		<u>2,000</u>
Total Operating Supplies			103,500

MAINTENANCE

550000	Contractual Equipment Leasing and Maintenance		
	Postage Machine/Scale/Folding Machine/Software	4,320	
	Copier Machine Maintenance Contracts (Print Room, Finance, Recreation & Parks, Building, Police, Fire)	36,855	
	Digital Copier Maintenance & Repair	2,060	
	Fax Maintenance (Recreation and Parks)	<u>180</u>	
			43,415
550200	Equipment Maintenance and Repair		<u>1,400</u>
	Total Maintenance		44,815

CAPITAL OUTLAYS

560100	Capital Outlays		
	Computer Replacement		2,500
	Print room copier		<u>15,000</u>
	Total Capital Outlays		17,500

MISCELLANEOUS EXPENDITURES

590100	Postage		
	(Centralized billing for all Village departments: Federal Express, messenger services, bulk mailings, vets mailings, Manager's report, UPS, US mail, etc.)	58,000	
	Discover Magazine (4)	<u>7,000</u>	
			65,000
590800	Printing/Reproduction/Graphics		
	Discover Magazine (4)		24,000
590900	Advertising		
	Help Wanted Advertising	6,000	
	Sponsorships of Village-wide Organizations (PF Baseball, Tall Grass Events, Historical Society, Scholarships, etc.)	14,000	
	Challenge Grant		
	Tall Grass	10,000	
	Historical Society	<u>5,000</u>	
			35,000

591000	Legal Notices		700
591200	Special Events		
	Flowers, cards, retirement recognition	3,700	
	Winter holiday party	10,000	
	Management Recognition	1,000	
	Employee service recognition portfolios/pen sets	1,900	
	Employee Appreciation Event - Summer	3,800	
	Farmers Market	1,800	
	Art Fair Sponsorship	1,400	
	Safe Halloween	200	
	Other Events	4,000	
	Holiday Tree Lighting	<u>1,375</u>	
			<u>29,175</u>

Total Miscellaneous Expenditures **153,875**

LEASES AND RENTALS

600400	Vehicle Interfund Rentals		<u>7,140</u>
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Total Leases and Rentals **7,140**

UTILITIES

610000	Telephone		
	Centralized billing for Village	87,500	
	Internet connection (T-1 & Broadband)	<u>12,500</u>	

Total Utilities **100,000**

TOTAL MANAGER'S OFFICE **2,086,408**

**Village of Park Forest
2012/2013 Budget**

**ADMINISTRATIVE
BOARD OF TRUSTEES/ELECTED OFFICIALS
DETAIL
01-01-01**

PERSONNEL SERVICES

Salaries and Wages

500200	Temporary/Part-time Mayor	7,550
	Trustees (6 @ \$5,100)	30,600
	Saturday Morning Rules Minutes (12x\$75)	900
	Village Clerk (\$100 per week)	5,200
	Deputy Village Clerk (\$125 per week)	6,500
	Village Clerk and/or Deputy Village Clerk for Election Services (\$40 per hour)	<u>800</u>
Total Personnel Services		51,550

EMPLOYEE SUPPORT

520000	Travel Expenses (Expenses related for Village Clerk and Trustees to attend regional and national seminars. Expenses include transportation, meals, parking, lodging, etc.)	6,359
520100	Car Mileage Reimbursement/Allowance	1,500
520200	Dues/Subscriptions	
	SSMMA - Membership	7,920
	Will County Center for Economic Development	2,000
	SSMMA - Meeting Assessments	400
	Metropolitan Mayors Caucus	836
	Chicago Metropolitan Agency for Planning	500
	Municipal Clerks of Illinois (2)	50
	International Institute of Municipal Clerks (2)	165

	Access to Care	1,500	
	Munic. Clerks of South & Southwest Cook County (2)	50	
	National Civic League	250	
	Illinois Municipal League	1,481	
	Chicago Southland Economic Development Corporation	3,000	
	National League of Cities	1,916	
	Miscellaneous	<u>650</u>	
			20,718
520300	Training Expense (IL Municipal League Conference, Municipal Clerks of Illinois Seminar, International Institute of Municipal Clerks Conference and miscellaneous other trainings)		7,000
520400	Books/Pamphlets		250
520610	FICA		3,944
520620	IMRF		<u>5,270</u>
	Total Employee Support		45,041

PROFESSIONAL SERVICES

530000	Other Professional Services	200	
	Deputy Village Clerk attendance at meetings (\$100/mtg)	1,000	
	Strategic Planning	<u>3,500</u>	
	Total Professional Services		4,700

OPERATING SUPPLIES

540400	Special Events/Meetings at Village Hall (for Intergovernmental meetings, special Board meetings and strategic planning)		<u>6,500</u>
	Total Operating Supplies		6,500

CAPITAL OUTLAYS

560100	Trustee Laptops (3)	6,000
	File Cabinets	<u>500</u>

Total Capital Outlays **6,500**

MISCELLANEOUS EXPENDITURES

591200	Other Special Events Expense Outside of Village Hall (Ex: School Board Meetings, New Business Grand Openings, NAACP Dinner Dance, Unity Day Dinner)	<u>1,875</u>
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Total Miscellaneous Expenditures **1,875**

TOTAL BOARD OF TRUSTEES/ELECTED OFFICIALS **116,166**

**Village of Park Forest
2012/2013 Budget**

**ADMINISTRATIVE
BOARDS AND COMMISSIONS
DETAIL
01-01-02**

PERSONNEL SERVICES

Salaries and Wages

500200	Temporary/Part-time (Recorder of minutes)	<u>4,000</u>
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	Total Personnel Services	4,000
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EMPLOYEE SUPPORT

520300	Training Expense (Human Relation Commission, Plan Commission and Board of Fire and Police Commissioners)	2,600
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520610	FICA	306
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520620	IMRF	<u>463</u>
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	Total Employee Support	3,369
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PROFESSIONAL SERVICES

530000	Other Professional Services (Calligraphy for beautification awards)	<u>750</u>
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	Total Professional Services	750
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OPERATING SUPPLIES

540000	Other Operating Supplies		
	Subscription - Plan Commission Journal	81	
	Beautification Certificates and Plaques	<u>650</u>	731
540400	Special Events & Meetings	4,000	
	Environment Commission Events (Example: Earth Day)	1,100	
	Senior Commission Initiatives	1,100	
	Youth Commission Events (Example: Youth Day)	<u>1,100</u>	<u>7,300</u>
	Total Operating Supplies		<u>8,031</u>

TOTAL BOARDS AND COMMISSIONS **16,150**

**Village of Park Forest
2012/2013 Budget**

**ADMINISTRATIVE - LEGAL SERVICES
DETAIL
01-01-03**

PROFESSIONAL SERVICES

530000	Local Court Reporter	3,000	
	Liquor Hearings (\$85 hr. for 5 hours	425	
	Court Reporter (Misc. Hearings @ \$50 hr.)	4,000	
	Local Adjudication Court Reporter	<u>1,440</u>	
	(2 hearings/mo. @ \$20 hr. for 3 hours)		8,865
530100	Legal Services - Other (Litigation performed by consulting attorneys)		25,000
530110	Special Legal Services (Prosecutorial services, traffic and housing court - \$100/hour)		20,000
530120	Retainer - Village Attorney (Monthly fee for attendance at Village Board meetings - \$1,200/month)		14,400
530130	Billable Services/Village Attorney (Development of ordinances reflective of State and Federal legislation, review of revisions to zoning code, advise housing authority, litigation, franchise renewal negotiations, processing Fair Housing complaints @ \$178/hour)		142,000
530140	Billable Services/Personnel Attorney (Litigation, contract negotiations with Fire and Police Unions, grievances arising from personnel and labor contract)		<u>15,000</u>
	Total Professional Services		<u>225,265</u>
	 TOTAL LEGAL SERVICES		 225,265

**Village of Park Forest
2012/2013 Budget**

**ADMINISTRATIVE - FINANCE
DETAIL
01-01-04**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	561,955
500100	Overtime Salaries	2,205
500200	Temporary/Part-time	<u>68,833</u>
Total Personnel Services		632,993

INSURANCE

510100	Medical Insurance	117,250
	Dental Insurance	7,240
	Life Insurance	<u>958</u>
		<u>125,448</u>
Total Insurance		125,448

EMPLOYEE SUPPORT

520000	Travel Expenses	
	Local	500
	Out of Town	<u>3,050</u>
		3,550
520100	Car Mileage Reimbursement/Allowance	1,800
520200	Dues/Subscriptions	
	AICPA (3)	645
	GFOA - State (4) and National (2)	1,150
	IL CPA Society (3)	825
	APA	225
	Payroll Managers Newsletter	401
	Kiplinger Letter	110
	Accounts Payable Newsletter	300

	GMIS	100	
	Other	<u>125</u>	3,881
520300	Training		
	College Classes	4,800	
	Payroll Training	500	
	Accounts Payable	250	
	Accounts Receivable	250	
	Customer Service	450	
	GFOA State and National	2,000	
	AICPA Annual Conference	750	
	Computer Network	5,900	
	Other Training	<u>1,579</u>	16,479
520400	Books/Pamphlets		245
520610	FICA		48,423
520620	IMRF		<u>73,238</u>
	Total Employee Support		147,616

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Payroll/Time & Attendance (encumber prior 2 years)	16,000	
	Bond Fees	1,100	
	Vehicle Sticker Mailing Services	1,000	
	Audit Schedules (Statistical & GASB 45)	3,400	
	Distinguished Budget Presentation	330	
	GFOA Certificate of Achievement	435	
	ADT-Front Counter Security	1,000	
	Secretary of State Registration (Vehicle Stickers)	500	
	Document Destruction	600	
	Bank Fees	<u>575</u>	24,940
530300	Audit Services		
	External	15,336	
	Internal	<u>3,000</u>	18,336
531400	Computer Programming Services		<u>24,000</u>
	Total Professional Services		67,276

OPERATING SUPPLIES

540000	Other Operating Supplies		
	Register Tape - Front Counter	1,000	
	Miscellaneous	<u>700</u>	
			1,700
540100	Computer Supplies		15,476
540350	Office Equipment/Furnishing		<u>300</u>
	Total Operating Supplies		17,476

MAINTENANCE

550000	Contractual Equipment Maintenance - Other		
	Computer Maintenance	21,649	
	Printer Maintenance	2,000	
	Software Contracts (Financial)	12,650	
	Software Contracts (Vehicle Stickers)	1,200	
	Burster Maintenance	575	
	Check Signer Maintenance	325	
	Other Maintenance	<u>1,200</u>	
	Total Maintenance		39,599

CAPITAL OUTLAYS

560000	Capital Outlays		
	Network Upgrades: Village-wide		
	Network Upgrades	20,000	
	Windows OS Upgrade	15,000	
	Virus Software	<u>5,000</u>	
			40,000
	Other Software Upgrades	20,000	
	Computer Replacement	5,000	
	MSI Software Upgrades	<u>5,000</u>	
			<u>70,000</u>
	Total Capital Outlays		70,000

MISCELLANEOUS EXPENDITURES

590100	Postage (Vehicle Stickers 1st & 2nd notices)		8,000
590800	Printing/Reproduction/Graphics		
	W-2's, 1099's and 1099-R's	300	
	Payroll and Accounts Payable Checks	1,000	
	Vehicle Stickers & Animal Licenses	5,300	
	Preprinted Deposit Slips	200	
	Vehicle Sticker Envelopes	<u>1,500</u>	
			8,300
591000	Legal Notices		
	Treasurer's Report	1,100	
	Tax Levy Notice	375	
	Budget Public Hearing Notice	<u>50</u>	
			<u>1,525</u>
	Total Miscellaneous Expenditures		<u>17,825</u>

TOTAL FINANCE DEPARTMENT **1,118,233**

TOTAL ADMINISTRATION **3,562,222**

Village of Park Forest 2012/2013 Budget

POLICE DEPARTMENT

DEPARTMENT FUNCTION:

The mission of the Park Forest Police Department, in cooperation with the community, is to protect life and property and enhance the quality of life for all citizens. The Park Forest Police Department believes that its mission's direction is set by the community. Professional policing mandates that as society changes and grows, police operations must change also. The men and women of the Park Forest Police Department are indeed "*Proud to Serve*" the Village.

The Department has forty-one sworn officers and nine civilian full time employees. Part time and seasonal employees are utilized to perform crossing guard duties and **PAAC** youth programs. The Police Department is divided into two divisions: **Administrative Services** and **Field Operations**. Both divisions are supervised by one of the Deputy Chiefs who both report directly to the **Chief of Police**. With the retirements of personnel in several key Administrative positions, staff has re-evaluated that division along with all the programs that are being administered. Positions and responsibilities have been changed, some unsuccessful programs were eliminated and new ones were implemented.

The **Administrative Division** consists of the Deputy Chief of Administrative Services, the Administrative Commander, the Records Supervisor and the entire Records/Front Desk staff, a Community Policing/Crime Free Housing Police Officer, one Administrative Assistant/ Crime Free Housing Analyst, the Police Facility Maintenance Worker, and the Community Service Officer.

The **Administrative Commander** position is newly created, replacing the position of Administrative Corporal with the retirement of that Corporal. This position is responsible for overseeing the Evidence Room, the proper transportation of all items to the Illinois State Police Crime Lab and keeping the chain of evidence on those items. It is also responsible for both the **Administrative Adjudication Program** and the **Vehicle Seizure Program**.

The **Administrative Adjudication Program** provides an alternative method for dealing with parking violations and municipal ordinance offenses. A local hearing officer adjudicates parking tickets and/or Municipal citations; however, his/her ruling can be appealed through the Circuit Court if desired. The Village receives 100% of fines paid through the local adjudication program. The program is designed to reinforce the Village's commitment to deal with minor breaches of public order as outlined by village ordinances, along with illegal parking and vehicle sticker violations.

The **Vehicle Seizure Program** is designed to send a strong message to violators that the illegal possession of firearms and/or drugs will result in the seizure of their vehicles and a fine of up to \$500. The program includes vehicle seizures for vehicles that contain illegal

drugs or weapons, those driving with suspended/revoked driver's licenses, noise amplification violators and drunk driving. During the last fiscal year, the Village of Park Forest obtained over \$125,000 of fine income. At the direction of the Village Board, twenty percent of all vehicle seizure fines are directed back to the Police Department to be used as additional funds for youth services, which resulted in over \$25,000 being spent on the youth of Park Forest.

The **Records Supervisor**, a civilian senior staff position, supervises the **Records Section**. The Records Section ensures the Police Department is fully compliant with all state standards for record retention and dissemination, preparing court/bond transfers, L.E.A.D.S./warrants and maintaining a 24-hour Police Station citizen service front desk that includes the state mandated checks of prisoners every 30 minutes. The Records Section is responsible for complying with any Freedom of Information Act requests made for Police documents and is staffed by five full-time and four part-time Records Clerks.

The Department's **Community Policing/Crime Free Housing Police Officer**, works to form partnerships with citizens and organizations to address community issues. This position is also now responsible for overseeing the **Police Athletic and Activity Center (PAAC)** and all other youth services projects such as the **B.I.C.Y.C.L.E.** program. This officer will also serve as the liaison between the Police Department, the Recreation and Parks Department and Celebration Ministries for the newly created partnership that was formed to provide a first time summer camp in Somonouk Park that is being called **Campapalooza South**. Recreation and Parks will run the program with the Police Department assisting in funding through the Vehicle Seizure Program.

The Village's **Crime Free Housing Ordinance (CFH)** is beginning its fifth year. This ordinance compels landlords to obtain a Crime Free Housing license and take an active interest in the actions of their tenants. All landlords are mandated to register for a license, attend a Crime Free Housing seminar and take eviction action against tenants who criminally violate lease agreements. Landlords who refuse to comply with the provisions of the Crime Free Housing Ordinance face removal from the program and a potential \$1,500 per day fine. Presently, the Department has indentified just under thirteen hundred rental properties in the Village. More than 675 landlords are part of this community policing project. The CFH Community Policing initiative has had a dramatic influence on reducing police calls for service. Police resources are better able to be redirected to actions taken to further "quality of life" improvements in Park Forest. The CFH unit continues to collaborate with all local condo/cooperative owners boards by attending monthly and yearly association meetings. Crime Free Housing/Business security inspections and the Community Supervision/ Court Diversion program are attached to the department's Administrative Municipal Court.

The **Community Service Officer (CSO)** provides response to non-criminal citizen complaints, impoundment of stray domestic animals and enforcement of animal licensing requirements. The program provides assistance to citizens with humane removal of wild animals only when they cause immediate danger to the public. The CSO completes tasks that are essential to the daily operation of the department but do not need to be done by a sworn police officer such as transferring court documents, picking up equipment, assisting with squad repairs and helping with traffic control and parking enforcement.

Community Policing efforts include the Saturday morning “**Community Supervision**” program. For the past sixteen years, the Village of Park Forest has used its local Municipal Court as a resource in deferring minor juvenile offenders away from the Cook County Juvenile Court system if the circumstances dictate and when the community and the youth would be better served with intervention services. This restorative justice program provides an alternative to a Juvenile Court referral and has made a positive impact on the behavior of some “at risk” youth. When a juvenile is assigned community service hours by the Municipal Court Administrator, he/she completes those hours on Saturday mornings for four hours at the Police Station. The original concept of the program is to have the young transgressor atone for their action by doing positive acts for the community. Those acts include landscaping and cleaning local parks, schools, public buildings and parkways.

The Administrative Deputy Chief oversees the **Crossing Guard Program**. The Police Department hires local citizens who have flexible hours to be employed as Crossing Guards. Costs are shared (50%) by the various school districts within the Village and the Police Department. Guards are responsible for monitoring the safe crossing of school children at designated locations. The Police Department hires, manages and equips the guards.

The **Police Athletic and Activity Center (PAAC)**, program provides positive structured youth activities year round. The PAAC Summer Program provides service to more than two hundred children for seven weeks. The afternoon Central Park program will be replaced with the **Campapalooza South** partnership. Last year’s late afternoon/evening program moved into the larger gymnasium areas of Rich East High School. That program will again be at Rich East and at a rental fee substantially less than in the past.

The Police Department has continued the **Shooters Youth Wrestling Club**. This year, twenty-five youths, grades one through eight made up the team. The Police Department has again partnered with Rich East High School and their wrestling team. The program expanded from the 2010/11 program and met for two hours, three nights a week and began in November to run parallel to the high school season. Members of the Police Department served as instructors along with staff and members of the Rich East program.

One of the Village’s goals for the last several years has been to improve relationships in the schools. The Police Department was also looking for ways to get back into the Village’s schools after having stopped several outdated programs a few years ago. Each of the eight grammar schools had some sort of a monthly program in place to reward students for proper behavior in conjunction with the state’s **PBIS** program. Tough economic times along with struggling budgets allowed principals and teachers to rarely give out any major prizes which had normally been bicycles. Research was done by police staff and while funds from the State Narcotics asset forfeiture account could not be given directly to the schools, the police department could buy the bikes and give them away to the schools. The eight principals were contacted, all were immediately on board and the **Bigger Involvement Concerning Young Children’s Learning Experiences** or the **B.I.C.Y.C.L.E.** Program was created. The Police Department now visits each school once a month and gives a deserving student, picked by a raffle of those eligible, not only a brand new bike but a helmet and a lock and best of all, it is all being done with seized

funds from local narcotics violators. With new relationships formed and building, the Police Department has been invited to participate in numerous other activities in the schools such as reading to young students, judging science fairs, participating in Peace Summits, partnering in a program to assist seniors with shoveling snow and addressing different parent and student groups.

The department continues to provide off-duty Police Liaison Officers at Rich East High School on a daily basis. SouthCom, the Village's centralized joint dispatching agency, provides Emergency 9-1-1 education in all primary schools of Park Forest.

All of these programs are intended to promote positive interaction between youth and law enforcement. Budgeted funds, seized asset forfeiture narcotics funds and a share of the Vehicle Seizure Fines, support the Community Policing and Youth Services programs.

The **Field Operations Division's** day to day activity is under the direction of a Deputy Chief. It is staffed with five Commanders, six Corporals and 25 Police Officers and encompasses both the **Patrol Division** and the **Investigations Division**.

The **Patrol Division** currently operates on a 24-hour (two 12-hour shifts) format. Officers respond to calls for service to maintain order and preserve public peace. Patrol Officers make arrests, perform preliminary investigations, enforce traffic regulations and form strong partnerships with Citizens to maintain a high quality of life. At the present time, the Patrol Division is staffed by four platoons, or teams, each consisting, when fully staffed, of one Commander, one Corporal and five Patrol Officers. The current K-9 unit consists of two multipurpose patrol dogs which are used for narcotic detection, offender apprehension and search/rescue. Different Police Officers are assigned to the South Suburban Emergency Response Team (SSERT), a multi-jurisdictional SWAT/Hostage negotiations team, the Suburban Major Accident Reconstruction Team (SMART), and the newly-formed Illinois Emergency Alarm System (ILEAS) Mobile Field Force, a regional team responsible for responding to both natural and made-made disasters, along with Homeland Security issues.

The Patrol Division has gone back to an "old friend" and re-implemented the **Problem Oriented Policing** program. For years this had been a staple of the Park Forest Police Department that assigned individual officers to "Zones of Responsibilities". Each officer assigned to the Patrol Division has a reporting zone that consists of a neighborhood. It is part of that officer's duties to take care of quality of life issues within his assigned zone, including abandoned and junk autos, broken windows, disorderly houses, garbage left out and grass not being cut to name a few. The goal is compliance but when that does not happen then enforcement action is taken. They are also able to assist the Building Department with identifying violations.

The **Investigations Division** consists of a Detective Commander, a Detective Corporal and three reactive Investigative Detectives, along with two proactive Tactical Detectives who make up the Department's **STAND-UP** unit for a total of seven officers assigned to that Division.

The **Investigations Division** is responsible for more serious and complex criminal investigations. The Investigations Unit is mandated by the Cook County States

Attorney's Office to take control of all Part I type criminal investigations, which include such crimes against persons as Homicides, Sexual Assaults, Armed Robberies, etc. This unit is also responsible for tracking and referring serious juvenile offenders to both Cook and Will County Juvenile Courts. Detectives gather facts and intelligence for criminal prosecutions, make arrests, recover stolen property and perform employment background checks for other Village departments.

The Detective Commander and Detective Corporal conduct Police Department Internal Affairs investigations as assigned by the Deputy Chief of Field Operations. All reactive Investigations Detectives are assigned to the South Suburban Major Crimes Task Force (SSMCTF), a multi-jurisdictional homicide unit. They are deployed on a rotating basis, as needed, throughout the South Suburbs, having responded to sixteen homicide/death investigations throughout the south suburbs in the past year.

The **STAND-UP unit (Special Tactical and Neighborhood Deployment Unit of Policing)** is designed to allow detectives to be proactive in troubled areas of the Village and higher calls for service areas of Park Forest. These detectives conduct surveillances of possible drug houses and areas where neighbors have complained about potential drug and gang activity. Detectives attend Neighborhood Meetings with other Village Staff and talk to residents about their concerns and act as direct "problem solvers" for quality of life complaints by making connections with the Community, often times giving out their direct cell phone numbers for the residents to call with problems and crime information. These detectives are also tasked to assist the Community Policing unit with the Crime Free Housing program inspections and landlord notifications.

One full time Park Forest Police Officer is currently assigned to a special federal drug task force operated by the Drug Enforcement Administration. The **High Intensity Drug Trafficking Area** or **HIDTA unit**, as it is commonly called, is one of several such federal initiatives in the Chicago metropolitan area. By being a member of this local/federal partnership, the Police Department benefits by receiving a share of any funds or assets seized by that group during narcotics investigations made by the HIDTA unit. Currently, monies received are being used to pay the salary and benefits of one additional police officer position hired to replace the officer assigned to the DEA. This translates into one police officer position not being tax-supported. This task force assignment is open ended and reviewed yearly in partnership with the DEA. For the past four years, the Park Forest/DEA partnership has been very beneficial for Park Forest with those funds being used to renovate the Police Facility and to buy equipment allowing tax dollars to go towards other Village projects.

ACCOMPLISHMENT OF 2011/2012 POLICE DEPARTMENT OBJECTIVES:

1. Maintain excellence in governing and create a more participatory government.

The Police department continues to play a major role in setting up the Village's Neighborhood Meetings and attending them with members of the various units such as STAND UP and Community Policing in attendance to answer resident's questions and concerns. The Police Department has also assisted numerous Neighborhood

Watch groups that have begun to form in various neighborhoods by speaking with the groups and providing them with a place to meet by using the Court Room.

2. Create relationships and program initiatives to engage families, teachers and school board members of the District 163 community to increase collective awareness of problems, challenges, and opportunities to work together to provide the best education possible for the children of Park Forest.

*With the creation of the **B.I.C.Y.C.L.E.** Program the Police Department was able to physically visit each of the eight Park Forest grammar schools on a monthly basis and meet face to face with the better than 3,500 students attending those schools along with the staff, teachers and administrators. Through those contacts other doors were opened and numerous other partnerships with the schools have been formed. Officers have spoken at District #163's Peace Summit, judged science fairs at two of their schools, and assisted with purchasing equipment for their program to assist seniors with snow removal.*

3. Increase commercial, business and residential development in the Village.

The Police Department continues to complete Crime Free Housing inspections on rental properties and conduct quarterly landlord building safety and education classes. There are currently approximately 1,300 properties on file. There are 678 property owners on file, of which 603 hold current licenses. Crime Free Housing staff regularly communicates with landlords and property managers, issuing citations where necessary. Citations include not only the violations, but tips and information to aid the property owner in his/her effort to resolve the problems.

4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.

The Police Department continues its efforts to make the police station a more ecologically "green" facility, including recycling of appropriate materials and the utilization of energy-efficient lighting fixtures along with the use of only green cleaning materials. The two most recently purchased Investigation/Administrative squad cars are both gas efficient 4 cylinder and "Flex Fuel" capable. Funds were saved on the existing large generator by retro fitting a new governor that allowed the generator to return to peak efficiency and to be used for future projects.

5. Increase awareness of the quality of life in the Village of Park Forest.

*The Police Department continued to provide programs for the youth of Park Forest through the Summer PAAC and Central Park program, Shooters Wrestling and remaining involved once again in the Safe Halloween Program in Downtown Park Forest, along with the continued organization of the 4th of July Parade. Neighborhood Watch groups continue to form and are assisted in any way possible. The "Broken Window Theory" of policing returned with the **Problem Oriented Policing** program which encourages cooperation between the Police Department and the neighborhoods.*

2012/2013 POLICE DEPARTMENT OBJECTIVES:

1. Maintain excellence in governing and create a more participatory government.

The Police Department will try to use its new partnerships with the various **Neighborhood Watch Groups** and contacts made through the **Problem Oriented Policing Program** to allow and encourage more active citizen participation in keeping neighborhoods safe. The Police Department will increase its utilization of the Local Municipal Ordinance Adjudication program when enforcing minor traffic violations and ordinance offenses, and investigate the use of this program for additional offenses.

2. Create relationships and program initiatives to engage families, teachers and school board members of the District 163 community to increase collective awareness of problems, challenges, and opportunities to work together to provide the best education possible for the children of Park Forest.

The Police Department will continue to build on the newly formed partnerships with the four school districts located within Village boundaries and to provide face to face time with their students and staff through both the **B.I.C.Y.C.L.E.** Program and the Shooters Youth Wrestling Club. Both programs encourage and reward students for making the right choices in life.

3. Increase commercial, business and residential development in the Village.

The Police Department's Crime Free Housing Program will continue to conduct quarterly landlord training classes to assist local landlords on growing their business by showing landlords and property manager's methods to make their properties safe, attractive, and rent-ready. The property owners are advised how to make more effective background checks to ensure more stable tenants.

4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village.

The Police Department will continue its efforts to make the police station a more ecologically "green" facility with the building of the new "green" parking lot that will clean rain water before returning it to the sewer system. Work continues on the replacement of old lighting fixtures with new energy-efficient fixtures and the use of only green cleaning materials.

5. Increase awareness of the quality of life in the Village of Park Forest.

The re-instituted **Problem Oriented Policing** program will allow residents to have direct contact with the Police Officer assigned to their neighborhoods and assist them with neighborhood eye sores. The newly formed partnership with the Recreations and Park department and Celebration Ministries will open up a summer camp, **Campalooza South**, for a whole new area of town that has never had that type of

program in their back yard. The newly forming Neighborhood Watch programs will continue to be encouraged and assisted in whatever way possible.

PERFORMANCE MEASURES:

During the years 2008, 2009, 2010 and 2011 the Park Forest Police Department handled the following incidents. Clearance indicates the number of crimes cleared by arrest or exceptionally cleared. Exceptionally cleared relates to cases where a perpetrator was identified and arrested.

Index Crimes

	2008	Clearance	2009	Clearance	2010	Clearance	2011	Clearance
Criminal Homicide	2	1	0	0	4	5	0	0
Attempted Homicide	0	0	0	0	0	0	0	0
Concealing Homicide	0	0	0	0	0	0	0	0
Crim. Sexual Assault	19	12	12	4	18	9	11	7
Robbery	40	25	16	10	21	10	26	8
Aggravated Battery	27	25	15	14	18	17	21	21
Assault	25	23	23	21	14	14	14	11
Burglary	187	56	178	67	194	45	287	82
Burglary to Vehicle	93	17	87	18	91	12	57	5
Theft	286	121	213	100	194	90	201	74
Motor Vehicle Theft	39	19	22	10	27	12	20	8
Arson	<u>9</u>	<u>1</u>	<u>7</u>	<u>2</u>	<u>4</u>	<u>0</u>	<u>5</u>	<u>0</u>
Total Index Crimes	727	300	573	246	585	214	642	216

Index Crimes are those categorized by the FBI as Part I Offenses. With the new in-house Crime Statistical Analysis program instituted in 2006, the Department is now also tracking Non-index Crimes and their clearances. Non-index Crimes are all other reported crimes.

Non-Index Crimes

Year	Offenses	Offenses Cleared
2011	2,231	1,886
2010	2,290	1,980
2009	2,656	2,290
2008	3,071	2,444
2007	3,154	2,528

Police Department Crime Clearance Rate

<u>2011</u>	All Crimes (Index and Non-index)	73.2%
<u>2010</u>	All Crimes (Index and Non-index)	76.2%
<u>2009</u>	All Crimes (Index and Non-index)	78.5%
<u>2008</u>	All Crimes (Index and Non-index)	72.2%
<u>2007</u>	All Crimes (Index and Non-index)	73.8%

The Department's 2007 through 2011 Traffic/Parking statistics are as follows:

Tickets

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Traffic	3,138	3,287	3,089	2,298	3,258
Parking	4,979	5,131	4,414	3,210	3,415

The following is a breakdown of the charges heard in Municipal Court:

Municipal Court

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Alarms	94	108	142	150	167
Alcohol	29	19	12	12	28
Animal	56	55	69	38	62
Assault	3	3	0	3	4
Battery	41	34	18	30	24
Curfew	20	14	9	7	10
Criminal Damage	26	9	9	10	2
Discharge Air Gun	3	0	3	1	3
Disorderly Conduct	84	62	59	56	29
Disorderly House	3	4	2	1	3
License, Registration	623	619	416	205	335
Junk Vehicles	1	5	23	9	13
Obstruct/Resist Police	21	9	10	12	23
Possession of Cannabis	44	23	57	75	55
Possession of Drug Paraphernalia	4	2	3	5	6
Possession of Tobacco	14	2	8	2	5
Theft	10	13	12	14	12
Trespass	19	11	13	12	61
Truancy	12	6	0	11	6
Housing Code Violations	186	54	81	177	140
Miscellaneous*	63	63	40	18	20
Total	1,356	1,115	986	848	1,018

* Miscellaneous - noise violations, fireworks, violate park rules, disturbing the peace

SouthCom Police Calls for Service

2006	2007	2008	2009	2010	2011
19,674	20,191	19,413	16,440	16,236	16,504

With the implementation of Crime Free Housing in 2008-2009 the amount of calls for service dropped dramatically. It has now leveled off for the last three years to an average of 16,393.

STAFFING:

<u>Positions</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Chief of Police	1	1	1	1	1
Deputy Chief	2	2	2	2	2
Police Commander	5	5	5	5	6 ²
Police Corporal	7	7	7	7	6
Police Officer	27 ¹	27	27	26 ³	26
Records Supervisor	1	1	1	1	1
Records Clerk/Desk Attendant (FT)	2	2	2	2	3
Records Clerk/Desk Attendant(PT) FTE	1.9	1.9	1.9	1.9	1.9
Admin. Assistant/Housing Analyst	1	1	1	1	1
Senior Records Clerk	3	3	3	3	2
Community Service Officer	1	1	1	1	1
Crossing Guard (PT) (FTE)	2.2	2.2	2.2	2.2	2.2
Police Facility Maintenance Worker	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Positions	55.1	55.1	55.1	54.1	54.1

¹ An additional police officer was budgeted for 2008/2009 to replace the position of the officer detailed to the Drug Enforcement Agency Task Force.
(Total sworn officers increased to 42.)

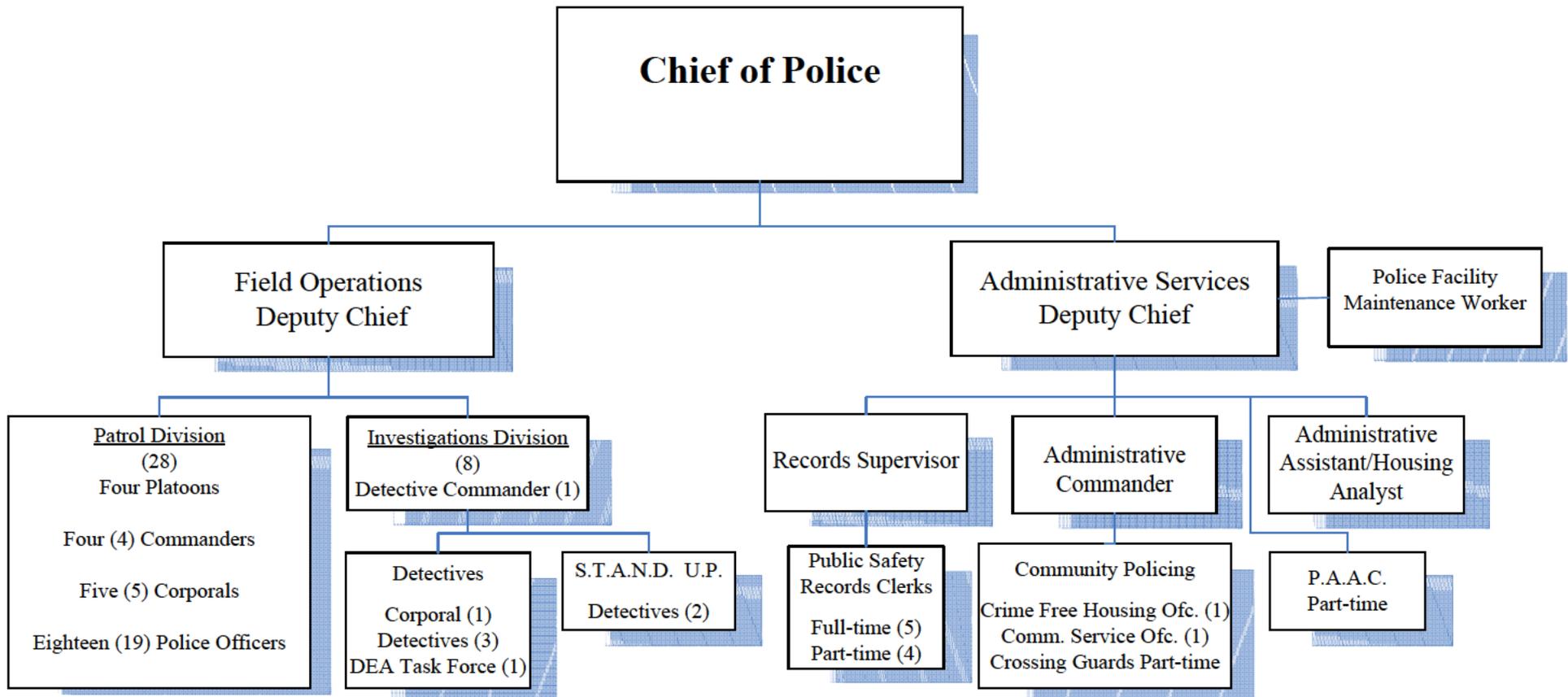
² Administrative Corporal Position was replaced with a Commander. Corporal position was not filled.

³ Position vacated by retiring officer in July of 2011 was not filled.

FT-Full-time PT-Part-time FTE-Full-time equivalent

Village of Park Forest Police Department

Organizational Chart



**Village of Park Forest
2012/2013 Budget**

**POLICE DEPARTMENT
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	3,500,217	3,640,544	3,640,544	3,641,259	0%
Overtime Salaries	430,091	352,881	419,697	359,939	2%
Temporary/Part-time Salaries	191,286	207,816	189,000	170,378	-18%
IRMA Workers Comp Reimb.	<u>(27,718)</u>	<u>0</u>	<u>(48,000)</u>	<u>0</u>	0%
Total Personnel Services	4,093,876	4,201,241	4,201,241	4,171,576	-1%
<u>Insurance</u>	608,445	649,729	649,729	670,147	3%
<u>Employee Support</u>	1,184,036	1,244,163	1,241,040	1,281,263	3%
<u>Professional Services</u>	499,800	530,503	526,873	534,963	1%
<u>Operating Supplies</u>	140,530	97,858	105,500	103,665	6%
<u>Maintenance</u>	16,474	31,748	32,000	27,748	-13%
<u>Capital Outlays</u>	43,941	59,646	59,646	195,800	228%
<u>Miscellaneous</u>	5,567	21,358	7,500	16,358	-23%
<u>Leases and Rentals</u>	240,000	251,160	251,160	256,183	2%
<u>Utilities</u>	<u>10,383</u>	<u>9,500</u>	<u>9,500</u>	<u>9,690</u>	2%
TOTAL	<u>6,843,052</u>	<u>7,096,906</u>	<u>7,084,189</u>	<u>7,267,393</u>	2%

**Village of Park Forest
2012/2013
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase 2% Non-Union	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
<u>NON UNION</u>										
Clifford R. Butz Chief of Police ¹	112,698	114,952	24,9	114,952			12,462	695	120	35
Michael McNamara (Gross incl \$4,100 CST pay) Deputy Chief of Police*** ¹	97,832	99,789	21,9	103,889			7,131	358	120	35
Peter J. Green (Gross incl \$4,100 CST pay) Deputy Chief of Police*** ¹	97,832	99,789	21,9	103,889		1,506	17,656	1,115	120	35
Steven Coe (Gross incl \$4,100 CST pay) Commander***	88,737	90,512	19,9	94,612		1,372	11,959	1,115	120	30
Paul A. Winfrey (Gross incl \$4,100 CST pay) Commander*** ¹	88,737	90,512	19,9	94,612		1,372	18,503	1,115	120	25
Christopher Mannino (Gross incl \$4,100 CST pay) Commander***	88,737	90,512	19,9	94,612		1,372	11,959	1,115	120	30
Michael D. LoSchiavo (Gross incl \$4,100 CST pay) Commander***	88,737	90,512	19,9	94,612		1,372	18,503	1,115	120	30
Michael Baugh Commander***	88,737	90,512	19,9	90,512		1,312	18,503	1,115	120	25
Devin R. Strahla Commander***	85,736	87,451	19,8	88,157		1,278	0	358	120	30

*Gross includes 4 months of 3.5% step increase for employees eligible

Employees receive 12 sick days, 10 holidays 2 (3*) floating holidays

***Police Pension employer contribution rate from the 6/30/11 actuarial report is 33.33%

¹Vehicle

**Village of Park Forest
2012/2013
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase 2% Non-Union	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Pam Jones Records Supervisor	57,443	58,592	12,6	60,744	7,028	4,647	12,462	695	120	25
Carol Sterrett Senior Records Clerk	50,880	51,898	7,9	51,898	6,005	3,970	12,462	695	120	25
Yolanda Martinez Senior Records Clerk	50,880	51,898	7,9	51,898	6,005	3,970	5,261	358	120	15
Natasha McElroy Admin Assistant I	50,880	51,898	7,9	51,898	6,005	3,970	5,261	163	120	15
Darrell L. Bewsey Police Facility Maintenance Worker	50,880	51,898	7,9	51,898	6,005	3,970	11,892	695	120	15
Janet Martin Police Records Clerk	46,149	47,072	5,9	47,072	5,446	3,601	21,310	1,115	113	25
Eshe McGee Police Records Clerk	46,149	47,072	5,9	47,072	5,446	3,601	17,656	435	113	15
Christy Coyle Police Records Clerk	43,081	43,943	5,7	44,453	5,143	3,401	11,412	695	106	10
James Jachymiak Community Service Officer	36,683	37,417	1,8	37,851	4,379	2,896	5,261	358	91	10
Subtotal Non-Union	1,270,808	1,296,229		1,324,631	51,462	43,610	219,653	13,310	2,103	

*Gross includes 4 months of 3.5% step increase for employees eligible

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¹Vehicle

**Village of Park Forest
2012/2013
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase 2% Non-Union	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
						Medicare 1.45%				
<u>UNION***</u>										
Scott A. Sheets Corporal	84,202	87,604	Step C+	87,604		1,270	17,656	1,115	211	25
Tellous J. Boulden Corporal	80,966	84,237	Step B+	84,237		1,221	11,892	0	202	25
Brian H. Rzyski Corporal	75,583	78,637	Step A	78,637		1,140	17,656	318	190	20
James Varga Corporal	75,583	78,637	Step A	78,637		1,140	17,656	1,115	190	20
Todd Beilke Corporal	75,583	78,637	Step A	78,637		1,140	11,959	1,115	190	20
Lloyd E. Elliot Corporal	75,583	78,637	Step A	78,637		1,140	18,503	1,115	190	20
Thomas J. Naughton Police Officer	73,901	76,887	Step H	76,887		1,115	6,232	0	185	25
Latara Chaney Police Officer	71,749	74,648	Step G	74,648		1,082	18,503	1,115	180	25

*Gross includes 4 months of 3.5% step increase for employees eligible

Employees receive 12 sick days, 10 holidays 2 (3*) floating holidays

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¹Vehicle

**Village of Park Forest
2012/2013
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase 2% Non-Union	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Mitchell G. Greer Police Officer	71,749	74,648	Step G	74,648		1,082	21,310	1,115	180	20
Darin Studer Police Officer	71,749	74,648	Step G	74,648		1,082	18,503	1,115	180	20
John Sweitzer Police Officer	71,749	74,648	Step G	74,648		1,082	17,656	435	180	15
Craig Taylor Police Officer	71,749	74,648	Step G	74,648		1,082	6,232	1,115	180	15
James W. Kessler Police Officer - Step G 9/7/12	68,992	71,779	Step F	74,096		1,074	18,503	1,115	178	15
David Habecker II Police Officer	68,992	71,779	Step F	71,779		1,041	7,131	358	173	15
Paul Morache Police Officer	68,992	71,779	Step F	71,779		1,041	0	695	173	15
Justin Rimovsky Police Officer	68,992	71,779	Step F	71,779		1,041	5,261	358	173	15

*Gross includes 4 months of 3.5% step increase for employees eligible

Employees receive 12 sick days, 10 holidays 2 (3*) floating holidays

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¹Vehicle

**Village of Park Forest
2012/2013
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase 2% Non-Union	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Thomas Piszczor Police Officer	68,992	71,779	Step F	71,779		1,041	5,261	358	173	15
Julius Moore Police Officer	68,992	71,779	Step F	71,779		1,041	0	1,115	173	15
Charlie Hoskins Police Officer	68,992	71,779	Step F	71,779		1,041	17,656	358	173	15
Paul Shulman Police Officer	68,992	71,779	Step F	71,779		1,041	17,656	695	173	15
Jonathan Mannino Police Officer	68,992	71,779	Step F	71,779		1,041	5,261	163	173	15
Kristopher Vallow Police Officer	68,992	71,779	Step F	71,779		1,041	11,959	695	173	10
William Busse III Police Officer	68,992	71,779	Step F	71,779		1,041	14,353	695	173	15
Kristopher Kush Police Officer	68,992	71,779	Step F	71,779		1,041	5,261	358	173	15

*Gross includes 4 months of 3.5% step increase for employees eligible

Employees receive 12 sick days, 10 holidays 2 (3*) floating holidays

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¹Vehicle

**Village of Park Forest
2012/2013
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase 2% Non-Union	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Timothy Hoskins Police Officer	68,992	71,779	Step F	71,779		1,041	18,503	695	173	15
Erin Lara Police Officer - Step F 8/20/12	65,000	67,626	Step E	71,140		1,032	5,261	163	170	15
John Deceault Police Officer - Step F 10/2/12	65,000	67,626	Step E	70,661		1,025	17,656	695	170	15
Robert T Johnson Police Officer - Step C 12/27/12	52,659	54,786	Step B	57,111		828	5,261	358	137	10
Kathryn A Singer Police Officer - Step C 12/27/12	52,659	54,786	Step B	57,111		828	7,131	358	137	10
Brandie N Dalton Police Officer - Step C 3/21/13	52,659	54,786	Step B	56,038		813	7,131	358	134	10
Alex M Bregin Police Officer - Step B 3/23/13	48,718	50,686	Step A	51,790		751	0	0	125	10
Jason P Wolski Police Officer - Step B 3/23/13	48,718	50,686	Step A	51,790		751	5,261	358	125	10
Retired Corporal eff 7/31/12	27,900	29,027	Step C+	29,027			1,196	58	70	

*Gross includes 4 months of 3.5% step increase for employees eligible

Employees receive 12 sick days, 10 holidays 2 (3*) floating holidays

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¹Vehicle

**Village of Park Forest
2012/2013
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase 2% Non-Union	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Subtotal Union	2,210,355	2,299,652		2,316,628	0	33,170	359,460	19,679		5,580
Total Non-Union and Union	3,481,163	3,595,881		3,641,259	51,462	76,780	579,113	32,989		7,683
Part-Time										
Record Clerks	84,770	86,465		86,789	10,042	6,640				
Crossing Guards	38,681	40,018		40,018		3,061				
Police Athletic Activities Center	63,571	43,571		43,571		3,333				
Subtotal Part-Time	187,022	170,054		170,378	10,042	13,034				
Overtime										
Administration/Records	48,339	49,306		49,306	5,705	3,772				
Field Operations	304,542	310,633		310,633		4,504				
Subtotal Overtime	352,881	359,939		359,939	5,705	8,276				
Disability Pension Health Insurance							40,662			
Retiree Health Insurance Stipend							9,700			
POLICE DEPT. TOTAL	4,021,066	4,125,874		4,171,576	67,209	98,090	629,475	32,989		7,683

NOTE: Budget for Crossing Guards represents 100% of Salary. A portion of Crossing Guards salary is reimbursed by School Districts 162, 163 and 201U.
Full-time employees who decline health insurance receive one extra day off annually.

*Gross includes 4 months of 3.5% step increase for employees eligible
 Employees receive 12 sick days, 10 holidays 2 (3*) floating holidays
 ***Police Pension employer contribution rate from the 6/30/11 actuarial report is 33.33%
¹Vehicle

**Village of Park Forest
2012/2013 Budget**

**POLICE DEPARTMENT
DETAIL
01-07-00**

PERSONNEL SERVICES

Salaries and Wages

Regular Salaries			
500010	Administration/Records	1,324,631	
500020	Field Operations	<u>2,316,628</u>	
			3,641,259
Overtime Salaries			
500110	Administration/Records	49,306	
500120	Field Operations	<u>310,633</u>	
			359,939
Part-time Salaries			
500210	Records	86,789	
	Crossing Guards	40,018	
	Police Athletic Activities Center	<u>43,571</u>	
			<u>170,378</u>
Total Personnel Services			4,171,576

INSURANCE

510100	Medical Insurance	579,113	
	Dental Insurance	32,989	
	Life Insurance	<u>7,683</u>	
			619,785
510110	Health Insurance - Disability		40,662
510120	Health Insurance - Stipend		<u>9,700</u>
Total Insurance			670,147

EMPLOYEE SUPPORT

520000	Travel Expenses (Chief's Conferences - Exec. Development and Illinois Association of Chiefs of Police. Mileage/parking fees for court hearings, depositions, meetings, etc.)		1,500
520200	Dues/Subscriptions		
	IL Assoc. of Chiefs of Police - Chief/Deputy Chiefs	300	
	North American Police		
	Work Dog Assoc. (NAPWDA) Three K-9 Officers	210	
	Northwestern University - Traffic Institute		
	Alumni Association - 6	150	
	International Association of Chiefs of Police	200	
	FBI Dues	210	
	So. Sub. Assoc. of Chiefs of Police - Chief/Deputy Chiefs	75	
	Police Chiefs of Will County	35	
	Honor's Ceremony	2,150	
	IL Crime Prev. Assoc Two officers	75	
	South Suburban Emergency Response Team - (SSERT)	<u>1,000</u>	
			4,405
520300	Training		
	<u>Administration</u>		
	International Chief Conference	1,000	
	Executive Development Conf. - Chief/Deputy Chiefs	1,500	
	FBI Retraining	400	
	IACP Internet Training	1,000	
	Matron Training	500	
	Miscellaneous seminars - Five Commanders	1,000	
	Misc seminars for Staff/Clerical Staff	<u>658</u>	
			6,058
	<u>Crime Prevention and Control</u>		
	NEMRT fee - (41 Officers @ \$90)	3,690	
	Intoxilyzer Technician	800	
	Police Strategy/Tactics	900	
	Police Supervisor School	3,300	
	Defensive Driving	860	
	Recruit Training	3,000	
	Use of Force Seminar	1,150	
	FTO Training	800	
	Evidence Tech Training	300	
	Homeland Security	900	
	Career Development	<u>12,460</u>	
			28,160

	<u>Crime Investigations</u>		
	Juvenile Officers Training - Two Officers	600	
	Investigators School - Two Officers	1,000	
	Crime Scene Specialists Training	500	
	Miscellaneous seminars/tuition reimbursement	<u>1,700</u>	
			<u>3,800</u>
			38,018
520400	Books and Pamphlets		
	<u>Administration</u>		
	“Guide to Criminal Justice Grants”, Gang Prevention Book, Driver's License Guide, Drug ID Bible, etc.	320	
	Illinois Vehicle Code and Criminal Code books	900	
	<u>Animal Control</u>		
	Miscellaneous books/pamphlets	<u>50</u>	
			1,270
520610	FICA		98,090
520620	IMRF		67,209
520621	Police Pension Contributions (Levy x 1.03 + \$14,000 PPRT)		<u>1,070,771</u>
	Total Employee Support		1,281,263

PROFESSIONAL SERVICES

530000	<u>Administrative Hearing Program</u>		
	Collection Fees	2,410	
	Hearing Officers Contract Fee	1,800	
	<u>Municipal Adjudication</u>		
	Hearing Fees (\$85/hr x 3 hrs x 24 hrs.)	6,120	
	DUI Hearings (\$85 per hour)	1,000	
	<u>Vehicle Seizure Hearings</u>		
	200 Hearings @ \$25 per hearing	<u>5,000</u>	
			16,330
530500	Veterinary/Impounding Fees		8,080

535700 SouthCom contribution - Police share 510,553

Total Professional Services **534,963**

OPERATING SUPPLIES

540000 Other Operating Supplies

Administration

Miscellaneous Office Supplies
(Toner cartridges for copier and microfilm reader/printer,
audio/video tapes, FAX paper, ni-cad batteries,
AA batteries for pagers, etc.) 5,000

Patrol Operations

Practice Ammunition 4,800

Replace Duty Ammunition 1,600

Miscellaneous: Drug test kit refills,
evidence bags, property bags,
latex gloves, range targets, batteries, etc. 4,365

Simulation Ammunition (Practice) 1,000

Taser practice/duty cartridges 1,680

Less than lethal practice rounds 2,165

Range Maintenance 1,000

Crime Investigation

Line-Up Fees/Informant Fees 1,300

Miscellaneous: Fingerprint supplies,
camera supplies, etc. 2,500

S.T.A.N.D. U.P. Equipment 1,000

Crossing Guards

Miscellaneous equipment 700

Community Service Officer

Miscellaneous: Tranquilizer darts,
Animal cages, K-9 food, etc. 500

Crime Free Housing/Municipal/Vehicle Seizure Hearings

Miscellaneous office supplies,
envelopes, tapes for hearings,
suspension fees, recording fees 2,450

30,060

540100	Computer Supplies		
	<u>Administration</u>		
	Printer cartridges	600	
	Safety deposit box rental	250	
	Misc. computer switches, cables, carts, cards, memory upgrades, ribbons, back-up tapes	3,966	
	Computer paper	3,600	
	Software improvements, etc.	<u>3,884</u>	
			12,300
540300	Stationery/Forms		
	P tickets @ \$850/10,000	1,050	
	M tickets @ \$800/2,000	850	
	Case Report Forms	1,000	
	Miscellaneous: Award Certificates, photo envelopes, MVNA forms, juvenile forms, tow tags, warning notices, etc.	1,000	
	Crime Free Housing/Community Supervision	<u>1,200</u>	
			5,100
540350	Office Equipment/Furnishings		
	Miscellaneous office furniture for Building reconfiguration		4,100
540400	Food Expense		
	Prisoner meals, other meetings, etc. @ approx. \$675/month		8,100
540900	Uniforms		
	41 Regular Officers @ approx. \$600 each	24,600	
	10 Clerical Employees @ approx. \$343 each	3,430	
	Detective Clothing Allowance	4,575	
	Community Service Officer Uniforms	700	
	Basic Training Recruit Uniform	1,000	
	Crossing Guard Uniforms	<u>200</u>	
			34,505
541100	Youth Services - Crime Prevention		
	Miscellaneous supplies: Youth Services/PAAC Equipment and Programs	3,500	
	<u>Community Policing Events</u>		
	Community Service Program, PAAC Basketball Tournament Halloween Show, Shooters Wrestling, etc.	<u>6,000</u>	
			<u>9,500</u>
	Total Operating Supplies		103,665

MAINTENANCE

550200	Equipment Maintenance and Repair - Other		
	LiveScan (Level II 5x8)	8,700	
	Radar repairs	1,250	
	Imaging System	2,000	
	Laptop Repairs	3,500	
	In Car Video Maintenance	4,000	
	Evidence Management Storage system	3,900	
	CCTV Maintenance	<u>4,398</u>	
	Total Maintenance		27,748

CAPITAL OUTLAYS

560000	Other Capital Outlays		
	North Parking Lot Resurfacing	175,000	
	Computer System Replacement	11,800	
	Replace Copy Machine	<u>9,000</u>	
	Total Capital Outlays		195,800

MISCELLANEOUS EXPENDITURES

590100	Postage		
	<u>Administration</u>		
	Daily department mail	3,460	
	<u>Administrative/Municipal Hearings</u>		
	Cost of sending violation notices	3,400	
	<u>Vehicle Seizure Program</u>		
	Cost of sending notices - certified	300	
	<u>Community Policing/Crime Free Housing</u>		
	Letters and miscellaneous mailings	<u>1,000</u>	8,160
590200	Radio/Telephone Communications Expense		
	Console Radio Maintenance	2,320	
	Non Contract Parts Maintenance	<u>2,300</u>	
			4,620

590300	Emergency Communications Expense Portable radios maintenance		<u>3,578</u>
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Total Miscellaneous Expenditures			16,358
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LEASES AND RENTALS

600400	Vehicle Interfund Rentals		
	3 Squads @ \$30,000 each	90,000	
	Vehicle Maintenance	61,183	
	Vehicle Fuel	<u>105,000</u>	

Total Leases and Rentals			256,183
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UTILITIES

610000	Telephone		
	Cellular phones	<u>9,690</u>	

Total Utilities			<u>9,690</u>
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TOTAL POLICE DEPARTMENT			7,267,393
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Village of Park Forest 2012/2013 Budget

FIRE DEPARTMENT

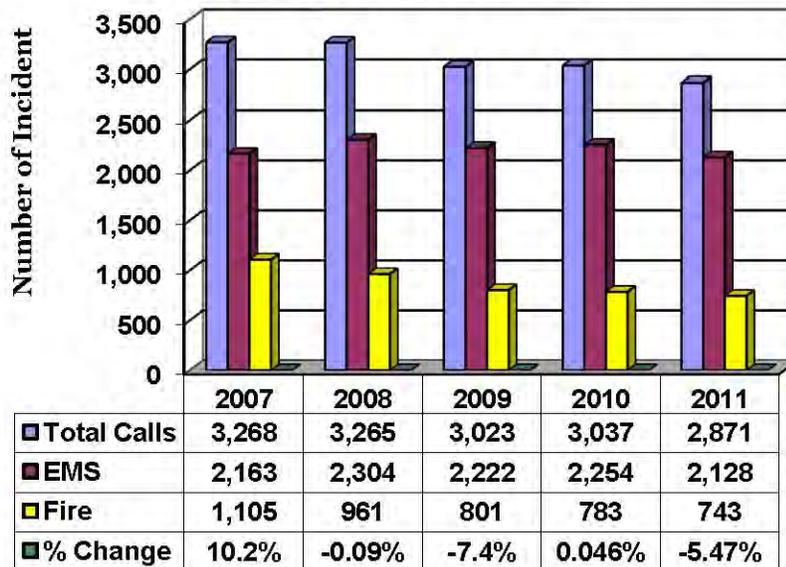
DEPARTMENT FUNCTION:

The primary mission of the Park Forest Fire Department is to protect the lives and property of those residing in, doing business in, or visiting the fire service area. The department strives to deliver the highest level of emergency response with the greatest margin of safety for staff in the most fiscally responsible manner.

The Park Forest Fire Department is a “full service” combination career and paid-on-call organization providing fire suppression, emergency medical, technical rescue, hazardous materials, water rescue, public education, fire prevention, fire investigation and disaster management services. Emergency medical services are provided at the paramedic level by the department's two advanced life support ambulances.

The internal structure of the organization is designed around four operating divisions including administration, emergency operations, fire prevention and vehicle maintenance. The administrative division is responsible for the coordination and oversight of all operating divisions and provides assistance to both internal and external customers to guarantee mission specific objectives of both the Village Board and department are satisfied.

Alarm Activity by Calendar Year



The emergency operations division includes both fire and emergency medical operations. This division is comprised of, and organized under, a three platoon system. Each of the three platoons works twenty-four hours on-duty followed by forty-eight hours off-duty covering 365 days each year. Each platoon consists of a Shift Lieutenant with six

firefighter/paramedics all working under the general direction of the Deputy Fire Chief. The emergency operations division responds to more than three thousand emergent and non-emergent incidents each year.

The primary charge of the fire prevention division is to attempt to eliminate those conditions which may potentially lead to a hostile fire. These activities include annual fire inspections coupled with an aggressive public education campaign to reduce the human element conditions that lead to many fires annually. Public education efforts are particularly important for the Village's at-risk populations, which include children and senior citizens. The addition of the fire safety education trailer has provided an excellent venue for conducting public education and has been utilized for those participating in fire safety classes.

With the cost of most fire suppression apparatus now exceeding \$400,000, the vehicle maintenance and repair division plays an important role in maintaining the department's fleet and emergency generator systems. The work of this division saves the Village thousands of dollars each year by performing a very focused preventative maintenance program designed in accordance with manufacturers' instructions. This program also reduces fleet down-time which is critical as there are limited reserve apparatus to cover a lengthy absence of a primary response vehicle.

The Fire Department currently operates out of one centrally located fire station at 156 Indianwood Boulevard. 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 provide a minimum of five firefighter/paramedics on-duty around-the-clock each day of the year.

ACCOMPLISHMENTS OF 2011/2012 BUDGET OBJECTIVES:

The following objectives have been established to work in concert with Board Goals:

1. Maintain excellence in governing and create a more participatory government.
 - a) Maintenance of the existing customer satisfaction survey instrument designed to measure customer satisfaction with Fire Department emergent and non-emergent responses. Include an electronic component on the Village website.

The Fire Department continues to utilize a random customer satisfaction survey instrument designed to measure satisfaction with Fire Department emergent and non-emergent responses to residents. Now at the midpoint in the year, responses continue to support service users are very satisfied with the service provided to them by the department.

A complete re-engineering of the website has been accomplished and one of the overall goals was to have the customer satisfaction survey instrument available on-line. The survey is now available to download (in PDF or Word format) or to submit electronically on-line.

Fire prevention personnel have been attending monthly safety meetings at Ludeman Center. This is to increase an awareness of various fire safety

behaviors including the parking by personnel of their private vehicles in posted fire lanes and their disaster plan.

- b) Preserve the investment in the professional development of personnel through continuing education and seek out additional opportunities for enhanced training to better serve Village residents.

Fire Department staff is engaging in a number of professional development opportunities including ongoing (in-house) EMS Continuing Education program for Fire-Medics. The implementation of this program several years ago affords the Village a considerable savings in overtime while maintaining the Fire-Medics proficiency.

The Fire Department was able to take a giant step forward in continued professional development of the department staff, by having all career members complete a 48-hour on-line program for hazard zone command training. This program came about after junior members of the department expressed the desire for additional training in sizing-up an incident and addressing the initial needs of the emergency.

After considerable research a program developed by retired chief officers of the Phoenix, Arizona Fire Department known as “Blue Card” was selected. This on-line interactive training allowed members to progress at their own rate of speed through the program and ultimately receive certification after completing a separate simulation based program.

Fortunately, the costs of the on-line program and sending one member to the Command Training Center – Train-The-Trainer program were covered with Grant Funding thanks to the efforts of the Deputy Chief. At the time of this reporting all Command Staff, Company Officers and 3 Fire-Medics are completely certified following the 3-day simulation class.

- c) Meet with ISO Officials to conduct a new rating inspection for the Village with the goal of improving the department’s ISO rating to a class four.

In preparation of an ISO visit later this year, staff has divided up the three components which make up the review (water supply, fire department and communication) to ensure staff have proactively done everything possible to maintain or improve the department’s current rating. Staff has now met with ISO Officials and scheduled the field review for September of this year.

- 2. Create relationships and program initiatives to engage families, teachers and school board members of the District 163 community to increase collective awareness of problems, challenges and opportunities to work together to provide the best education possible for the children of Park Forest.

- a) Continue to engage School District 163 officials with regard to fire prevention programs that would benefit the lives of students under their charge.

Staff continues to engage School District 163 officials with regard to fire prevention programs that would benefit the lives of students under their charge.

Early indications have been seen that this program may have opened some additional opportunities for advancing fire prevention programs in schools with lower participation levels. At this point staff is trying to determine whether the renewed interest is related to the work advanced by the Bureau or the shift in class populations throughout the District.

- b) Work with School District 163 on their required inspections and to support their life safety initiatives.

Both the Fire Drill and the building evacuation drill were held on August 31st with over 400 students being moved from the school to the Racquet Club and back in less than one hour without incident. The event was a collaboration between the school and Village Staff with the Police, Fire and Recreation and Parks all being involved.

The Fire Department continues to work with School District 163 on their required inspections and to support their life safety initiatives.

- 3. Increase commercial, business and residential development in the Village.

- a) Assist Community Development activities by providing timely technical support and plan review of prospective businesses. Engage new businesses by providing them a clear understanding of code concerns and issues regarding their prospective development.

In assisting Community and Economic Development activities by providing timely technical support and plan review of prospective businesses, the Fire Department has engaged new businesses by providing them a clear understanding of code concerns and issues regarding their prospective development.

The Fire Department works in the development process by providing technical advice in the proper installation of equipment.

The Fire Prevention Bureau continues to work in collaboration with Community Development and the Building Department in providing technical support and consultation on matters relating to new and existing developments. Staff has been active in this regard during the first half of the year with collaboration on Pangea Townhomes, Stop and Shop, State Farm Insurance and the new CNG Fueling Station at Homewood Star Disposal.

- 4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village.

- a) Continue to seek out grant funding to help support fire operations from Federal, State and private sources.

Staff continues to seek out grant opportunities that are in line with the Village goals and are in keeping with the missions of the Fire Department. The department is currently administering five separate grants for anything from supporting staffing to performing training site maintenance. These grants include a pair of SAFER grants; one providing salary and benefits for an additional firefighter/paramedic and a second that helps to train and support new members of the Paid-On-Call division.

The department is wrapping up an Assistance to Firefighters grant that replaced much of the department's aging fire hose stock and, with extra funds, has been supporting special training and fire investigation equipment; a grant from the Enbridge Pipeline company assisted in maintaining the department's fire training site and a grant from the Illinois Department of Natural Resources provides equipment to combat field and grass fire.

Currently staff is seeking grants to expand the concept of command training center classes, a replacement for the reserve ambulance that would assist in transporting bariatric patients and exploring avenues for an additional SAFER grant. Staff will continue to seek grant support from corporations such as the Enbridge Pipeline and search for new sources such as the IDNR grant program.

- b) Remain proactive in the enforcement of fire prevention codes to ensure the department does everything possible to prevent hostile fires from occurring thereby maintaining the viability of the Village's limited tax base. Maintain fire prevention inspectional activities to include minimally one original inspection for all properties each year, with high hazard and assembly properties inspected a minimum of twice each year.

The Fire Department strives to maintain fire prevention inspectional activities to include minimally one original inspection for all properties each year, with high hazard and assembly properties inspected a minimum of twice each year, to safeguard current businesses from the threat of fire.

Through the first half of the fiscal year, the department is meeting performance benchmarks regarding inspection frequency and has been actively focused on eliminating Code deficiencies which could lead to significant fire impairment in the community.

Last year, the fire department began inspecting and tagging fire extinguishers located in Village departments in an attempt to limit the cost of review by outside third-party inspectional services. All fire extinguishers were inspected in 2011.

- c) Look to expand where possible "Green Initiatives" into the Fire Department's physical plant, vehicles and operations.

The fire department has adopted a can do attitude when it comes to integrating Green Initiatives where possible in department processes and practices. Steps such as placing motion sensing or timer activated switches in various locations or posting reminders to switch off lighting when not in use spearhead the conservation of electricity.

Where practical the department is taking a number of tasks paperless to reduce the impact on the forests and the need to utilize landfill space. One example of this type of thinking is the training materials for daily and weekly training. In the past a rather thick packet was issued to each officer outlining training for the month along with a hard-copy of all support materials. This practice has been completely reengineered by using an electronic based file for the Company Officer in place of the old paper packet.

Other Green Initiatives include using energy efficient multi-function machines in place of the copier, printer, scanner and fax machines. By combining these functions staff is able to reduce the need to support four or more machines with ink, paper and electricity; helping to reduce the impact on the environment.

Staff also continues to explore the possible use of alternate fuels, hybrid vehicles where practical and other available technologies designed to reduce the carbon footprint. Within the fire station staff has implemented a series of practices intended to support the going green concepts.

5. Increase awareness of the quality of life in the Village of Park Forest.

- a) Continue the development and implementation of outreach programs to residents of the Village needing special services in order to meet mission objectives. (Senior citizen programs, direct intervention to sections of the Village that may be experiencing higher loss profiles.)

Staff continues the development and implementation of outreach programs to residents of the Village needing special services in order to meet mission objectives (example: senior citizen programs, direct intervention to sections of the Village that may be experiencing higher loss profiles).

The goal is to make a minimum of 3,000 community outreach contacts on an annual basis. The majority of these contacts relate to pre-school or school age children and of course the senior population. As of March 2012, over 2,700 community outreach contacts have already been made and expect to meet the benchmark by year's end.

After every fire incident in one of the senior buildings, Captain Wheeler meets with the residents to discuss the good and bad aspects of the fire event and to answer any questions that the residents may have. He also takes the opportunity to explain the operation of the building's fire systems and offers them fire prevention advice to keep them safe.

Captain Wheeler recently taught the staff at the Park Forest Library how to use their recently installed Automatic External Defibrillator (AED) in the event someone at the library experiences a serious cardiac event.

- b) Continue departmental involvement with programs which positively impact the quality of life for all residents (Fourth of July Celebration, Youth Day, Earth Day, Fire Prevention Week, Silent Parade and Open House).

Across all of 2011, the Fire and Police Departments continued their public safety support of events in Downtown Park Forest including Youth Day, Main Street Nights, the 4th of July celebration, the Art Fair, Safe Halloween, and Pancake Day. This allowed residents and potential residents to interact with the members of the department and witness the interdepartmental cooperation within the Village.

Most of these activities have already taken place and the fire department was keenly engaged in these community programs including the 4th of July celebration, Youth Day, Safe Halloween and the 10-year 9-11 Remembrance

Ceremony. Annual fire prevention week activities were well attended and the ever popular silent parade was a hit with those at the ceremony and along the parade route.

The fire department remains very active in a number of other community programs designed to enhance the quality of life in Park Forest. Some of those include a trike-a-thon teaching bike safety and attendance at several Block Parties with the fire safety trailer.

Several department members have received certification as child car seat technicians. They have assisted countless residents in insuring that their children are properly secured when travelling by automobile. On September 24, 2011, the department sponsored a car-seat check event in cooperation with the police department. During this event, staff gave out several infant and child car seats to residents whose children were not properly protected.

- c) Maintain (District #162) and expand (District #163 and 201U) school educational programs for all third grade students.

School education programs are an integral part of the department's public outreach agenda and although it is difficult to achieve participation levels from 10-years ago, there is improvement in the use of the Fire Safety Trailer particularly in School District #163 and 201U. The "Risk Watch" program continues with no appreciable increase in participation since implementation two years ago. Since July 1, 2011, the fire department has presented 60 classes to over 2,600 children in the school fire safety education program, the Risk Watch program and in the Fire Safety Trailer.

The Risk Watch program was instrumental in Arcadia School's participation in a Coat Drive for "Respond Now" which was spearheaded by the Mayor. Almost 200 coats and warm weather clothing were donated to this worthy cause.

- d) In conjunction with the Police Department, finalize plans for the implementation of a Community Emergency Response Team.

No action taken on this item in this reporting period.

2012/2013 FIRE DEPARTMENT OBJECTIVES:

1. Engage in relationships and program initiatives which enhance working together to provide the best education possible for the children of Park Forest.
 - a) Maintenance of the existing customer satisfaction survey instrument designed to measure customer satisfaction with Fire Department emergent and non-emergent responses.
 - b) Continue to engage School Districts in fire prevention outreach programs for 3rd grade students by delivering fire education programs to at least 80% of all 3rd grade classrooms.

- c) Work with all Local School Districts by facilitating their State required inspections and to support their life safety initiatives (annual review of their disaster plans).
2. Continue to increase commercial, business and residential development in the Village.
 - a) Assist Community Development activities by providing timely technical support and plan review of prospective businesses. Engage new businesses by providing them a clear understanding of code concerns and issues regarding their prospective development.
3. Continue to establish, review and refine policies which assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.
 - a) Continue to seek out grant funding to help support fire operations from Federal, State and private sources.
 - b) Remain proactive in the enforcement of fire prevention codes to reduce the risk of a hostile fire negatively impacting the Village's limited tax base.
 - Achieve 75% compliance on all fire code violations.
 - Minimally conduct one original inspection for all properties, and two on high-hazard and assembly uses within the Village
 - c) Respond to a customer generated fire hazard complaint within three working days of their receipt.
 - d) Look to expand where possible "Green Initiatives" into the Fire Department's physical plant, vehicles and operations.
 - e) Meet with ISO Officials to conduct a new rating inspection for the Village with the goal of improving the ISO rating to a class four.
 - f) Review the 2012 editions of the NFPA, Life Safety Code and International Fire Code for possible future adoption.
4. Increase awareness of the quality of life in the Village of Park Forest.
 - a) Continue the development and implementation of outreach programs to residents of the Village ($\geq 3,000$) needing special services in order to meet the department's mission objectives. (Senior citizen programs, direct intervention to sections of the Village that may be experiencing higher loss profiles.)
 - b) Continue departmental involvement with programs which positively impact the quality of life for all residents (Fourth of July Celebration, Youth Day, Earth Day, Fire Prevention Week, Silent Parade and Open House).
 - c) In conjunction with the Police Department, finalize plans for the implementation of a Community Emergency Response Team.

PERFORMANCE MEASURES:

There are three department objectives listed under goal number one. The first initiative will be satisfied by maintaining the existing customer satisfaction survey program which now also includes the ability to provide feedback electronically through the department web site. The second initiative will be met if staff members are able to provide fire prevention programming for at least 80% of the third grade classrooms served by the department. The final objective in this first category will be satisfied after the completion of all State required life safety initiatives for each of the school districts.

Staff has identified one on-going objective which will support the second Board Goal. Staff will continue to support and work as a technical advisor to prospective businesses in concert with Community Development.

There are six objectives that will work in collaboration with goal number three. The first initiative will be satisfied as staff continues striving for as many grant opportunities as present themselves in support of Fire and EMS operations. The second and third initiatives will be met as staff stays focused on timely and rigorous code enforcement by maintaining at least one original inspection on all properties and two original inspections on high-hazard and assembly uses within the Village. The benchmark is to obtain a minimum of 85% compliance on all fire code violations and 100% on all serious violations. Similarly staff will respond to customer generated fire hazard complaints within three working days after their receipt.

Staff continues to seek out cost effective methods to implement “Green Initiatives” into all aspects of the fire department. The station will be the site of one of the community gardens and will continue to implement policies that support these initiatives. The maintenance staff has begun doing research into alternate fuels and it will be policy going forward whenever possible to use of hybrid vehicles and in cases where those vehicles cannot fulfill mission needs that vehicles capable of alternative fuel be purchased.

The next objective will be fulfilled when the department finishes the ISO site visit in September. The goal is to recapture the Class Four rating enjoyed prior to their last visit in May of 1998. This is a very optimistic goal given some of the water service and training challenges.

The final objective in this category will be satisfied following a staff review of the changes incorporated as part of the 2012 Editions of the NFPA Life Safety Code and the International Fire Code. The purpose of this examination is to determine whether the latest edition of these Codes should be presented for Board adoption.

All of the objectives found under the final Board Goal, are initiatives staff have been actively engaged with for many years. These activities include outreach programs to seniors and other at-risk groups in the Village. The service benchmark is to reach at least 3,000 contacts in the upcoming year. Staff will also remain active in community events which support the quality of life within the Village including 4th of July, Block Parties, Earth Day, Fire Prevention Week and the Silent Parade.

Finally, the remaining benchmark will be satisfied when a training program is finalized for a Community Emergency Response Team (CERT). The department did not have any success in this area last year but will attempt to identify and train a cadre of citizens that

respond to incidents and perform basic disaster response skills such as fire safety, light search and rescue, team organization, and disaster medical operations.

Performance Measure	Benchmark	MET		
		09/10	10/11	11/12
<u>Dispatch:</u> Alarm answering time of not more than 15 seconds for at least 95% of the alarms received and not more than 40 seconds for at least 99% of alarms received.	15 Seconds/95%	✓	✓	✓
	40 Seconds/99%	✓	✓	✓
<u>Dispatch:</u> From the time an emergency call is received until the time the call is dispatched (call handling time) shall not exceed 60 seconds for 90% of calls and not more than 90 seconds at least 99% of the time.	60 Seconds/90%	☐	86%	☐
	90 Seconds/99%	✓	✓	☐
<u>Turnout time:</u> Personnel once dispatched to an ambulance call will be on-board the response vehicle and place the vehicle en-route within 60 seconds 95% of the time.	60 Seconds	75%	76%	78%
<u>Turnout time:</u> Personnel once dispatched to a fire call will be on-board the response vehicle and place the vehicle en-route within 80 seconds 95% of the time.	80 Seconds	82%	93%	85%
<u>Emergency Medical (ALS):</u> All ALS units will arrive on the scene within eight minutes (480 seconds), 90% of the time.	8 Minutes	✓	✓	✓
<u>Emergency Medical (BLS):</u> All Basic Life Support level responses will arrive on scene within four minutes (240 seconds), 90% of the time.	4 Minutes	86%	81%	81%
<u>Fire Prevention:</u> Maintain fire prevention inspectional activities to include minimally one original inspection for all business properties each year, with high hazard and assembly properties inspected a minimum of twice each year, to safeguard current businesses from the threat of fire.	Conduct 320 Original Inspections.	✓	✓	✓
<u>Fire Prevention:</u> Assist Community Development activities by providing timely technical support and plan review of prospective businesses.	Internal Plan Reviews completed within 10 working days.	✓	✓	✓
<u>Public Education:</u> Maintain the school educational programs reinstated last year.	Conduct all-risk programming for all third grade classes.	✓*	✓*	✓*
<u>Public Education:</u> Develop and implement outreach programs to residents of the Village needing special services in order to meet mission objectives.	Public Ed contacts ≥ 3,000 contacts a year.	✓	✓	✓

<u>Fire Suppression:</u> Keep the number of fires at 50% below the average for communities between 10,000 and 24,999 in the Midwest Region.	82 fires or 4.3 fires per 1,000 population served.	✓	✓	✓
<u>Fire Suppression:</u> Keep civilian fire injuries at or below the average for communities between 10,000 and 24,999 in the Midwest Region.	1.56 civilian fire injuries per 1,000 population served.	✓	✓	4
<u>Fire Suppression:</u> Have no civilian or firefighter fire fatalities.	0 fire fatalities.	✓	✓	✓
<u>Survey Responses:</u> Respondents to the survey rate the services above average.	90% of respondents.	✓	63%	79%
<u>Collection:</u> Exceed the industry average for ambulance billing collection.	> 65% collection	✓	✓	✓

*Met standard within control of department.

□ No data available at time of report

STAFFING:

The issue of adequate staffing is very challenging as there is no definitive requirement on appropriate staffing levels with the notable exception of the federally imposed 2-in 2-out mandate. Many professionals will now refer to the National Fire Protection Association (NFPA), specifically NFPA 1710, titled Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Department, as a benchmark for various staffing scenarios.

The department has used NFPA 1710 as a guide in the development and deployment of Auto-Aid Agreements. It is important to completely appreciate the department's internal capacity to immediately intervene that plays the largest factor in the determination of the outcome of a fire and the safety of firefighters. Ultimately, the determination of the "right-sized" staffing level is based upon defining what the crew is expected to place in operation and what critical tasks they are expected to perform when they arrive at the scene.

The current minimum staffing level is five Fire-Medics on-duty each day. This five-person staffing occurs approximately 77% of the time and given the nature of the community's risk, frequency of multiple requests for assistance, the size and complexity of the mid-rise residential properties certainly places limitations on operational capabilities.

The Village has and continues to be supportive of department needs and appreciates the need to move forward with more optimal staffing on first responding units as funding becomes available.

The current staffing complement is depicted below:

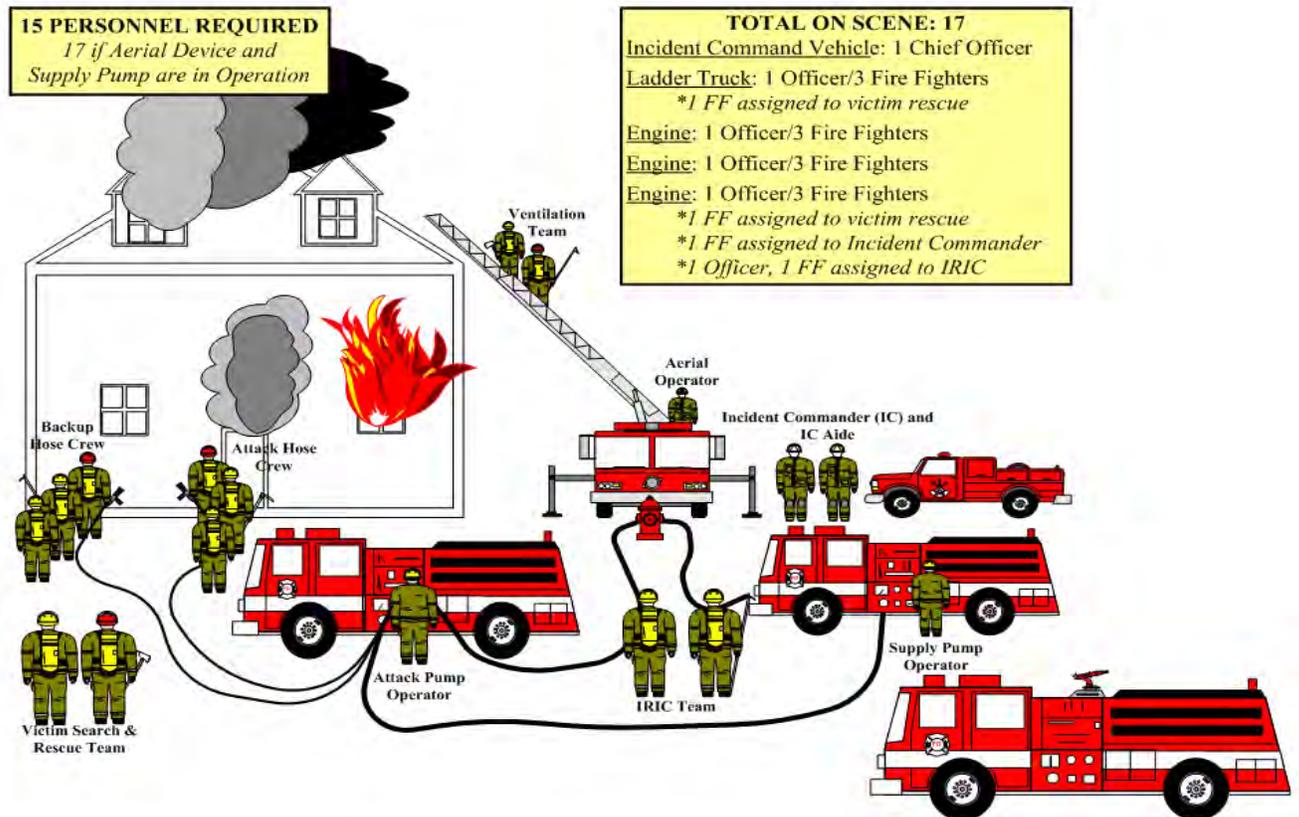
<u>Position</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Fire Administrator/Chief	1	1	1	1	1
Deputy Fire Chief	1	1	1	1	1
Fire Captain	1	1	1	1	1
Fire Lieutenant	3	3	3	3	3

Position (continued)	2008/09	2009/10	2010/11	2011/12	2012/13
Firefighter/Paramedic	18	18	18	19	19
Administrative Assistant II	1	1	1	1	1
Office Assistant-Part Time	0	.4	.4	.4	.4
Total	25	25.4	25.4	26.4	26.4

Initial Full-Alarm assignment capability deployed within 8 minutes (NFPA 1710):

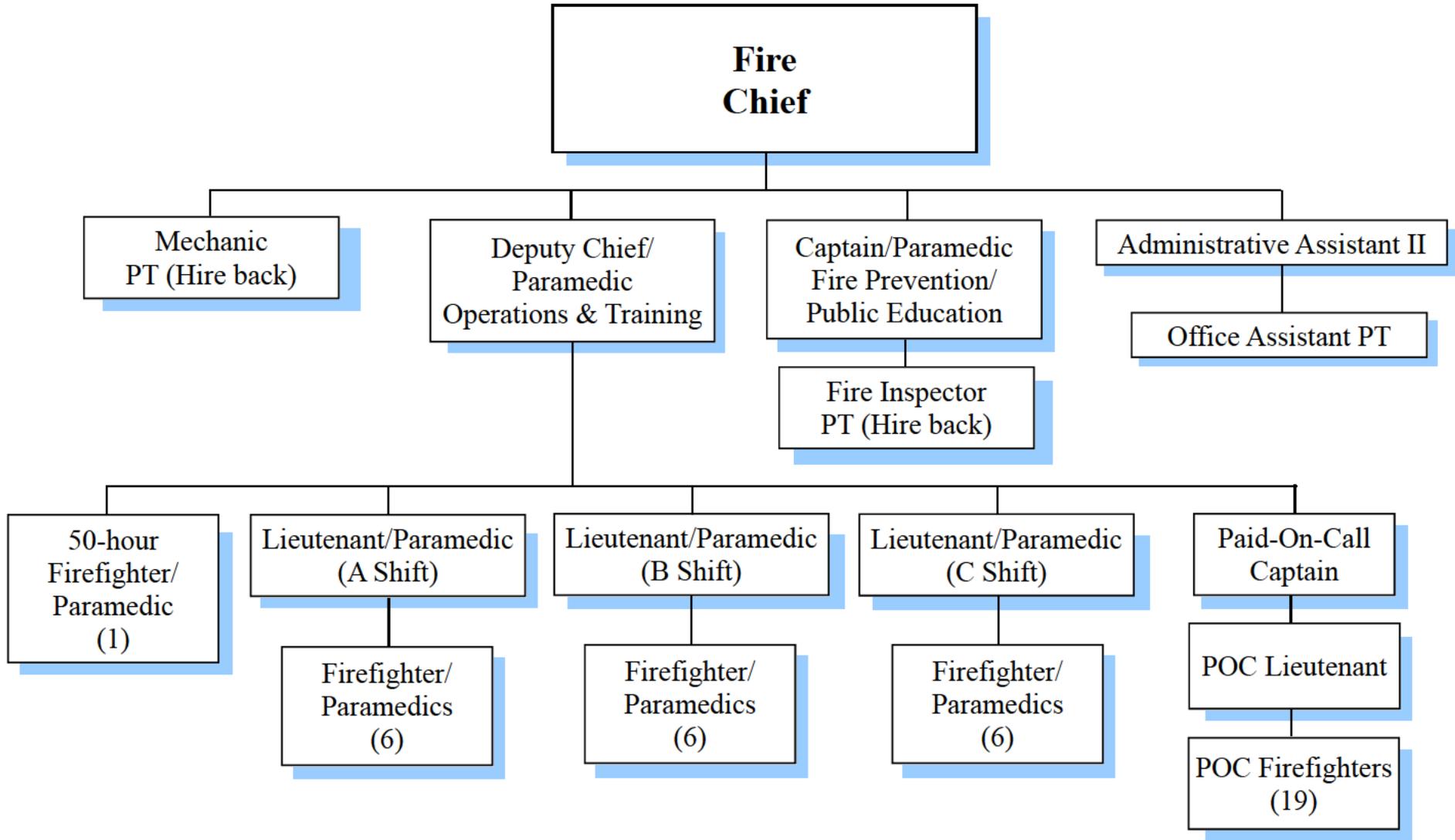
Initial Full-Alarm Assignment	
<i>Required</i>	<i>Current Allocation On-Duty</i>
1- incident commander	1- incident commander (IC)*
4- firefighters for fire attack lines	2- firefighters
2- firefighters for back-up of the fire attack lines	
1- pump operator	1- pump operator
2- firefighters for search and rescue	
2- firefighters for ventilation	
2- firefighters for the rapid intervention team	1- firefighter + (IC)*
14- Total	5- Total

* = Single member filling multiple roles during minimum staffing situations.



Village of Park Forest Fire Department

Organizational Chart



**Village of Park Forest
2012/2013 Budget**

**FIRE DEPARTMENT
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	1,918,984	2,043,192	2,000,576	2,061,128	1%
Overtime Salaries	230,179	225,740	215,000	221,178	-2%
Temporary/Part time Salaries	73,703	95,973	95,973	94,660	-1%
IRMA Workers Comp Reimb.	<u>(50,952)</u>	<u>0</u>	<u>(41,400)</u>	<u>0</u>	0%
Total Personnel Services	2,171,914	2,364,905	2,270,149	2,376,966	1%
<u>Insurance</u>	269,855	307,608	302,354	325,677	6%
<u>Employee Support</u>	779,315	849,213	843,627	809,623	-5%
<u>Professional Services</u>	84,125	89,095	89,095	90,098	1%
<u>Operating Supplies</u>	41,479	48,268	45,399	48,204	0%
<u>Maintenance</u>	18,886	19,410	19,410	19,920	3%
<u>Capital Outlays</u>	68,554	107,884	107,884	46,800	-57%
<u>Miscellaneous</u>	2,871	1,800	1,800	2,000	11%
<u>Leases and Rentals</u>	168,160	176,568	176,568	185,396	5%
<u>Utilities</u>	<u>3,294</u>	<u>3,300</u>	<u>3,275</u>	<u>3,800</u>	15%
TOTAL	<u>3,608,453</u>	<u>3,968,051</u>	<u>3,859,561</u>	<u>3,908,484</u>	-2%

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED
<u>Foreign Fire Insurance Fund</u>				
Revenue	17,224	17,000	16,500	17,000
Expenditures	<u>15,862</u>	<u>17,000</u>	<u>16,500</u>	<u>17,000</u>
Change in Fund Balance	1,362	0	0	0
Ending Fund Balance	<u>11,701</u>	<u>11,701</u>	<u>11,701</u>	<u>11,701</u>

**Village of Park Forest
2012/2013
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase 2%	7/1/2012 Grade & Step	Gross	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
<u>NON UNION</u>										
Bob Wilcox Fire Chief** ¹	112,698	114,952	24,9	114,952		1,667	0	0	120	25
Bruce Ziegler (Gross incl \$3,238 paramedic) Deputy Fire Chief** ¹	97,832	99,789	21,9	103,027			17,656	1,115	120	35
Michael J Wheeler (Gross incl \$3,238 paramedic) Fire Captain**	93,174	95,037	20,9	98,275			11,892	695	120	30
Traci Apt Administrative Assistant II	56,095	57,217	9,9	57,217	6,620	4,377	0	0	120	30
Subtotal Non-Union	359,799	366,995		373,471	6,620	6,044	29,548	1,810	480	
<u>UNION**</u>										
Steve J. Bobzin Lieutenant/Paramedic	86,752	88,487	039,C	88,487			21,310	1,115	120	15
Paul Hodges Lieutenant/Paramedic	86,752	88,487	039,C	88,487			17,656	1,115	120	15
Phillip Myers Lieutenant/Paramedic	86,752	88,487	039,C	88,487		1,283	17,656	1,115	120	12

¹ Vehicle received

*Employees receive 12 sick days, 10 holidays 2 floating holidays annually, (Union @ 12 hr days for sick and holiday calculation).

**The Fire Pension employer contribution rate from the 6/30/11 actuarial report is 39.515%.

**Village of Park Forest
2012/2013
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase 2%	7/1/2012 Grade & Step	Gross	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Christopher P. Apt Firefighter/Paramedic	72,809	74,265	040,F	74,265		1,077	17,656	1,115	120	14
William C. Brei Firefighter/Paramedic	72,809	74,265	040,F	74,265		1,077	17,656	1,115	120	11
Joseph A. Gray Firefighter/Paramedic	72,809	74,265	040,F	74,265		1,077	17,656	1,115	120	14
Patrick Hisel Firefighter/Paramedic	72,809	74,265	040,F	74,265		1,077	5,261	1,115	120	11
James Lustig Firefighter/Paramedic	72,809	74,265	040,F	74,265			0	0	120	14
Ryan D. Roberts Firefighter/Paramedic	72,809	74,265	040,F	74,265		1,077	21,310	1,115	120	11
William F. Toberman Firefighter/Paramedic	72,809	74,265	040,F	74,265		1,077	17,656	1,115	120	14
Tracy Natyshok Firefighter/Paramedic	72,809	74,265	040,F	74,265		1,077	0	1,115	120	9
Edward A Wright Firefighter/Paramedic	72,809	74,265	040,F	74,265		1,077	5,261	163	120	9

¹ Vehicle received

*Employees receive 12 sick days, 10 holidays 2 floating holidays annually, (Union @ 12 hr days for sick and holiday calculation).

**The Fire Pension employer contribution rate from the 6/30/11 actuarial report is 39.515%.

**Village of Park Forest
2012/2013
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase 2%	7/1/2012 Grade & Step	Gross	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Carolyn Gray Firefighter/Paramedic 040,F 08/16/12	69,467	70,856	040,E	73,741		1,069	0	1,115	120	8
Cory Murdoch Firefighter/Paramedic	69,467	70,856	040,E	70,856		1,027	17,656	435	120	8
Taylor J Bordewyk Firefighter/Paramedic	69,467	70,856	040,E	70,856		1,027	14,353	695	120	8
Mark Cotrano Firefighter/Paramedic	69,467	70,856	040,E	70,856		1,027	13,774	695	120	5
Neil Grove Firefighter/Paramedic	69,467	70,856	040,E	70,856		1,027	7,131	358	120	5
Robert Pillman Firefighter/Paramedic	69,467	70,856	040,E	70,856		1,027	13,774	695	120	5
Nathan Marconi Firefighter/Paramedic 040,E 08/25/12	64,832	66,129	040,D	70,129		1,017	5,261	358	120	5
Kevin L Grove Firefighter/Paramedic 040,B 07/5/12	50,294	51,300	040,A	56,559		820	14,353	695	120	5
Raymond L Peterlin Firefighter/Paramedic 040,B 07/5/12	50,294	51,300	040,A	56,559		820	5,261	358	120	5

¹ Vehicle received

*Employees receive 12 sick days, 10 holidays 2 floating holidays annually, (Union @ 12 hr days for sick and holiday calculation).

**The Fire Pension employer contribution rate from the 6/30/11 actuarial report is 39.515%.

**Village of Park Forest
2012/2013
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase 2%	7/1/2012 Grade & Step	Gross	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Tyler J Triemstra Firefighter/Paramedic 040,B 09/6/12	50,294	51,300	040,A	55,717		808	7,131	358	120	5
Total Union	1,548,053	1,579,011		1,600,831		19,568	257,772	17,075	2,640	
Total Non-Union and Union	1,907,852	1,946,006		1,974,302	6,620	25,612	287,320	18,885	3,120	
Holiday Pay	83,964	85,640		86,826		1,061				
Total Regular Salaries	1,991,816	2,031,646		2,061,128	6,620	26,673	287,320	18,885	3,120	
Paid On Call	73,324	74,790		82,290		6,295				
Part-time Help	11,988	12,228		12,370		946				
Hire Back Mechanic				14,000		203				
Overtime	216,841	221,178		221,178		3,207				
Disability Pension Health Insurance							13,152			
Retiree Health Insurance Stipend							3,200			
FIRE DEPT. TOTAL	2,293,969	2,339,842		2,390,966	6,620	37,325	303,672	18,885	3,120	
ALLOCATIONS:										
Vehicle Services				-14,000		-203				
FIRE DEPARTMENT TOTAL	2,293,969	2,339,842		2,376,966	6,620	37,122	303,672	18,885	3,120	

NOTE: Union Employees receive an annual \$500 clothing allowance
Full-time employees who decline health insurance receive one extra day off annually.

¹ Vehicle received

*Employees receive 12 sick days, 10 holidays 2 floating holidays annually, (Union @ 12 hr days for sick and holiday calculation).

**The Fire Pension employer contribution rate from the 6/30/11 actuarial report is 39.515%.

**Village of Park Forest
2012/2013 Budget**

**FIRE DEPARTMENT
DETAIL
01-08-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	2,061,128
500100	Overtime Salaries	209,178
500170	Overtime Salaries - Prevention	12,000
500200	Temporary/Part-time	<u>94,660</u>

Total Personnel Services **2,376,966**

INSURANCE

510100	Health Insurance	287,320
	Dental Insurance	18,885
	Life Insurance	<u>3,120</u>
		309,325
510110	Health Insurance - Disability	13,152
510120	Health Insurance - Stipend	<u>3,200</u>

Total Insurance **325,677**

EMPLOYEE SUPPORT

520000	Travel Expenses	
	National Conferences	2,000
	Outside Training Classes	2,100
	State/Local Conferences	<u>2,100</u>
		6,200
520200	Dues/Subscriptions	
	Trade Publications/Newsletters/Bulletins	350
	MABAS Division	2,000
	NFPA National Codes Subscription	1,150
	Combined Area Response Team Dues	1,000

	IAFC, IFSAP, NFPA, ISFSI, FDSOA, NAFI	1,200	
	State/Local Associations		
	(IFCA, Metro-Chiefs, IAFF, 4th Dist., 3rd Dist.)	<u>300</u>	6,000
520300	Training		
	National Conferences (IAFC, ISFSI)	4,500	
	State/Local Conferences and Seminars		
	(IFCA, Univ. of Illinois, Metro-Chiefs, IFIA, IFSAP)	3,000	
	College Tuition	2,000	
	Fire Prevention Bureau	2,000	
	Paramedic/EMT/EMS Training	4,000	
	Firefighter II Academy	6,000	
	Outside Training Programs (firefighting related)		
	(FAE, HazMat, Confined Space)	<u>9,480</u>	30,980
520400	Books/Pamphlets		
	(Administrative Manuals, Fire Protection		
	Handbook, Municipal Directory)	300	
	(Fire Prevention/Public Education/Investigation		
	Baby-sitters, School Programs, Investigation Text)	300	
	(Emergency Medical Service		
	Paramedic Texts, PHTLS Text)	<u>400</u>	1,000
520610	FICA		37,122
520620	IMRF		6,620
520622	Fire Pension Contributions (Levy x 1.03 + \$8,000 PPRT)		<u>721,701</u>
	Total Employee Support		809,623

PROFESSIONAL SERVICES

535700	SouthCom contribution - Fire share		<u>90,098</u>
	Total Professional Services		90,098

OPERATING SUPPLIES

540000	Other Operating Supplies <u>Administration</u> (Computer Supplies, Legal Ads)	2,000	
	<u>Firefighting</u> (Safety Goggles, adapters, polish) (Confined Space/ Technical Rescue Equipment)	2,240 4,500	
	<u>Fire Prevention</u> (Film, Developing, Halloween Bags, Flags, Twilight Parade, Open House)	1,500	
	<u>EMS</u> Stretcher, miscellaneous medical equipment	<u>3,500</u>	13,740
540200	Printing/Copying Department/Fire Prevention		50
540300	Stationery/Forms <u>Fire Prevention</u> CO Forms, Smoke Detector Forms	250	
	<u>EMS</u> Patient Treatment Forms	<u>1,000</u>	1,250
540350	Office Equipment/Furnishings Replacement of chairs, file cabinets		1,500
540400	Meeting Expense Wilco Chiefs Association Meetings/Officer Meeting Firefighter Training/Safety Stand Down	200 <u>350</u>	550
540800	Cleaning/Disinfecting Supplies <u>Firefighting</u> Detergents, Towels, Cleaners	1,000	
	<u>EMS</u> Ambulance Decontamination Supplies	<u>200</u>	1,200

540900	Uniforms/Protective Clothing <u>Administration</u> Uniform Allowance/Expense	14,500	
	<u>Firefighting/Protective Clothing</u> New Hires/Replacements	<u>3,800</u>	18,300
541100	Public Information/Education <u>Fire Prevention</u> Jr. Fire Marshall Hats, Fire Prevention Week, Keep Wreath Red, Baby-sitter Classes		2,000
541400	Paint/Hardware/Small Tools Repair of tools, jacks, etc. Replacement/Upgrade Tools Equipment Related Station Related	500 1,000 900 <u>900</u>	3,300
541900	Audio/Visual Materials Fire Related Public Education/Fire Safety	400 <u>414</u>	814
542400	Medical Supplies <u>EMS</u> Oxygen, Exam Gloves, Trauma Gloves, Batteries, Jump Bags, Chemstrips, B/P Cuffs		<u>5,500</u>
	Total Operating Supplies		48,204

MAINTENANCE

550000	Contractual/Equipment Maintenance <u>EMS</u> Defibrillators Miscellaneous Equipment Maintenance	500 <u>1,310</u>	1,810
550200	Equipment Maintenance and Repair Maintenance Contract - Radios/Pagers Maintenance Contract - Weather Sirens Radio Replacement/Reprogramming Extinguisher Recharging	5,000 2,800 2,200 1,000	

Air Quality Testing	1,900
Station Equipment Repairs	4,000
Hydrostatic Testing	400
Cellular Repairs	<u>810</u>
	18,110

Total Maintenance **19,920**

CAPITAL OUTLAYS

560000	Capital Outlays	
	Medical Equipment - Defibrillator	25,000
	Protective Clothing	12,500
	Firefighting Equipment	4,000
	Computer System Upgrade	<u>5,300</u>

Total Capital Outlays **46,800**

MISCELLANEOUS EXPENDITURES

590200	Radio/Communications	
	Radio Batteries	500
	Knox Box Program	1,000
	Opticom/Repairs	<u>500</u>

Total Miscellaneous Expenditures **2,000**

LEASES AND RENTALS

600400	Vehicle Interfund Rentals	<u>185,396</u>
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Total Leases and Rentals **185,396**

UTILITIES

610000	Telephone	
	<u>Administration/EMS</u>	
	Cellular Service	2,648
	Wireless Internet Connection Charges	<u>1,152</u>

Total Utilities **3,800**

TOTAL FIRE DEPARTMENT **3,908,484**

**Village of Park Forest
2012/2013 Budget**

HEALTH DEPARTMENT

DEPARTMENT FUNCTION:

The Park Forest Health Department is a municipal resolution-type community health nursing service that was organized in 1952. The Health Department delivers a variety of health services consistent with the changing needs of the community. The Village Board is the Board of Health. Services are provided at the lowest possible cost to encourage active participation in wellness and prevention activities. Services are funded by tax support, fees, insurance reimbursement, private contributions and grants.

Preparation, prevention, protection, information and knowledge are keys to maintaining a healthy community. The driving principle behind Health Department activities is the encouragement and empowerment of individuals and groups to pursue healthy behaviors and to reject lifestyle choices that produce illness.

The Health Department is organized into five clinical service areas.

- Environmental Health is responsible for food safety inspections and consultations to the Park Forest businesses and groups that serve food to people in the community. The Health Department staff collaborates with other Village Departments regarding housing safety issues for residents.
- Home Health (Nurses Plus Home Healthcare of Park Forest) provides skilled nursing care and other therapies in the patient's home during recuperation. Bath and personal hygiene care, medication management and well-being checkups are examples of services available at a low fee basis.
- Mother, Child and Family Health currently provides School Physical Clinics, immunization, screening and health education for children.
- Senior Health provides targeted monthly health screening services and consultation to Rich Township seniors. Consultation, maintenance and prevention services are provided to all area older people. The department maintains nursing offices at Garden House, Victory Centre and Cedar Ridge Apartments.
- Adult Health immunizes people over the age of 18, delivers a variety of preventative health education seminars and provides screening clinics that target underserved south suburban residents.

HIGHLIGHTS and GOAL ATTAINMENT 2011/2012

This year the Health Department proudly celebrates the 60th year Anniversary in providing preventative health care services to the South Suburban area. Initially established on March 17, 1952, the Health Department has been a long standing pillar of the Park Forest Community. The renowned *Nurses Plus Home Healthcare* of Park Forest Health Department has been delivering skilled nursing care to homebound patients for 44 years.

The Health Department staff provided an outstanding level of community health nursing services during 2011: During calendar year 2011, the Department recorded 10,579 client contacts, including in-home, in-office and community delivered, fee and prepaid services, a decrease of 107 from 2010. Of those contacts, 9,520 (89.9 %) were delivered to people with Park Forest addresses, 634 (5.9 %) to Richton Park, 370 (3.5%) to Crete, 246 (2.3%) to Matteson, 114 (1%) to Chicago Heights and 53 (.50%) to University Park. All client contacts for the year had an address reported. The following table highlights major source communities for all client contacts from 2007 through 2011.

	2007	2008	2009	2010	2011
Total annual contacts	12,894	14,823	12,303	10,686	10,579
# municipalities	58	53	68	50	68
Park Forest	9,504	10,859	9,381	8,715	9,520
Richton Park	684	781	657	634	634
University Park	60	117	128	93	53
Olympia Fields	141	137	134	44	38
Matteson	353	599	493	360	246

The Health Department is an intake site for the Access To Care Program. During 2011, ten new clients applied for Access to Care through this location and many others completed the renewal process. Forty-three people completed the application process for eyeglasses and hearing aids.

The ten-member Professional Advisory Group (PAG) met twice during 2011, in May and October. The PAG continues to provide program monitoring and consultation as required by Central Management Service (CMS), the oversight body of the Federal Medicare and Medicaid Programs. Nurses Plus Home Healthcare is also required to participate in a national quality management program, Outcome Based Quality Improvement (OBQI). The Health Department is mandated to provide data and studies based upon selected measures. The nursing supervisor conducted a thorough chart audit and review of all Medicare case mix reports and gave a detailed manager’s report to the PAG members on the 2010/2011 findings. A report derived from the home health patient satisfaction surveys completed through our contracted Home Health Consumer Assessment of Health Providers and Systems (HH-CAHPS) vendor, Press & Ganey, was also given to the PAG Board. In addition, the PAG group was presented with an update of the follow up of the Plan of Correction submitted to IDPH at the Health Department’s last state audit review conducted in April 2010. A thorough review was given of all previous areas of deficiency and the steps taken to address all deficiencies. The nursing supervisor reviewed the consistency of

the plan of correction that was submitted to IDPH with the PAG Board. During the meeting, the PAG members were also asked to vote on some new proposed policy and procedure changes that were being revised as a result of updates in the Advisory Codes for Home Health Agencies in March 2010 and Final Rule changes implemented in January 2011.

Nurses Plus continues to file reports and requests for Medicare payment electronically through purchased software and to follow guidelines for maintaining confidentiality of health information regarding data transmitted electronically. The department is required to purchase and fund a dedicated broadband connection for these purposes.

The Health Department continues a liaison relationship with the Park Forest Nurses Club (PFNC). Registered Nurses from the Nurses Club volunteer at health screening clinics and events. The Health Department also has long-standing positive relationships with three local civic groups: the Rotary Club, Kiwanis Club and the Lions Club. The points at which the groups' goals intersect with the services provided by the Health Department are where the groups provide continuing financial support.

The Friends of the Park Forest Health Department, NFP was created in 1999 and received final IRS approval as a public charity in 2006. The former Director of the Health Department, who recently retired, was the Secretary of this organization until June 2011. The current Health Department Director now serves as the Board's Secretary. The Friends of the Park Forest Health Department was created to raise money to promote and support the Health Department. This year, the Friends of Park Forest Health Department developed a webpage and created an online PayPal link for patrons who are interested in supporting the Health Department's Senior Bath or Youth Services Screenings Programs. In addition, the Friends of Park Forest Health Department plan to assist with fundraising at the Health Department's 60th Anniversary Celebration, by donating silent auction gift items.

The Health Department has appointed the new Public Health Director to serve as the new staff liaison to the Senior Citizen Advisory Commission which meets at the Health Department. The Commissioners donated 276 hours of time during 2011. Trustee Ken Kramer continues to serve as Board Liaison. There has been some transitioning in membership on the Commission this year after the passing of the longtime chair woman, Helen Peele- Bachelder and two additional resignations. Currently, a new chairman, David Atkins, and a Vice Chair, Louise Smith have been appointed. In addition, two vacancies on the Board out of three have been filled by Mayor Ostenburg, with Commissioners Willie Mae Banks and Jacqueline Pines. One position remains vacant.

Finally, the department is involved in managing the Park Forest Farmers' Market. The administrative functions include vendor's application approval, finance tracking, space assignment, problem solving, and "marketing the market." These activities begin each January and continue through the season until the end of October. Three of the features of the 2011 Market season were the addition of a coffee vendor, the addition of a new kettle corn vendor, a new convenient porta potty and inner space parking for vendors.

For marketing the Farmer’s market, a value-pack coupon was created and mailed to 3 local neighboring communities to draw residents to the market to enter a “free drawing” for a “Farmers Market” shopping bag. The coupons were also strategically designed to capture and build a Farmers Market consumer database. There was \$17,346 of grant dollars received in 2011 for the Senior Farmers Market Nutrition Program. Out of this grant, 826 seniors were given a coupon booklet equal to \$21 to spend at the Farmers Market. Of those who participated in the program in 2011, 496 reside in Park Forest.

Environmental Health

1. Maintain level of food safety inspections for food vendors within the Village.

This objective was met. Food safety inspections were completed as required. Additional internal record keeping was added on the Intranet to improve communication between the Economic Development Department which maintains licensing files and the Health Department where the inspection files are maintained. In addition, for strategic planning efforts, the Health Department Director, Nursing Supervisor and the Administrative Assistant obtained the Illinois Department of Public Health’s Food Sanitation Certification training. Therefore, throughout the transitioning of staff, the Health Department was able to still maintain a State certified food sanitarian as a part of the village staff, along with the existing contract with a Cook County Food Sanitation inspector.

Also in 2009, the Health Department created a new environmental health program called the Safe Needle Disposal Program. The goal of this program was to provide local residents with a hazard-proof alternative for disposing needles used in the home setting for medication administration. Though this program is still available at the health department, it is currently underutilized by the local residents. In 2012, the health department will market this service more in brochures and on the webpage.

FOOD SAFETY INSPECTIONS					
Year	2007	2008	2009	2010	2011
Number	133	114	119	95	167

Home Health

2. Increase utilization of Medicare-covered home health services over calendar year 2010.

The number of home health visits completed in 2011 was 2,882. This was an increase of 456 visits from 2010 when the total number of home visits completed was 2,426. This eighteen percent increase was attributed to changes in marketing strategies to increase visibility of the presence of Nurses Plus to the southland community.

Considerable effort was put into increasing visibility through the updating of the Nurses Plus wall mural and home health care brochures, strategically distributing the health department flyers and brochures at all community health fairs, door to door

marketing with local medical providers, nursing homes and assisted living facilities and orthopedic practices. In 2010, Nurses Plus developed a Yellowbook internet ad that highlights a video showing the caring home health staff and a section demonstrating the patient reviews received on patient satisfaction surveys. The department re-designed the www.pfhealth.net webpage and registered for social networking links such as Facebook and Twitter pages to capture more clients. Finally, the Health Department advertised locally on restaurant's table placemat ads at Kingsberry waffle house and Round the Clock restaurants in local adjacent towns.

HOME HEALTH VISITS					
Year	2007	2008	2009	2010	2011
Number	2,825	2,015	1,939	2,426	2,882

3. Write expanded procedures for Home Nursing license-covered services.

The procedure manual for home nursing license-covered services was updated in 2011 and reviewed by each employee in the department.

4. Increase utilization of Bath Service over 2010 utilization.

2010 utilization of bath service was 940 baths. A total of 1,445 baths were provided in 2011. This was an increase of close to fifty-four percent, which is attributed to changes in marketing strategies and maintaining a compassionate and competent home health staff.

BATH SERVICE					
Year	2007	2008	2009	2010	2011
Number	1,240	992	668	940	1,445

Mother, Child and Family Health

5. Implement inventory system for all vaccines, complying with the IDPH regulations for vaccines.

An inventory system was established. The responsibility is rotated monthly for maximum internal controls. Also all childhood immunizations have been entered into the Illinois Comprehensive Automated Immunization Registry Exchange (ICARE) with parental authorization.

6. Increase number of adult and child immunizations to surpass 2010 utilization.

Child immunizations and Adult immunizations both surpassed 2010 utilization. The adult immunizations more than doubled the number given in 2010. In addition, there was a 26% increase in childhood immunizations. The hours of the immunization clinic were slightly adjusted to accommodate working parents. Also someone from the nursing staff was onsite at all times during the village operating hours to accommodate walk in clients whenever needed.

In 2011, the adult influenza utilization increased by 90%. The child influenza utilization also increased from 27 doses in 2010 to 35 doses in 2011. The health department continued its outreach activities to deliver influenza shots within the southland community at all of the usual locations. All village staff that work with patients were also offered influenza shots as well as all seniors enrolled in the health department's home health and home nursing programs. This year there was a recommendation from the Centers for Disease Control to use "High Dose" influenza shots to seniors over the age of 65 to give them added protection. The health department made sure that the high dose influenza shots were available at the health department for our local area seniors. The adult pneumonia vaccine usage continued to have a low demand.

IMMUNIZATIONS					
	<i>Adult</i>	<i>Child</i>	<i>Adult Flu</i>	<i>Child Flu</i>	<i>Total</i>
2007	126	224	1,042	38	1,430
2008	194	250	705	17	1,166
2009	111	312	645	58	1,126
2010	67	162	522	27	778
2011	153	205	996	35	1,389

7. Plan and implement the monthly screening clinic in advance of school physicals clinic season.

The Park Forest Health Department (PFHD) attempted to meet the community demand for school physicals by adjusting the hours of operation for department-sponsored school physical clinics to accommodate the schedules of working parents. The school physical clinics were scheduled during late evening hours on Fridays alternating with Saturday early morning clinics. In 2011 staff continued to distribute patient satisfaction surveys to all parents to rate their experiences with Health Department services. The majority of parents completed their surveys and responded very favorably. All felt that the staff were courteous and knowledgeable and stated that they would recommend the department services to others. In 2010, the health department also began to give the new HPV (Human Papillomavirus) vaccine to both adolescent males and females. The Department continued to keep its school physical screenings at the lowest most affordable cost for local parents. Though competitors offered walk-in services at the same price for school physicals, the price for school physicals at PFHD included the full exam along with all necessary school required screenings and immunizations. In 2011, PFHD partnered with a local grant funded program called "Dental Smiles" to also offer dental screenings and fluoride treatments to those who were getting school physicals. Competitors charge additional fees for each immunization or screening given. In 2011, Dr. Javette Orgain continued to serve as Park Forest Health Department's Medical Advisor and provided oversight and guidance for the Nurse Practitioners through a collaborative agreement. Overall, there was an increase in the number of school physicals completed from 2010 to 2011.

SCHOOL PHYSICALS					
	2007	2008	2009	2010	2011
# Clinics	8	8	8	8	7
#School Physicals	197	102	145	129	225

Senior Health

- Continue Nursing offices at Victory Centre, Garden House and Cedar Ridge Apartments.

Nursing office services, which include blood pressure monitoring, glucose testing and medication management at all senior living facilities listed above increased from 1,466 in 2010 to 2,274 in 2011.

SENIOR BUILDING NURSING OFFICE VISITS				
2007	2008	2009	2010	2011
1,925	1,866	1,886	1,466	2,274

Adult Health

- Increase glucose screening by 100 clients over 2010 client visits.

A total of 159 glucose screenings were administered in 2010 compared to 119 in 2011. The goal was not achieved. Fewer residents visiting the health department requested glucose screening this year.

- Increase Blood Pressure screening visits by 150 over 2010 client visits.

Blood pressure screenings in the office during 2010 were 223 client visits. During 2011, 154 clients were screened. This was a slight decrease in screenings over last year; therefore the target goal was not achieved.

- Implement individual staff member daily statistics monitoring.

Traditional forms, titled "dailies" were created for employed and contract staff to record their daily visits and work. These forms aid in patient billing and timesheet preparation.

Administration

- Complete the job description redundancy project, assuring that back-up and written instructions exist for all essential job functions. Prepare a succession plan for all positions.

Job description redundancy was completed on the clinical functions and is ongoing for the administrative and billing functions. This project is ongoing.

13. Revise statistical spreadsheets to enable up to date reporting on all functions reported for statistical analysis.

A monthly vaccine inventory data sheet was developed to accurately account for the usage of VFC (Vaccine for Children) donated immunizations. This was created to implement an ongoing accumulative spreadsheet to track the statistic of vaccines administered during children and adult immunization clinics.

2012/2013 HEALTH DEPARTMENT OBJECTIVES

Environmental Health

1. Maintain level of food safety by conducting inspections for food vendors within the Village.
2. Market the safe needle disposal program more through the Village media.

Home Health

3. Increase utilization of Medicare-covered home health services over calendar year 2011.
4. Increase utilization of Bath Service over 2011 utilization.
5. Establish written Business Associate Agreements with any and all Business partnerships with companies/vendors who collaborate with the direct care of patients or handle the processing of any patient information.
6. Revise and update HIPPA (Health Insurance Privacy Protection Act) agreements and policy and procedures to include additional precautions mandated to protect clients from any breach in health information (including the electronic transfer of information for claims processing or continuity of care), and the expectation that any known possible breach will be reported to the Village of Park Forest and the Illinois Department of Public Health immediately.
7. Transition the current paper charting and documentation system to a paperless point of care system. It is expected that the new electronic charting system will promote improvement in the accuracy of OASIS (Outcome and Assessment Information Set) documentation. It is also expected that there will greater efficiency in processing doctor's orders and submitting final claims for billing to CMS.

Mother, Child and Family Health

8. Implement inventory system for all vaccines, complying with the IDPH regulations for vaccines.

9. Update all immunization policy and procedures to be in compliance with current ACIP (Advisory Committee on Immunization Practices) and implement upon review and approval of the medical advisor annually.
10. Increase number of adult and child immunization to surpass 2011 utilization.
11. Annually update the formal written collaborative agreement to detail the working relationship terms between the medical advisor and the advanced practice nursing contract staff.
12. Plan and implement a monthly screening clinic in advance of school physicals clinic season with Dr. Orgain providing collaboration and support to the contract advanced nurse practitioners.

Senior Health

13. Continue Nursing Offices at Victory Centre, Garden House, and Cedar Ridge Apartments.

Adult Health

14. Increase glucose screening by 100 clients over 2011 client visits.
15. Increase Blood Pressure Screening visits by 150 over 2011 client visits.
16. Implement consistent individual staff member daily statistics monitoring.

Administration

17. Utilize the new point of care system to track visit frequencies and counts for each discipline and determine compliance with the patient's submitted plan of care. Purchase a new home health billing software program called "Home Care SOS" (Home Care Software On Line Solution) that is capable of batching visits from each home health discipline and linking them with each patient's individual Medicare claim and care plan, along with physician orders and labs and visit notes.
18. Complete the job description redundancy project, assuring that back-up and written instructions exist for all essential job functions. Prepare a succession plan for all positions. Continue with the plan of cross-training for all positions.
19. Continue to focus on teamwork stressing the importance of redundancy, organization, collaboration and communication.
20. Revise statistical spreadsheets to enable up to date reporting on all functions reported for statistical analysis.

PERFORMANCE MEASURES FOR 2012/2013:

Objective 1 will be monitored on a monthly basis in the departmental statistical report. Objectives 2 will be monitored on a quarterly basis by the health department director. The health department webpage, face book page and Yellowbook ad will mention the safe needle disposal program under environmental safety. Also, the safe needle disposal program will be mentioned at least annually in the Park Forest Discover magazine when health department services are mentioned.

Objectives 3 and 4 will be tracked on a quarterly basis in the departmental statistical reports, reviewed bi-monthly and reported by the supervisor during the monthly staff meetings, the monthly departmental revenue report, the annual Medicare Cost Report and the bi-annual survey by the Illinois Department of Public Health. The Medicare statistics and case mix reports will also be reviewed by the nursing supervisor quarterly and reported to the Professional Advisory Group twice a year. Objectives 5, 6, and 7 will be checked annually per internal departmental audit or updated as needed when additional contracts are established with new vendors during the fiscal year. Any breeches in client information will be followed up by the HIPPA compliance officer according to state mandated guidelines.

Objectives 8, 9 and 10 will be tracked on a monthly basis in the departmental statistical report, the monthly departmental revenue report and by the Nursing Supervisor during departmental meetings. A special coverage rate report is prepared and distributed by the Illinois Department of Public Aid as part of the Vaccines for Children program. Results of this survey will be included in the weekly staff meeting when the report is made available. Objectives 11 and 12 will be drafted, reviewed by the Health Department's medical advisor, Dr. Javette Orgain, and be made available upon worksite for review by the nursing supervisor. The IDPH licensure will also have an auditor to check for updated and approved public health policies and procedures. The medical collaborative agreement will be reviewed and signed off on annually by the medical advisor and all actively working contracted nurse practitioners. Objectives 13 through 17 will be measured on a monthly basis in the departmental statistical report, Homecare SOS statistical reports, the minutes of the staff meetings and in performance reviews. Overall progress will be reported to the Village Manager in the weekly Manager's Meeting. The revised spreadsheet will be distributed on a quarterly basis at the Health Department staff meeting. Objectives 18 through 20 involve an ongoing process of day to day monitoring of staff activity, skill development, availability, willingness to share knowledge of a daily process and willingness to take time to familiarize oneself with a new process. The day to day skills are monitored predominantly by the Nursing Supervisor. Developing plans for cross training for the back-up of essential job functions is a process monitored directly by the health department director. Professional development is evaluated annually and goals for professional growth are identified during department head review at each staff member's annual evaluation.

<u>STAFFING:</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Director	1.0	1.0	1.0	1.0	1.0
Nurse Supervisor	1.0	1.0	1.0	1.0	1.0
R.N.	2.0	2.0	2.0	2.0	2.0
LPN	1.0	1.0	1.0	1.0	1.0
HHA	1.5	1.5	1.5	1.5	1.5
Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Fiscal Assistant	1.0	1.0	1.0	1.0	1.0
Total full time equivalents	8.5	8.5	8.5	8.5	8.5

Dr. Javette Orgain became the Medical Advisor for Park Forest Health Department in November 2009. Dr. Orgain is an Associate Dean of Family Medicine in the College of Medicine at UIC as well as the new Medical Director for the University of Illinois, Miles Square Family Practice Clinic. In her role at PFHD, she reviews procedures and protocols, clinical documentation, and approves the immunization standing orders. Dr. Orgain is also available for consultation for the contract nurse practitioners when they are working on-site, but provides no clinical services herself.

The current number of permanent staff presents an ongoing challenge in the areas of back-up for unexpected time off, collaboration for treatment planning for complicated clinical issues or programs, continuity of care to home-bound and office clients and time for creative program development. There continues to be increased demands for information gathering and reporting by the Medicare and Medicaid agencies and changing complexities in the billing arena. The greatest impact of reduced staffing continues to be the reduction of marketing activities and exposure through personal and professional contact. Hours that are donated by unpaid workers can and do supplement staff and free them to attend staff meetings or other tasks. However, the hours are intermittent, occasionally unpredictable, and supervision-intensive and cannot be viewed as a viable source of productivity enhancement.

VOLUNTEERS:

Volunteers donated a total of 2,280 hours during 2011, a significant increase from 1,808 hours in 2010. These hours are from the Health Department's volunteers and the Nursing Offices in the senior buildings. A Volunteer Appreciation event will be held during the Health Department's 60th Anniversary Reception Celebration on June 2, 2012 in the Boardroom of Village Hall. On that occasion we will express our gratitude for the generous gift of time and talent toward the health of the community and the endeavors of the department during 2011 and 2012. The volunteers were Theora Allen, Norma Duddy, David Atkins, Linda Marron, Gary Marron, Ruth Michel, Kathy Murphy, Johnathan Newman, Sandra Jenkins, Ikeia Peals, Dorothy Clark, William Galle, Lenora McWhorter, Sandra Turner, Carolyn Ellis, Debra Harlin, Jasmine Owens, Devin Scott and Fatima Yamout.

The Professional Advisory Board for Nurses Plus Home Healthcare met for meetings in May and October of 2011. Members of this appointed body are: Abel Pereyra, MD; Carol Wentz, OTR/L; Calvin Singer, resident; Mae Brandon, Board Liaison; Vivian Purnell, OT; Judy Sopiartz, RN, and Susan Provost, PT.; and Director Jenise Ervin RN. Margaret Lewis, the new Nursing Supervisor, coordinated and chaired the PAG meetings in 2011.

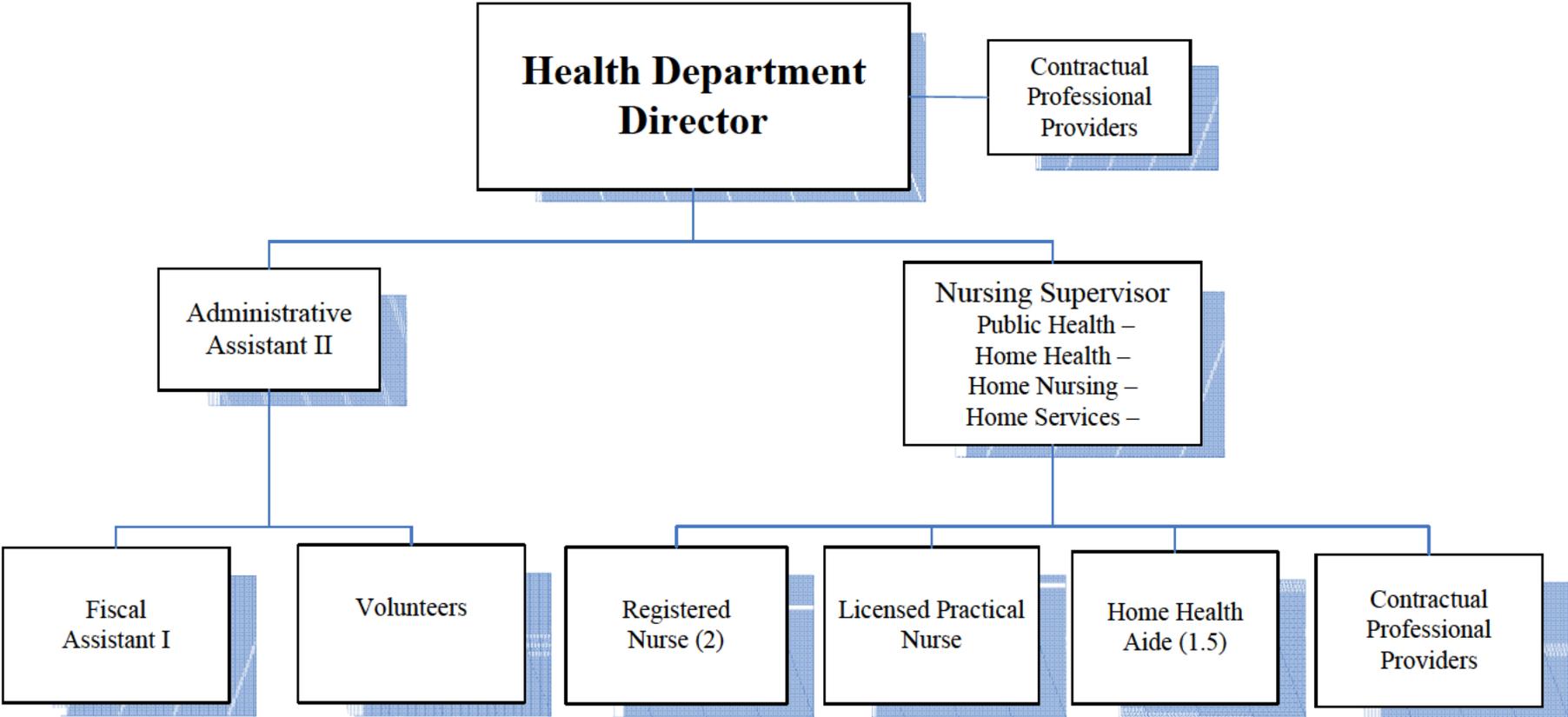
CONTRACT SERVICES:

The Health Department maintained contracts or letters of understanding for services with the following individuals and agencies:

Bagwan Sharma, Occupational Therapy
Matthews and Associates, Physical Therapy
Susan Provost and Associates, Physical Therapy
Dorothy Bliss, Speech and Language Pathologist
Susan Vorwerk, Speech and Language Pathologist
Mary Foote, Wound care on Wheels
Denise Foote, Registered Professional Nurse
Diane Lauterbach, Registered Professional Nurse
Kathy McBride, Registered Professional Nurse
Nancy Gazdniak, Advanced Nurse Practitioner
Sandra Vanderhoek, Advanced Nurse Practitioner
Mercy Inyang, Certified Nursing Assistant
Flora Haynes, MSW
Kelli Wall, RN
Judy Sopiartz, RN
Niya Dade, RN
Stephanie Schaeffer, RN
Romaine Bogdanovic, RN
Michelle Davis, RN
Demetris Jantuah, RN
Darla Johnson, RN
Catherine Chandler, RN
Femi Sulyman, Registered Sanitarian
Richard Peelo, Medicare Funding Consultant
Rich Township Food Pantry
Park Forest Nurses Club
Township of Rich
South Suburban Family Shelter
Governors State University, College of Nursing
Governors State University College of Health Professions
Lewis University, College of Nursing
St. Xavier College of Nursing
Northern Illinois University College of Nursing
Cook County Department of Public Health
Oasis Center for the Visually Impaired

Village of Park Forest Health Department

Organizational Chart



**Village of Park Forest
2012/2013 Budget**

**HEALTH DEPARTMENT
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	431,164	471,791	469,793	491,406	4%
Overtime Salaries	6,360	2,212	2,563	2,282	3%
Temporary/Part-time Salaries	<u>20,175</u>	<u>25,553</u>	<u>25,553</u>	<u>26,024</u>	2%
Total Personnel Services	457,699	499,556	497,909	519,712	4%
<u>Insurance</u>	56,373	102,925	59,256	64,450	-37%
<u>Employee Support</u>	96,803	110,080	111,660	121,001	10%
<u>Professional Services</u>	97,713	109,356	91,525	119,100	9%
<u>Operating Supplies</u>	49,211	57,575	54,675	58,425	1%
<u>Maintenance</u>	1,910	1,200	750	1,500	25%
<u>Capital Outlays</u>	179	3,500	3,500	15,000	329%
<u>Miscellaneous</u>	6,750	6,150	11,782	7,500	22%
<u>Utilities</u>	<u>4,164</u>	<u>4,600</u>	<u>2,700</u>	<u>3,600</u>	-22%
TOTAL	<u>770,802</u>	<u>894,942</u>	<u>833,757</u>	<u>910,288</u>	2%

**Village of Park Forest
2012/2013
Budget**

**HEALTH DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase Salary 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Jenise Ervin Director of Health***	92,197	94,041	22,6	95,132	11,007	7,278	21,310	1,115	120	20
Margaret Lewis Nursing Supervisor***	70,139	71,542	17,5	72,372	8,373	5,536	0	0	120	20
Vicki Green RN***	63,687	64,961	12,9	64,961	7,516	4,970	11,412	1,115	120	15
Sherrie Robertson RN***	55,499	56,609	12,5	57,266	6,626	4,381	0	1,115	120	15
Brenda L Walker Administrative Assistant II	56,095	57,217	9,9	57,217	6,620	4,377	7,131	358	120	20
Marcia Dees Fiscal Assistant	50,880	51,898	7,9	51,898	6,005	3,970	0	1,115	120	15
Juanita McGuire LPN***	50,880	51,898	7,9	51,898	6,005	3,970	0	695	120	15

* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Employees receive 12 sick days, 10 holidays and 2 floating holidays annually, PT based on previous years hours worked

***Annual Clothing Allowance of \$400 (PT \$200)

**Village of Park Forest
2012/2013
Budget**

**HEALTH DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Increase Salary 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Kimberly Rodriguez HHA***	39,865	40,662	2,9	40,662	4,705	3,111	11,412	1,115	98	15
Subtotal	479,242	488,828		491,406	56,857	37,593	51,265	6,628	938	
PART-TIME										
Brenda Floyd HHA - 64%***	25,514	26,024	2,9	26,024	3,011	1,991	5,261	358	0	8.5
Overtime	2,212	2,256		2,282	264	175				
HEALTH DEPT. TOTAL	506,968	517,108		519,712	60,132	39,759	56,526	6,986	938	

NOTE: Full-time employees who decline health insurance receive one extra day off annually.

* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Employees receive 12 sick days, 10 holidays and 2 floating holidays annually, PT based on previous years hours worked

***Annual Clothing Allowance of \$400 (PT \$200)

**Village of Park Forest
2012/2013 Budget**

**HEALTH DEPARTMENT
DETAIL
01-09-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	491,406
500100	Overtime Salaries	2,282
500200	Part-time Salaries	<u>26,024</u>

Total Personnel Services **519,712**

INSURANCE

510100	Medical Insurance	56,526
	Dental Insurance	6,986
	Life Insurance	<u>938</u>

Total Insurance **64,450**

EMPLOYEE SUPPORT

520000	Travel Expenses (Tolls, train tickets, and parking fees)	500
520100	Car/Mileage Allowance	6,000
520200	Dues/Subscriptions (IHHC,OASIS, CAHPS)	7,610
520300	Training	5,500
520400	Books/Pamphlets	1,500
520610	FICA	39,759

520620	IMRF		<u>60,132</u>
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Total Employee Support			121,001
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PROFESSIONAL SERVICES

530000	Other Professional Services		
	Medical/Physician Advisor	2,500	
	Advanced Nurse Practitioners	9,000	
	Sanitarian	6,000	
	Contract RN, LPN, HHA	16,500	
	Medicare Consultant	4,000	
	HIPPA & Medicare Review	2,500	
	Marketing and Outreach	<u>4,500</u>	

45,000

530600	Medical Social Worker		5,400
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530900	Physical Therapy		40,000
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531000	Occupational Therapy		11,000
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531100	Speech and Language Therapy		3,000
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531400	Computer/Programming Services		
	HAS Software	7,200	
	SOS Homecare Solutions Point of Care*	<u>7,000</u>	

14,200

* Initial Agreement is for payment up front of 2 1/2 yrs at \$17,500. Balance to be recorded as a prepaid expense.

532600	Credit Card Service Charge		<u>500</u>
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Total Professional Services			119,100
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OPERATING SUPPLIES

540000	Operating/office supplies		4,200
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540100	Computer Supplies		
	Netbooks (8), Sprint Tablets (8)	800	
	Annual Service	<u>3,650</u>	
			4,450
540200	Printing/copying supplies		500
540300	Stationery and Forms		1,600
540400	Meeting Expenses		2,000
540900	Uniforms/PPE	500	
	Uniform allowances	2,775	
	Cleaning supplies	<u>400</u>	
			3,675
541100	Public Information		1,000
542400	Medical Supplies		13,000
542500	Laboratory tests and CLIA testing supplies		3,000
542600	Pharmacy and vaccines		<u>25,000</u>
	Total Operating Supplies		58,425

MAINTENANCE

550400	Facil. Maint. /Biohazard waste removal		<u>1,500</u>
	Total Maintenance		1,500

CAPITAL OUTLAYS

560000	Capital Outlays		
	Computer Replacement	2,500	
	Point of Care Software (SOS)	<u>12,500</u>	
	Total Capital Outlays		15,000

MISCELLANEOUS EXPENDITURES

590100	Postage	1,100
590800	Printing and Graphic Design	3,400
590900	Advertising/speakers fees	1,500
591200	Special Events	<u>1,500</u>
Total Miscellaneous Expenditures		7,500

UTILITIES

610000	Telephone	<u>3,600</u>
Total Utilities		<u>3,600</u>

TOTAL HEALTH DEPARTMENT **910,288**

Village of Park Forest 2012/2013 Budget

RECREATION and PARKS

DEPARTMENT FUNCTION:

The Recreation and Parks Department operates under a comprehensive Recreation and Parks Plan updated by the Recreation & Parks Board and Village staff in May of 2008. Each season, in fulfillment of this plan, over 120 recreational activities and instructional programs are offered under the sponsorship and supervision of the Recreation and Parks Department. In order to maximize opportunities for each community, minimize cost and avoid cancelled programs staff has planned and advertised programs cooperatively with the neighboring communities and park districts of Olympia Fields, Richton Park, Matteson and Homewood-Flossmoor. The department is comprised of 17 full-time and 150 to 200 part-time and seasonal employees.

Park Forest enjoys more acreage of parks and open space per capita than most communities of its size in Illinois. The Recreation and Parks Department is responsible for more than 400 acres of park land on 22 sites with 15 tennis courts, 10 ball fields, 12 playgrounds, four major picnic pavilions, two skate parks, a dog park and more. Maintenance of the parks is planned through the budget process. Replacement and upgrading of equipment are planned through the Five-Year Capital Plan. The population and recreational needs in Park Forest and nationally change from year to year and some facilities installed in the 1960's and 70's are now under-utilized. The Village has tried to be responsive to these trends with the addition of Skate Parks, Basketball Courts, In-line Skating facilities, trails and many environmental education opportunities. At the same time hard decisions have been made regarding certain neighborhood playgrounds, baseball fields, tennis courts and other facilities. Funding for upkeep of the Village's recreational infrastructure is reflected by both facility improvements and some facility removal from the system. It is most important that citizens 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.

The Recreation and Parks Department operates the Park Forest Aqua Center, an award winning four-pool outdoor aquatics complex. The facility serves 65,000 to 80,000 bathers annually. The facility was acquired by the Village in the spring of 1983 when the non-profit owner announced it would be closed. The Aqua Center is operated out of a separate fund (Aqua Center Fund). In 2010, the department completed a major renovation of the bathhouse building which incorporated a new environmental classroom named the "Wetland Discovery Center" to support educational programs focused on the nearby Central Park Wetlands as well as numerous other "green initiatives" such as solar water heating, new skylights, a rain garden, and water saving plumbing fixtures. This new

facility has supported environmental education activities and classes at Central Park Wetlands serving as many as 2,000 children annually.

The Recreation and Parks Department also operates the Park Forest Tennis and Health Club, a six-court facility with exercise equipment and full range of instruction programs. The facility was acquired in 1984 from a private operator. In addition to indoor tennis, an extensive outdoor tennis instructional program is operated under the auspices of the Club during the summer months. This facility is also operated out of a separate fund (Tennis & Health Club Fund).

The Recreation and Parks Department operates Freedom Hall, a meeting and cultural arts facility. Freedom Hall contains a 280-seat theater and meeting rooms. Freedom Hall, built in 1976, is one of the first cultural arts facilities operated by a municipality in the Chicagoland region. In recent years, numerous municipalities, park districts, and educational institutions have developed similar facilities. The result is increasing competition for room and theater rentals and ticket sales. Grants and sponsorships provide key financial support to the adult, senior and children's series offered at Freedom Hall. A number of major projects have been implemented in the last several years through the Village's annual Capital Improvements Plan. The last included replacement of the 34 year old seats in the theater which included painting of the theater floor, replacement carpeting, ADA emergency exit ramp from the theater and other cosmetic changes. Other recent changes include accessible washrooms on the main level, new energy efficient lighting in the King and Johnson Rooms and in the Lobby and lounge areas. Since the building was constructed, the roof, HVAC units, stage floor and curtains, and entry doors have been replaced.

The department also operates a general purpose recreation facility at Forest Trail Recreation Center and programs in two rooms in the lower level of Village Hall. The "Rec Center" at Forest Trail is owned by the Village and operated through a cooperative arrangement with School District #163. Joint school/municipality (or park district) facility development is a hot topic today, but it should be known that this relationship was established in Park Forest in 1958. While the partnership has struggled in recent years the Village continues to work diligently to keep this "shared facility" concept going in Park Forest for the benefit of the tax payers.

The mature urban forest on parks and parkways throughout the Village is one of the most common and noticeable positives about Park Forest. For over 10 years, the Village has made a concerted effort to maintain this valuable resource. Significant progress has been made on implementation of the urban forestry goal of a 7-year cycle of tree maintenance. These efforts have garnered the Village "Tree City USA" status for the past five years. Dutch Elm Disease removals have slowed in recent years, but identification of the Emerald Ash Borer in Park Forest now presents a major challenge. Beginning in 2008, ash trees exhibiting signs of stress were removed. In 2010, infestations of the Emerald Ash Borer were positively identified in Park Forest. 184 Ash trees were removed by

2011. Due to advances in chemical treatments, 134 ash trees were treated to slow or prevent infestations in selected ash trees. Routine maintenance tree pruning has been brought to a halt due to the extensive removal expenses. In order to continue dealing with Emerald Ash Borer and at the same time return to routine tree maintenance funding is proposed to increase in that area for the coming fiscal year.

The table below shows the number of ash trees removed in the first quarter of this past fiscal year compared to the total removed the past year.

URBAN FORESTRY SUMMARY

<i>Year</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>	<i>2010</i>	<i>2011</i>
<i>Trees Pruned</i>	925	900	440	74	12
<i>Ash Removed *</i>	N/A	N/A	67	46	184

* 134 Ash Trees were treated

The village received a \$10,000 grant from the Metropolitan Mayors Caucus for tree planting, to begin replacing the lost ash trees. This grant was used approximately 50%, so far, for planting new trees in parkway locations where Ash trees were removed. The remaining funds will be used for additional tree planting in the spring of 2012.

Department staff represents the Village in various intergovernmental agreements which, along with several neighboring communities, provide the financial support and direction for regional recreation services and facilities. Examples include the South Suburban Special Recreation Association, offering programs to individuals with disabilities or special needs; the Thorn Creek Woods Management Commission, which operates the 2,000+ acre nature preserve and Nature Center by that name; the Old Plank Road Trail Management Commission (managing a 22 mile trail from Park Forest to Joliet); the Thorn Creek Ecosystem Partnership and Village Boards and Commissions including the Youth Commission, Environment Commission, Recreation and Parks Board, Beautification Awards Committee etc.

The Recreation and Parks Department provides information and consultation services in the areas of landscaping, horticulture, urban forestry and recycling activities. Staff members frequently support a variety of Village groups and organizations in the implementation of their special or annual events. Many of the department's services are in operation seven days a week and over twelve hours each day. The staff is on call 24 hours a day, 365 days a year to handle emergency situations and repairs at all municipal buildings and other public and recreational facilities.

ACCOMPLISHMENT OF 2011/2012 RECREATION and PARKS OBJECTIVES:

1. Complete on time and within budget projects included in this budget.

<i>Computer Software Replacement is re-budgeted in 2012/13.</i>	<i>Replaced Copier at Recreation & Parks Office.</i>
<i>Work to bring about completion of the Rail Fan Park at the CN intersection at North St. & Homan Ave. Near completion 2012.</i>	<i>Blind Replacement and window frame painting at Freedom Hall underway.</i>
<i>Work with SD #163 to resolve issues involving the Forest Trail Recreation Center and joint-projects continue.</i>	<i>Major Vehicle Repair/Recondition program continues from Vehicle Services Fund.</i>
<i>Front counter system replacement at the Tennis & Health Club completed.</i>	

2. Many of the objectives developed in the 2008 Park & Recreation Plan Update, the Park System Plan Update of 2010, and the Departments 2011/2012 Capital Improvements Plan will be continuing into future years' budget list.

Staff updated all Recreation & Parks objectives in 2010.

2012/2013 RECREATION and PARKS OBJECTIVES:

1. Complete on time and within budget projects included in this budget.
2. Many of the objectives developed in the 2008 Park & Recreation Plan Update, the Park System Plan Update of 2010, and the Departments 2012/2013 Capital Improvements Plan will be continuing into future years' budget list.

PERFORMANCE MEASURES:

The Recreation and Parks 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 larger Recreation and Parks Department programs.

ENROLLMENT NUMBERS FOR THE CALENDAR YEAR

<u>Program Title</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Youth Basketball	75	167	190	216	242
Cheer Camp	0	0	25	74	75
Camp Complay (All day camp)	33	28	40	55	80
"1/2 day" Camps	80	73	82	87	75
Central Park Wetlands Students	1,211	1,205	1,284	1,405	2,000

FREEDOM HALL SERIES ATTENDANCE *

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
Main	1,382 (7)	960 (6)	900 (6)	972 (6)	962 (6)
Senior	1,708 (6)	1,629 (6)	1,660 (6)	1,614 (6)	1,558 (6)
Children's	1,429 (7)	736 (6)	600 (3)	482 (3)	337 (3)

* The number of performances is in parentheses.

A portion of the Recreation and Parks budget is offset by non-tax revenues from fees, charges, reimbursements and grants. Major General Fund sources are as follows (projected):

Grants

410150 The Presenters Grant from the Illinois Arts Council \$ 3,500

Permits and Licenses

440600 Park Permits for picnic facilities and lighted fields \$ 14,000

Current Charges

450100 Reimbursements Tree Remove/Replace \$ 500
 450700 Freedom Hall room and theater rentals 27,000
 450800 Freedom Hall ticket sales for misc. events 2,000
 451000 Freedom Hall Series ticket sales and sponsorships 39,500
 452000 Recreation Program fees and team entries 200,000
 452200 Recreation Center and facility rental fees 14,000
 457100 Thorn Creek Management Commission reimbursement for PT Naturalist 20,000

STAFFING:

<u>Position</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Director of Recreation and Parks	1	1	1	1	1
Park Superintendent	1	1	1	1	1
Parks Crew Chief	1	1	1	1	1
Tennis and Health Club Manager	1	1	1	1	1
Head Tennis Pro (Part-time)	1	1	1	1	1
Facility/Program Supervisor	1	1	1	1	1
Recreation Supervisor I	2	2	2	2	2
Administrative Assistant	1	1	1	1	1
Office Assistant (Freedom Hall)	1	1	1	1	1
Building Maintenance Specialists	2	2	2	2	2
Naturalist (Reimbursed by Thorn Creek)	1	1	1	0*	0

<u>Position</u> (continued)	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Park Maintenance Worker I	5	4	4	4	4
Park Maintenance Worker II	1	1	0	0	0
Facility Custodian	0	0	0	1*	1
Office Assistant (PT-FTE)	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>
Total Positions	20.6	19.6	18.6	18.6	18.6

- * After taking bids for custodial services for Village Hall and Freedom Hall, it was determined that it was more cost effective to do the work “in-house.” A seasonal park staff person was brought on full-time to add this responsibility. In addition, the staffing at Thorn Creek Nature Center has been restructured.

**Village of Park Forest
2012/2013 Budget**

BUILDINGS and GROUNDS

DEPARTMENT FUNCTION:

The Department of Recreation and Parks is responsible for the maintenance and upkeep of all municipal buildings and facilities. These include Village Hall, the Municipal Garage facility at 75 Park Street, Public Safety Building (old Village Hall), Park Forest Library, Fire Training Site and the Fire Station on Indianwood. Responsibilities include grounds and landscaping maintenance, as well as interior building maintenance of structures and mechanical systems. Members of the Parks staff are called upon to make electrical, plumbing, HVAC and structural repairs to the facilities as needed. There are approximately 80 heating and cooling units throughout the various buildings that require service in order to remain in proper operating condition. Through the capital improvement process, roof systems, HVAC equipment and structural repairs and updates are addressed annually. Funds budgeted for these projects will be found in the Capital Outlay section of this Budget. Diligence on the part of the Board over that last 10 years has resulted in significant progress in updating roof and HVAC systems throughout the Village's facilities.

**ACCOMPLISHMENTS OF 2011/2012 BUILDINGS and GROUNDS
OBJECTIVES:**

1. Continue the long-term upkeep of the Village's municipal buildings and facilities.

Sewage and storm water pumps in the lower level of Village Hall were replaced.

2012/2013 RECREATION and PARKS OBJECTIVES:

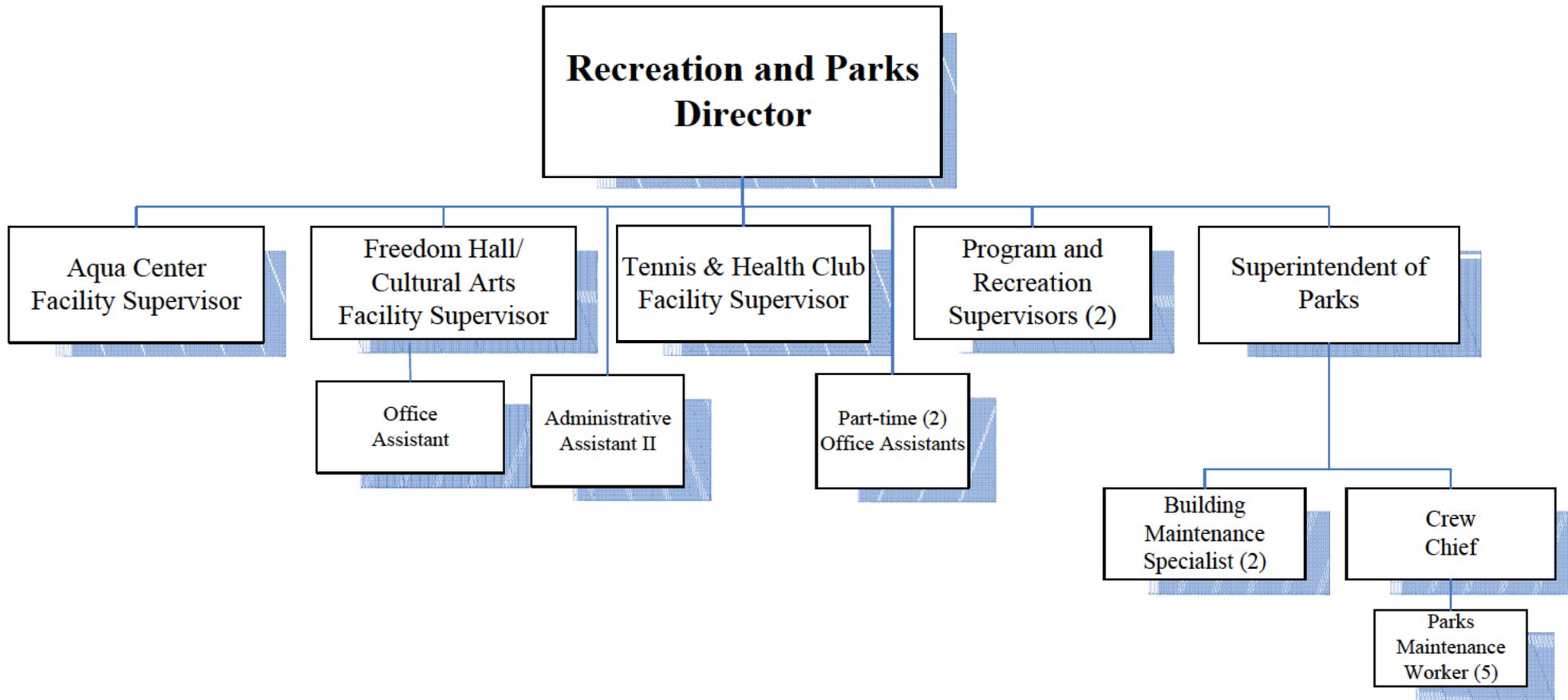
1. Continue the long-term upkeep of the Village's municipal buildings and facilities.

STAFFING:

Staffing for all Buildings and Grounds operations comes from an allocation of Parks Department labor.

Village of Park Forest Recreation and Parks Department

Organizational Chart



**Village of Park Forest
2012/2013 Budget**

**RECREATION and PARKS
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	798,561	804,048	846,470	842,282	5%
Overtime Salaries	22,013	16,700	16,200	20,000	20%
Temporary/Part-time Salaries	<u>184,800</u>	<u>189,093</u>	<u>198,000</u>	<u>222,561</u>	18%
Total Personnel Services	1,005,374	1,009,841	1,060,670	1,084,843	7%
<u>Insurance</u>	147,958	164,621	148,133	159,415	-3%
<u>Employee Support</u>	171,528	184,135	185,696	202,794	10%
<u>Professional Services</u>	257,558	260,680	251,400	264,997	2%
<u>Operating Supplies</u>	145,557	116,050	110,500	120,500	4%
<u>Maintenance</u>	137,448	182,000	174,000	180,000	-1%
<u>Capital Outlays</u>	40,870	174,000	164,800	131,300	-25%
<u>Miscellaneous</u>	76,153	86,500	94,450	89,700	4%
<u>Leases and Rentals</u>	80,362	72,600	72,600	64,433	-11%
<u>Utilities</u>	<u>71,456</u>	<u>78,200</u>	<u>65,670</u>	<u>71,400</u>	-9%
TOTAL	<u>2,134,264</u>	<u>2,328,627</u>	<u>2,327,919</u>	<u>2,369,382</u>	2%

**Village of Park Forest
2012/2013
Budget**

**RECREATION and PARKS
SALARY DETAIL**

	6/30/2012 Base	Salary Increase 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
John Joyce Director of Recreation & Parks	107,332	109,479	23,9	109,479	12,667	8,375	14,353	695	120	35
Robert Gunther Parks Superintendent	80,487	82,097	17,9	82,097	9,499	6,280	11,892	695	120	30
Hernan Maldonado Parks Crew Chief	70,217	71,621	14,9	71,621	8,287	5,479	13,774	695	120	30
Lee Irvin Tennis & Health Club Manager	70,217	71,621	14,9	84,621	9,791	6,474	0	0	120	30
Charles Sabey Facility/Program Supervisor	63,687	64,961	12,9	64,961	7,516	4,970	0	1,115	120	30
David Richardson Building Maintenance Specialist	58,899	60,077	10,9	60,077	6,951	4,596	7,131	695	120	25
Bert Weaver Building Maintenance Specialist	58,899	60,077	10,9	60,077	6,951	4,596	11,892	695	120	20
Carolyn Hoff Administrative Assistant II	56,095	57,217	9,9	57,217	6,620	4,377	18,503	1,115	120	25
Kevin Adams Recreation Supervisor I	46,556	47,487	8,5	48,038	5,558	3,675	11,412	1,115	115	15

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

**Village of Park Forest
2012/2013
Budget**

**RECREATION and PARKS
SALARY DETAIL**

	6/30/2012 Base	Salary Increase 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Anna Soloff Recreation Supervisor I	46,556	47,487	8,5	48,038	5,558	3,675	6,232	358	115	15
Robert Kunkel Parks Maintenance Worker I	50,880	51,898	7,9	51,898	6,005	3,970	5,261	358	120	25
Elizabeth Schell Parks Maintenance Worker I	50,880	51,898	7,9	51,898	6,005	3,970	18,503	1,115	120	20
Richard Lee Parks Maintenance Worker I	49,159	50,142	7,8	50,724	5,869	3,880	5,261	358	120	15
Felipe Alvarez Parks Maintenance Worker I	45,890	46,808	7,6	47,351	5,479	3,622	5,261	695	113	10
Naomi Fell Administrative Assistant I	50,880	51,898	7,9	51,898	6,005	3,970	5,261	0	120	25
DeShaun Smith Building Custodian	33,086	33,748	1,5	35,123	4,064	2,687	7,131	358	84	10
Sub-Total	939,720	958,516		975,118	112,825	74,596	141,867	10,062	1,867	

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

**Village of Park Forest
2012/2013
Budget**

**RECREATION and PARKS
SALARY DETAIL**

	6/30/2012	Salary Increase	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
	Base	2%								
Part-time Help	438,485	447,255		482,185	18,963	36,887	5,261	358		
Overtime	21,400	21,828		23,400	2,707	1,790				
Sub-Total	1,399,605	1,427,599		1,480,703	134,495	113,273	147,128	10,420	1,867	
ALLOCATIONS										
Tennis				-201,050	-16,975	-15,380				
Aqua Center				-166,572	-3,680	-12,743				
Library				-8,929	-1,033	-683				
Vehicle Services				-12,981	-1,240	-993				
Downtown P. F.				<u>-6,328</u>	<u>-413</u>	<u>-484</u>				
Subtotal				-395,860	-23,341	-30,283				
RECREATION/PARKS TOTAL	1,003,745	1,031,739		1,084,843	111,154	82,990	147,128	10,420	1,867	

***Allocations reflect regular, overtime and part-time salaries

NOTE: Full-time employees who decline health insurance receive one extra day off annually.

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

**Village of Park Forest
2012/2013 Budget**

**RECREATION and PARKS GENERAL SUPPORT
DETAIL
01-11-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries Full-time administrative and supervisory staff Parks Department staff	394,954 <u>37,501</u>	432,455
500100	Overtime Salaries		0
500200	Temporary/Part-time		<u>55,350</u>
Total Personnel Services			487,805

INSURANCE

510100	Medical Insurance Dental Insurance Life Insurance	147,128 10,420 <u>1,867</u>	159,415
Total Insurance			159,415

EMPLOYEE SUPPORT

520000	Travel Expenses (Personal vehicle usage reimbursements)		2,700
520200	Dues/Subscriptions		950
520300	Training Expenses		1,750
520610	FICA		37,316
520620	IMRF		<u>56,462</u>
Total Employee Support			99,178

PROFESSIONAL SERVICES

530000	Computer support and other professional services		4,000
531600	Community Event Support for Fireworks	11,000	
	Thorn Creek Woods/OPRT Management Commissions	15,000	
	July 4th Event Support	<u>8,000</u>	
	(Stage & equipment, entertainment, transportation for Parade Grand Marshall, etc.)		34,000
532600	Credit Card Service Charges		<u>2,400</u>
	Total Professional Services		40,400

OPERATING SUPPLIES

540000	Other Operating Supplies		<u>9,000</u>
	Total Operating Supplies		9,000

CAPITAL OUTLAYS

560000	Capital Outlays		
	Computer Upgrades	<u>6,800</u>	
	Total Capital Outlays		6,800

MISCELLANEOUS EXPENDITURES

590100	Postage for Recreation and Parks Brochure		5,000
590900	Advertising and Marketing (Print three brochures)		13,500
591200	Other Special Events		
	Concert Series Village Green (9 events)	24,000	
	Shakespeare on the Green	3,000	
	Other Events	<u>4,000</u>	
	Total Miscellaneous Expenditures		49,500

UTILITIES

610000 Telephone 2,200

Total Utilities 2,200

TOTAL RECREATION and PARKS GENERAL SUPPORT 854,298

**Village of Park Forest
2012/2013 Budget**

**RECREATION and PARKS - FREEDOM HALL
DETAIL
01-11-04**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	104,351
500100	Overtime Salaries	4,600
500200	Temporary/Part-time	<u>14,202</u>
Total Personnel Services		123,153

EMPLOYEE SUPPORT

520000	Travel Expenses (Personal vehicle usage reimbursements)	0
520200	Dues/Subscriptions (Publications and professional organizations)	750
520610	FICA	9,421
520620	IMRF	<u>12,606</u>
Total Employee Support		22,777

PROFESSIONAL SERVICES

530000	Other Professional Services (Piano tuning, sound tech and other miscellaneous services)	11,000
531800	Freedom Hall Events Artists Contracts	<u>56,000</u>
Total Professional Services		67,000

OPERATING SUPPLIES

540000	Other Operating Supplies	5,500
540500	Beverage purchases for resale	<u>0</u>
Total Operating Supplies		5,500

MAINTENANCE

550200	Equipment Repairs (HVAC, plumbing and electrical)	3,000
550400	Contractual Maintenance (trash disposal, security system, etc.)	<u>7,000</u>
Total Maintenance		10,000

CAPITAL OUTLAYS

560000	Capital Outlays Roof Membrane Reconditioning	<u>16,000</u>
Total Capital Outlays		16,000

MISCELLANEOUS EXPENDITURES

590100	Postage for series brochures	1,200
590900	Advertising and Marketing	35,000
591100	Freedom Hall events expenses	<u>4,000</u>
Total Miscellaneous Expenditures		40,200

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Park maintenance equipment charges)	<u>1,065</u>
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Total Leases and Rentals		1,065
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UTILITIES

610000	Telephone Utilities Service	3,200
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610600	Public Utilities (Electric, gas and telephone)	<u>28,000</u>
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Total Utilities		<u>31,200</u>
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TOTAL RECREATION and PARKS - FREEDOM HALL		316,895
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**Village of Park Forest
2012/2013 Budget**

**RECREATION and PARKS - FACILITIES MAINTENANCE
DETAIL
01-11-22**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	176,903
500100	Overtime Salaries	12,500
500200	Temporary/Part-time	<u>43,416</u>

Total Personnel Services **232,819**

EMPLOYEE SUPPORT

520300	Training Expenses	2,500
520610	FICA	17,811
520620	IMRF	<u>26,955</u>

Total Employee Support **47,266**

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints, hardware, small tools, horticultural supplies and repair parts for park maintenance)	<u>40,000</u>
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Total Operating Supplies **40,000**

MAINTENANCE

550500	Contractual Grounds Maintenance	
	Contract mowing	25,000
	Tree Trimming & Removals	<u>125,000</u>

Total Maintenance **150,000**

CAPITAL OUTLAYS

560000	Capital Outlays	
	Sign Replacement (Tennis / CP)	0
	Playground Safety Surfacing ADA - various sites	5,000
	GIS Support Equipment	7,000
	Forest Trail Multi-Use Court Colorcoat	7,500
	Forest Trail Skate Park Resurface	10,000
	Forest Trail Skate Park Equipment Reconditioning	10,000
	Crack, fill & seal Park Walkways	10,000
	ADA Transition Plan Implementation	<u>9,000</u>
	Total Capital Outlays	58,500

LEASES and RENTALS

600400	Vehicle Interfund Rentals	
	Park maintenance equipment charges	<u>49,700</u>
	Total Leases and Rentals	49,700

UTILITIES

610600	Public Utilities	
	(Electric, natural gas and telephone)	<u>23,000</u>
	Total Utilities	<u>23,000</u>
	TOTAL RECREATION and PARKS - FACILITIES MAINT.	601,285

**Village of Park Forest
2012/2013 Budget**

**RECREATION and PARKS - PROGRAM SERVICES
DETAIL
01-11-25**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries		0
500100	Overtime Salaries		700
500200	Temporary/Part-time Seasonal Program Staff	84,080	
	P.T. Naturalist (Reimbursed)	<u>20,000</u>	
			<u>104,080</u>
Total Personnel Services			104,780

EMPLOYEE SUPPORT

520610	FICA		8,016
520620	IMRF		<u>0</u>
Total Employee Support			8,016

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Softball umpire fees	7,000	
	Summer Camp Expenses	13,000	
	Trip related expenses	25,200	
	South Suburban Special Recreation Association	<u>56,397</u>	
			101,597
530800	Instructional Services - Contractual		<u>56,000</u>
Total Professional Services			157,597

OPERATING SUPPLIES

540000	Other Operating Supplies	
	Program equipment, T-shirts, and supplies	25,000
	Summer Softball supplies	3,000
	Miscellaneous	<u>3,000</u>

Total Operating Supplies **31,000**

CAPITAL OUTLAYS

560000	Facility Rental Equipment / School Dist. Cooperative Projects	<u>8,000</u>
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Total Capital Outlays **8,000**

UTILITIES

610600	Telephone	<u>0</u>
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Total Utilities **0**

TOTAL RECREATION and PARKS - PROGRAM SERVICES **309,393**

**Village of Park Forest
2012/2013 Budget**

**BUILDINGS and GROUNDS
DETAIL
01-11-07**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	128,573
500100	Overtime Salaries	2,200
500200	Temporary/Part-time	<u>5,513</u>
Total Personnel Services		136,286

EMPLOYEE SUPPORT

520610	FICA	10,426
520620	IMRF	<u>15,131</u>
Total Employee Support		25,557

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints, hardware, small tools, cleaning supplies and chemicals and paper products/towels)	<u>35,000</u>
Total Operating Supplies		35,000

MAINTENANCE

550200	Equipment Repairs (HVAC, plumbing and electrical upkeep of buildings and equipment)	10,000
550400	Contractual Maintenance (Custodial service and other contractual repairs)	<u>10,000</u>
Total Maintenance		20,000

CAPITAL OUTLAYS

560000	Capital Outlays		
	Lighting Upgrades - various facilities	5,000	
	Replace Hanging Heaters - DPW Garage	6,000	
	Tuckpointing & Painting - DPW/PARKS	10,000	
	VH Roof Access Modifications	6,000	
	Carpet Replacement - VH	5,000	
	Emergency Repairs	<u>10,000</u>	
			42,000
560015	Capital Outlays - Library		<u>0</u>
	Total Capital Outlays		42,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals		<u>13,668</u>
	Total Leases and Rentals		13,668

UTILITIES

610600	Public Utilities (Electric, gas and telephone)		<u>15,000</u>
	Total Utilities		<u>15,000</u>

TOTAL BUILDINGS and GROUNDS 287,511

TOTAL RECREATION AND PARKS **2,369,382**

**Village of Park Forest
2012/2013 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 roadway system, sanitary sewer system, storm sewer system and water purification and distribution system. In addition, the department operates two commuter parking lots, administers the Jolly Trolley in conjunction with Rich Township, the taxi transit service program and a refuse collection program for single-family residences.

General Fund revenues fully support storm sewer operations, the taxi transit program and administrative and engineering costs for street operations. General Fund revenues also provide partial support for the Jolly Trolley transit program and salaries for street maintenance.

The water, sanitary sewer, refuse collection and commuter parking programs are operated through separate enterprise funds. The accomplishments, objectives and performance measures for these programs are discussed, along with their respective budget details, in the Enterprise Funds section of the budget document.

The majority of street operations and maintenance are funded by Motor Fuel Tax (MFT) revenues. The MFT budget is detailed in a separate section of this document. MFT accomplishments, objectives and performance measures are discussed along with the MFT budget detail. The MFT street maintenance salaries and MFT vehicle interfund rental are supported by the general fund to allow funding for larger MFT projects and to meet the Village fund match for related grants.

This budget also provides funding for two DPW projects. The first project, when finished, will provide a wash station for DPW equipment and will be done in conjunction with the "Special Handling Material Disposal Station" to comply with IEPA requirements which classify material removed from storm sewer catch basins as hazardous. The second project is to provide funding to continue with the Village-wide GIS implementation. Last fiscal year the Village entered into a contract to join the South Suburban GIS Consortium to provide the base maps and technical assistance needed to establish the Village-wide GIS system. This project will tie all Village owned utilities to the State Coordinate System. This will assist the Village in maintaining an inventory by exact location of all key utility components.

ACCOMPLISHMENT OF 2011/2012 BUDGET OBJECTIVES:

1. Provide supervisory and engineering support for street maintenance and street construction projects.

In addition to ongoing supervision of Public Works operations, the department has provided engineering services for curb and sidewalk replacement, street lighting, fence replacement and various other Village projects.

2. Serve the local transit needs of Village residents through administration of the Jolly Trolley and Taxi Ticket services. An extension of the current Jolly Trolley intergovernmental agreement with Rich Township will expire on December 31, 2012.

The Village was able to reduce the burden of operational cost in 2005 by establishing an interagency agreement with Rich Township government to operate the Jolly Trolley in the same manner as the previous private providers.

The Village continues to provide a flat fee discounted ticket for seniors for medical appointments through a taxi provider when the Jolly Trolley is not running.

3. Continue to stress safety in the workplace and improve safety policies and procedures.

The importance of safety was stressed through work group safety meetings, Village safety meetings and participation in safety training programs provided through South Suburban Mayors and Managers Association (SSMMA), Illinois Department of Transportation (IDOT) and Intergovernmental Risk Management Agency (IRMA).

4. Continue to provide engineering support to other Village departments.

The department has provided engineering support for DownTown, provided subdivision plat review and assisted the Community Development Department with permit reviews. The department provides maps and computer aided drafting support as needed to various departments. The Department has taken the lead for the Village-wide GIS implementation.

5. Maintain and improve Village infrastructure.

The Public Works section of the budget supports storm sewer improvements, street maintenance salaries and engineering support for street maintenance and street construction projects.

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

The Village has secured funding for the design and replacement of the Thorn Creek Drive Bridge, and construction funding for Orchard Drive reconstruction and

resurfacing, Lakewood Boulevard and Indianwood Boulevard resurfacing. The Village was notified of an award of an ICC grant to resurface North Street. Three water/sewer projects have received loan funding from the Illinois Environmental Protection Agency and were completed under the Fiscal 2011/2012 budget. Another Sanitary Sewer project has received a 55% Federal USEPA Grant capped at \$485,000. With the Village share, the total project is \$881,818.

2012/2013 PUBLIC WORKS OBJECTIVES:

1. Provide supervisory and engineering support for street maintenance and street construction projects.
2. Serve the local transit needs of Village residents through administration of the Jolly Trolley and Taxi Ticket services. The current Jolly Trolley intergovernmental agreement with Rich Township will expire on December 31, 2012.
3. Continue to stress safety in the workplace and improve safety policies and procedures.
4. Continue to provide engineering support to other Village departments.
5. Maintain and improve Village infrastructure.
6. Find additional sources of funding to assist with improving Village infrastructure.

PERFORMANCE MEASURES:

The following quantities of work were accomplished in previous budget years:

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Jolly Trolley Passengers	21,053	20,003	19,116	19,872	18,731
Taxi Tickets Sold	2,316	2,300	2,336	1,888	1,888

Performance measures for street maintenance and street construction are identified in the Motor Fuel Tax Fund. Performance measures for the Public Works Enterprise Funds are identified in the Enterprise Funds section of the Budget.

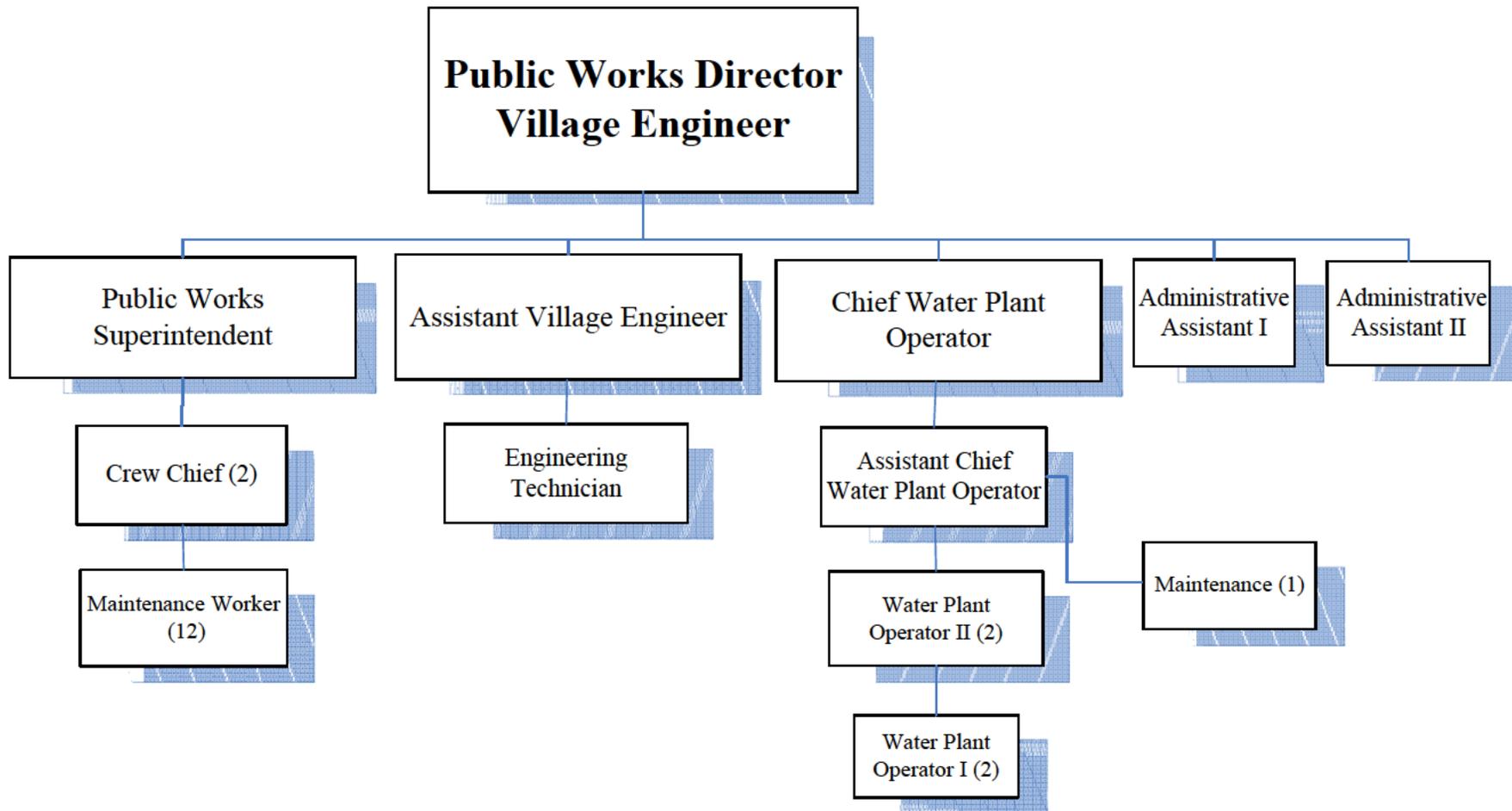
STAFFING:

<u>Position</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Director of Public Works	1	1	1	1	1
Assistant Village Engineer	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1

<u>Position</u> (continued)	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Administrative Assistant I	1	1	1	1	1
Engineering Technician	1	1	1	1	1
Public Works Superintendent	1	1	1	1	1
Public Works Crew Chief	2	2	2	2	2
Maintenance Worker	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>
Sub-Total Positions – DPW	20	20	20	20	20
Sub-Total Positions – Water	<u>10.3</u>	<u>11</u>	<u>11</u>	<u>10.5</u>	<u>10.5</u>
TOTAL DPW/Water	30.3	31	31	30.5	30.5

Village of Park Forest Public Works Department

Organizational Chart



**Village of Park Forest
2012/2013 Budget**

**PUBLIC WORKS DEPARTMENT
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	311,863	354,258	337,563	369,429	4%
Overtime Salaries	48,284	40,322	23,473	41,128	2%
Temporary/Part-time Salaries	<u>14</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Personnel Services	360,161	394,580	361,036	410,557	4%
<u>Insurance</u>	75,312	85,151	83,500	92,447	9%
<u>Employee Support</u>	67,145	79,517	71,096	86,733	9%
<u>Professional Services</u>	140,122	205,500	201,193	190,000	-8%
<u>Operating Supplies</u>	14,235	33,400	24,367	33,400	0%
<u>Maintenance</u>	112,118	102,500	97,700	110,800	8%
<u>Capital Outlays</u>	3,159	89,700	139,700	110,500	23%
<u>Miscellaneous</u>	1,077	1,250	500	1,250	0%
<u>Leases and Rentals</u>	21,810	38,569	40,369	99,172	157%
<u>Utilities</u>	<u>6,223</u>	<u>9,800</u>	<u>7,560</u>	<u>8,800</u>	-10%
TOTAL	<u>801,362</u>	<u>1,039,967</u>	<u>1,027,021</u>	<u>1,143,659</u>	10%

**Village of Park Forest
2012/2013
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Salary Increase 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Kenneth A. Eyer Director of Public Works***	112,698	114,952	24,9	114,952	13,300	8,794	14,353	695	120	25
Roderick Ysaguirre Assistant Village Engineer***	80,487	82,097	17,9	82,097	9,499	6,280	6,232	358	120	20
Brett Millsap Eng Tech/Admin Assistant	56,909	58,047	10,8	58,720	6,794	4,492	17,656	1,115	120	15
Debra Levesque Administrative Assistant II	56,095	57,217	9,9	57,217	6,620	4,377	7,131	358	120	30
Deborah Camilli Administrative Assistant I	50,880	51,898	7,9	51,898	6,005	3,970	0	0	120	15
Charles Alexander Superintendent	80,487	82,097	17,9	82,097	9,499	6,280	11,892	0	120	30
Levester Husband Crew Chief	70,217	71,621	14,9	71,621	8,287	5,479	12,462	695	120	30
Todd Cann Crew Chief	67,842	69,199	14,8	70,002	8,099	5,355	18,503	1,115	120	25
Larry Davis Maintenance Worker	53,425	54,494	8,9	54,494	6,305	4,169	0	0	120	25

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Vehicle or Vehicle Allowance received.

**Village of Park Forest
2012/2013
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Salary Increase 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Kennety Hall Maintenance Worker	53,425	54,494	8,9	54,494	6,305	4,169	18,503	1,115	120	20
David Budimir Maintenance Worker	53,425	54,494	8,9	54,494	6,305	4,169	7,131	358	120	25
Marcel D Lanier Maintenance Worker	53,425	54,494	8,9	54,494	6,305	4,169	5,261	358	120	15
Larry Stilts Maintenance Worker	53,425	54,494	8,9	54,494	6,305	4,169	11,892	695	120	15
James Apps Maintenance Worker	53,425	54,494	8,9	54,494	6,305	4,169	5,261	358	120	15
Gerritt Van Der Bilt Maintenance Worker	53,425	54,494	8,9	54,494	6,305	4,169	7,131	358	120	10
Lance Krout Maintenance Worker	51,617	52,649	8,8	53,260	6,162	4,074	18,503	1,115	120	15
Robert Bruns Maintenance Worker	49,873	50,870	8,7	51,460	5,954	3,937	18,503	1,115	120	15
Donald Kloss Maintenance Worker	46,556	47,487	8,5	48,038	5,558	3,675	18,503	695	115	10
Glenn Towry Maintenance Worker	44,982	45,882	8,4	46,414	5,370	3,551	17,656	1,115	110	10

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Vehicle or Vehicle Allowance received.

**Village of Park Forest
2012/2013
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Salary Increase 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Kevin Lisowski Maintenance Worker	40,572	41,383	8,1	43,862	5,075	3,355	5,261	358	106	10
Part-time Help	12,000	12,240		12,382	1,433	947				
Overtime	166,722	170,056		170,056	19,675	13,009				
Retiree Health Insurance Stipend							2,500			
Subtotal	1,361,912	1,389,153		1,395,534	161,465	106,758	224,334	11,976	2,371	
ALLOCATIONS										
Municipal Parking				-106,297	-12,299	-8,132	-7,965	-372	-123	
Public Works Vehicle Service				-25,956	-3,003	-1,986	0	0	0	
Refuse Collection				-22,990	-2,660	-1,759	-2,871	-139	-24	
Water General				-302,108	-34,954	-23,111	-88,270	-4,736	-924	
Water Supply and Purification				-6,246	-723	-478	0	0	0	
Water Distribution				-258,754	-29,938	-19,795	0	0	0	
Sanitary Sewer				-248,212	-28,718	-18,988	-38,293	-2,077	-440	
Downtown Park Forest				<u>-14,414</u>	<u>-1,668</u>	<u>-1,103</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Subtotal				-984,977	-113,963	-75,352	-137,399	-7,324	-1,511	
PUBLIC WORKS TOTAL	376,935	404,176		410,557	47,502	31,406	86,935	4,652	860	

NOTE: Employees (*except for Administrative Assistants*) receive an annual \$75 safety shoe allowance.
Full-time employees who decline health insurance receive one extra day off annually.

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Vehicle or Vehicle Allowance received.

**Village of Park Forest
2012/2013 Budget**

**PUBLIC WORKS DEPARTMENT
DETAIL
01-17-00**

PERSONNEL SERVICES

Salaries and Wages

	Regular Salaries		
500000	Regular Salaries	257,019	
500040	Regular Salaries - MFT Eligible	<u>112,410</u>	369,429
	Overtime Salaries		
500100	Overtime Salaries	4,124	
500140	Overtime Salaries - MFT Eligible	<u>37,004</u>	<u>41,128</u>
	Total Personnel Services		410,557

INSURANCE

510100	Medical Insurance	84,435	
	Dental Insurance	4,652	
	Life Insurance	<u>860</u>	89,947
510120	Health Insurance Stipend		<u>2,500</u>
	Total Insurance		92,447

EMPLOYEE SUPPORT

520000	Travel Expenses (Reimbursement for lodging and travel expenses for conferences and seminars)		2,500
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520100	Car/Mileage (Mileage reimbursement for business travel)	1,000
520200	Dues/Subscriptions (American Public Works Association, National Society of Professional Engineers, American Society of Civil Engineers, Engineering News Record)	1,325
520300	Training (Seminars, tuition reimbursement)	2,500
520400	Books/Pamphlets (Standards, reference books)	500
520610	FICA	31,406
520620	IMRF	<u>47,502</u>
Total Employee Support		86,733

PROFESSIONAL SERVICES

530000	Other Professional Services (JULIE charges, CAD software support, concrete and asphalt testing)	8,500
530200	Architectural/Engineering Services	
	Permit & New Subdivision Reviews	7,000
	NPDES implementation	18,000
	Other Architectural/Engineering	<u>10,000</u>
		35,000
530700	Environmental Permit Fees	1,000
531400	Computer/Programming Services (SSMMA - GIS)	9,000
532000	Contractual Bus Service - Jolly Trolley Contract	
	Intergovernmental Agreement w/Rich Township	38,500
	PACE Grant based on Ridership	60,000
	Saturday Service	1,500
	Fare Box Revenue	<u>21,500</u>
		121,500

532100	Contractual Taxi Service (Taxi Service Agreements)	<u>15,000</u>
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Total Professional Services		190,000
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OPERATING SUPPLIES

540000	Other Operating Supplies (Materials for streetlight knockdown repairs, drafting supplies, office supplies, first aid supplies)	9,000
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540200	Printing/Copying Supplies (Blueprints)	500
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540350	Office Equipment/Furnishings	500
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540800	Cleaning Supplies/Paper Products (Cleaning supplies, paper towels, shop towel rental)	400
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540900	Uniforms/Protective Clothing (Uniform rental, safety shoe allowance, safety supplies)	8,000
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541100	Public Info/Education Supplies	500
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541200	Plant Mtrls/Fertlizr/Chem/Soil	500
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541400	Paint/Hardware/Small Tools (Tools, hardware, marking paint, welding supplies)	<u>14,000</u>
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Total Operating Supplies		33,400
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MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Contractual traffic signal and streetlight knockdown repairs, tool repairs, etc.)	35,000
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550200	Equipment Maintenance and Repair - Other (Parts for tool maintenance and repairs)	2,000
550400	Contractual Building and Facility Maintenance	3,000
550500	Contractual Grounds Maintenance	3,000
550700	Street Maintenance Supplies	4,000
550800	Contractual Sidewalk Maintenance (Contractual sidewalk replacement 50% billed to homeowners)	4,000
551600	Sewer Maintenance Supplies (Pipe, castings, precast, etc. for storm sewer maintenance)	55,300
552300	Street Name Sign Maintenance Supply	500
552400	Traffic Signs Maintenance Supplies	<u>4,000</u>
Total Maintenance		110,800

CAPITAL OUTLAYS

560000	Other Capital Outlays	
	GIS Implementation	13,000
	Upgrade Computer System	2,500
	Special Handling Material Disposal Station*	50,000
	Wash Rack DPW Yard	<u>45,000</u>
Total Capital Outlays		110,500

*rebudgeted from Fiscal 2012

MISCELLANEOUS EXPENDITURES

590200	Radio/Communication System (Radio and base station maintenance)	500
590800	Printing Reproduction and Graphics	250
591000	Legal Notices	<u>500</u>
Total Miscellaneous Expenditures		1,250

LEASES and RENTALS

600400	Vehicle Interfund Rentals - General (Internal vehicle rental rate charges)	40,274
600440	Vehicle Interfund Rentals - MFT (Internal vehicle rental rate charges)	56,148
600500	Other Equipment Rental (Oxygen, acetylene cylinder charges, 50% of tub grinder rental, miscellaneous equipment rental)	<u>2,750</u>
Total Leases and Rentals		99,172

UTILITIES

610000	Telephone	8,500
610700	Public Utility Service - Security Lighting	<u>300</u>
Total Utilities		<u>8,800</u>

TOTAL PUBLIC WORKS **1,143,659**

Village of Park Forest 2012/2013 Budget

ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT

DEPARTMENT FUNCTION:

The Economic Development and Planning Department became a stand-alone department as part of the 2005/2006 Budget. Prior to that time, these functions were carried out as part of the former Building/Planning, Zoning and Economic Development Department, now known as the Community Development Department. The Economic Development and Planning Department has three key functions, including Economic Development, Planning, and Community Relations. Each function is described in more detail below.

The Economic Development function is primarily responsible for providing support to existing businesses and attracting new businesses to the Village. Regular visits are made to existing businesses to ensure that their concerns are identified and their needs met, whenever possible. This may range from providing information about road construction projects, to assisting with approvals for new signage or business expansions. Communication with existing businesses is also accomplished through regular business events and newsletter communications. Close communication is also maintained with property owners with vacant land and/or buildings that represent opportunities for new business development. The Economic Development staff works to promote all commercial and industrial areas of the Village including DownTown, Business Park, Western Avenue businesses, the shopping centers and businesses along Sauk Trail, and the proposed 211th Street Metra Station Transit Oriented Development (TOD) along Lincoln Highway/US 30. The Economic Development staff is often the first point of contact for businesses looking to move into Park Forest. This relationship continues through the acquisition/leasing of property, construction, permitting and the eventual business opening. The Economic Development staff works very closely with the DownTown Management Office to bring in new businesses to DownTown Park Forest. The Economic Development Advisory Group (EDAG) provides advice and counsel to the staff on all matters related to economic development and makes recommendations to the Board on applications for development incentives. Staff participates in several economic development organizations that enable the Village to gain more direct access to businesses seeking new markets.

The Planning function within the department provides guidance to property owners, developers, citizens and other units of government on planning and zoning issues. The director, as the planner for the Village, reviews all applications for subdivision review, rezoning, and conditional uses, and acts as the project manager to obtain full staff review

and Plan Commission and Board consideration of each application. The director staffs the Plan Commission and assists with comprehensive planning, strategic planning and plan review for new developments. Among the major long range planning projects that have been undertaken recently are the 211th Street Metra Station Transit-Oriented Development (TOD) Plan, and the Strategic Plan for Land Use and Economic Development (Strategic Plan). The TOD Plan was adopted by the Board in January 2008. The Strategic Plan was adopted in November 2008. Many of the goals and objectives in this budget reflect implementation measures for these two plans. Three new major planning initiatives were initiated in FY2011 and completed in FY2012. These include the 211th Street Metra Station TOD Implementation Study, the *Homes for a Changing Region* housing policy plan, and the Sustainability Plan.

The Community Relations function includes a wide range of activities focused on broadening the awareness about Park Forest as a community with a high quality of life among current Park Forest residents and home seekers throughout the Chicago metropolitan area. This includes facilitating a variety of racial diversity programs which are designed to ensure a unitary housing market in Park Forest and the southern suburbs in which all races compete equally for housing. Staff monitors the housing market through its participation in regional organizations such as the South Suburban Housing Center and the Chicago Area Fair Housing Alliance, and handles complaints related to housing discrimination. Staff also oversees residential marketing programs aimed at bringing new residents to the community. This Division also staffs the Commission on Human Relations, the Park Forest Mediation Task Force, and the Ambassadors.

ACCOMPLISHMENT OF 2011/2012 BUDGET OBJECTIVES:

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

Board Goals:

1. Maintain excellence in governing and create a more participatory government.

The Winter/Spring Business Newsletter included a survey for Park Forest businesses to complete regarding their current and potential involvement in community events, activities, and shared marketing opportunities. The survey also solicited ideas for future events, so the Village can better assist businesses in their marketing efforts.

A large number of residents are involved in the various planning activities currently underway in the Village. The 211th Street TOD Plan Implementation Study involves a Steering Committee made up of a Plan Commissioner and a Board member. The full Plan Commission and EDAG have been involved throughout the planning process as well. Two public planning meetings were held in support of the Homes for a Changing Region project, to which a total of over 60 residents attended. The

Sustainability Planning process has held public outreach meetings that have attracted over 200 residents including an Open House in March showcasing the draft plan. In addition, the CMAP planners working on the Sustainability Plan have met individually with many business stakeholders and residents with a particular interest in this endeavor. Finally, the Quiet Zone Feasibility Study included a public meeting to gather input on the need/desire to establish a quiet zone at the Western Avenue railroad crossing. Over 30 residents attended that meeting.

2. Create relationships and program initiatives to engage families, teachers and school board members of the District 163 community to increase collective awareness of problems, challenges, and opportunities to work together to provide the best education possible for the children of Park Forest.

The Community Relations Coordinator serves on the Rich Township High School District 227 Community Media Group and Business Advisory Council.

The Community Relations Coordinator, Communications Director, and the Rich Township High School District 227 have collaborated to launch a local Youth Talk Show. Auditions were conducted throughout the entire District. Four students were selected from Crete Monee 201U, Rich East, Rich South and Rich Central High Schools. The first taping was conducted during the 2011 summer vacation. The launch of the show took place in late January 2012. This partnership will allow the show to be broadcast within the District 227 schools during lunch periods, enrichment programs, linked to their websites, and shown on the local cable television channel. The second episode of the show is currently broadcasting on the Village's cable access channel on Monday and Wednesday, 6-7 pm.

Increase commercial, business and residential development in the Village.

Four grand opening celebrations were conducted during 2011, and continue to be promoted for all new commercial businesses. At least three more business opening celebrations are anticipated before the end of the fiscal year in June 2012, including the South Suburban Food Cooperative, Dunagains Irish Pub, Stop N Shop, II, and State Farm Insurance - Bree Breedlove.

The Village is working with SSMMA as part of an oversight committee to create a development fund. SSMMA has received a HUD Sustainable Communities grant that will provide \$1.7 million as seed money for the development fund to leverage additional funds from foundations and banks. The purpose of the development fund will be to facilitate transit oriented development in the region.

SSMMA's HUD grant is also funding the start-up of a south suburban land bank. Park Forest is one of four pilot communities (also including Blue Island, Oak Forest, and Lansing) that are working with SSMMA to create a land bank that will have authority to hold, maintain, and sell properties for development. The manner in

which Park Forest will use the land bank will be determined as the details of the organization are clarified.

The LED on Orchard Drive/US30 has averaged five paying customers a month this year. There remains one lexan panel for sale.

The No Cash Bid purchase of the residential lots on Indianwood Boulevard and the industrial lots on North Street has been completed, and the tax deeds have been received for these properties. We have entered into a temporary lease for the lots on North Street with Durand Doyle to offer truck driving certification training. He has a business office in Downtown Park Forest.

First Midwest Bank, the owner of 381 Blackhawk (the former auto lube facility), has granted the Village an access agreement to allow a Phase II Environmental Site Assessment to be conducted on the property. This assessment will be undertaken with a grant from the US Environmental Protection Agency. Currently the taxes and liens on this property are much higher than the market value of the property. So, the bank has not been able to sell it in a conventional manner. Staff will recommend accepting title to this property from the bank provided there are no environmental issues. This will enable the Village to market it at a more reasonable cost.

Staff has been an active participant in the South Suburban Retail Investment Patterns Study that is funded by a grant from the Small Business Administration. The Villages of Park Forest, Olympia Fields, Matteson and Richton Park are participants in this study. The study is expected to be finalized by the end of the fiscal year.

3. Establish policies that assure an acceptable and sustainable financial, environmental and infrastructure components of the Village.

Most recently, Governor Quinn announced the creation of the Illinois Building Blocks Pilot Program, in which Park Forest was selected to participate as one of six pilot communities. This program will provide financing to rehabilitate foreclosed properties, assistance to home buyers, and assistance for current homeowners who are having trouble paying their mortgages. The Village will focus the rehabilitation activities in one or two neighborhoods in order to have the greatest impact on neighborhood stabilization.

The first phase of the Quiet Zone Feasibility Study has been completed, and the consultants have conducted the Diagnostic Team meeting at the site to verify that the results of Phase One are accurate. The Notice of Intent to establish a quiet zone has been sent to the Federal Railroad Administration (FRA) and other required agencies. Improvements to the Western Avenue railroad crossing are going to be required in order to meet the safety measures established by the FRA. Based on the time required for review of the Notice of Intent and installation of the improvements, the

quiet zone should be fully active by mid-summer. This study, and any improvements that are required, are being funded by CN through the Village's Voluntary Mitigation Agreement.

4. Increase awareness of the quality of life in the Village of Park Forest.

The Park Forest Ambassadors are seeking new members and have created a governance board to manage the participation and activities of the group. Due to the current Ambassadors' increased daily responsibilities, the web site development is on hold. When it is completed, the new web presence will be linked to the Village web site. The Community Relations Coordinator and the Ambassadors have recently facilitated several events, including the July 2011 and March 2012 New Resident Events, "Open Mic Night" at Dining on the Green, and the August 2011 Wine and Chocolate Tasting.

The 2012 Park Forest Idols event was held in January 2012 at Freedom Hall. This year's Idol event was a Battle of the Suburbs, open to participant in all south suburban communities. Participants came from more than 10 different communities including Park Forest.

The Biking Treasure Hunt, conducted in October 2011, was a new event planned by the Community Relations Coordinator and the Park Forest Ambassadors. The event showcased the Old Plank Road Trail, starting in Park Forest and ending in Matteson.

Community Relations and the Police Department coordinated another successful Safe Halloween event in October 2011. Over 1,200 participants enjoyed a costume contest, dancing, raffles and games, a haunted maze, candy and much more.

The Recreation and Parks Department and Community Relations collaborated on a successful Community Day with the Chicago Sky Women's Basketball team. Three of the 2011 Park Forest Idols winners sang the National Anthem at the start of the game, and the Recreation and Parks cheerleaders performed during half-time, which was aired nationally.

The Good Egg Award was presented in September 2011 to Bets Hoffsommer, Gene Finley, and Olubukola Fatoki.

Economic Development and Planning staff issued a Request for Proposals for an electronic message center for the CN Overpass on Orchard Drive. Staff is evaluating the responses to determine which will best meet the Village's needs. This sign will be used exclusively for public service announcements, special events, and information of a community nature. At this time the plan is to install the signs (north and south sides of the overpass) in the fall of 2012, after the major construction work on Orchard Drive is completed.

Good Neighbor Day was celebrated in September 2011 in collaboration with Calvary United Protestant Church, Recreation and Parks and the Commission on Human Relations. E-News Park Forest showcased the event via their website and video, commenting on how well received the event was and the excitement of local residents.

Community Relations continues to update website information, utilize cable access channels 4 & 99, Facebook (Village and Park Forest Ambassadors), YouTube, other web based avenues, and the local school districts to increase awareness of all upcoming events.

The Community Relations Staff is working with the Commission on Human Relations and the Ambassadors to plan several events during the last quarter of 2012, including a Health Symposium in April, a karaoke night in April at Dunagains, awareness to mark Sexual Assault Awareness and Prevention Month in April, a multi-cultural event in May, a “Little Dudes and Darlings” dance in May, a “Dance Mania” and an ice cream social in June. They have already held the Black History Month celebration in February and, a job fair in March.

Economic Development and Planning Objectives

1. Continue to implement a comprehensive marketing plan for economic development.

Advertisements were placed on the placemat ad for the annual Kiwanis Pancake Day promoting Dining on the Green and shared office space at the Commerce ARC in DownTown Park Forest.

Park Forest businesses are promoted at area job fairs, business expos, free listings in the annual Business Resource Guide, and through the Downtown District Midsummer Madness event. Businesses are recognized through New Resident and Community Relations events by way of sponsorships, food tasters, and raffle prizes. Many Park Forest visitors are provided the Park Forest Business Resource guide.

A complimentary \$50 value Discover Magazine business card ad is raffled off during quarterly Business Connection events to provide this means of advertising to a local business.

The Department has continued to publish the “Friday’s Park Forest Business eBulletin.” The eBulletin is a bi-weekly direct e-mail blast announcing new businesses, business specials, and Village events that is sent to approximately 600 e-mail addresses, including Park Forest businesses, residents and people familiar with Park Forest. Many businesses have reported that they have developed new customers as a direct result of this program.

Staff have been active participants in economic development organizations such as Chicago Southland Chamber of Commerce, and the Chicago Southland Economic Development Corporation and the Southland Convention and Visitors Bureau.

Staff attended the ICSC Deal-Making Chicago event in October 2011. The Village hosts a booth at this event to promote Village development opportunities. One retailer with whom Staff met at this event made a subsequent site visit to the Family Video property and another has submitted a preliminary site plan for a portion of the 3.5 acres.

Staff also attended the March 2012 ICSC Alliance meeting in Chicago. This event typically is more educational than deal-making. However, the municipalities are invited to have a table for promotion of their communities during the evening reception. Park Forest participated in this opportunity. Staff also participated in the planning of the event.

Village representatives will attend the International Council of Shopping Centers Spring Convention in Las Vegas in May 2012 to promote DownTown Park Forest, the 211th Street Metra Station Transit Oriented Development, Orchard Park Plaza, 2330 Western Avenue, and commercial locations along Sauk Trail. Again, the Village will have a booth to allow for another way for prospective retailers and developers to connect with the Village team.

The Economic Development team has deployed a variety of advertising media outlets to advertise properties for sale and/or lease, Location One Information System (sponsored by the State of Illinois), direct mail and phone calls, attendance at business expos, job fairs, and community events. Several serious leads have been generated by these means. Staff increased its marketing efforts by also listing properties on-line with Property Line, another web based listing service.

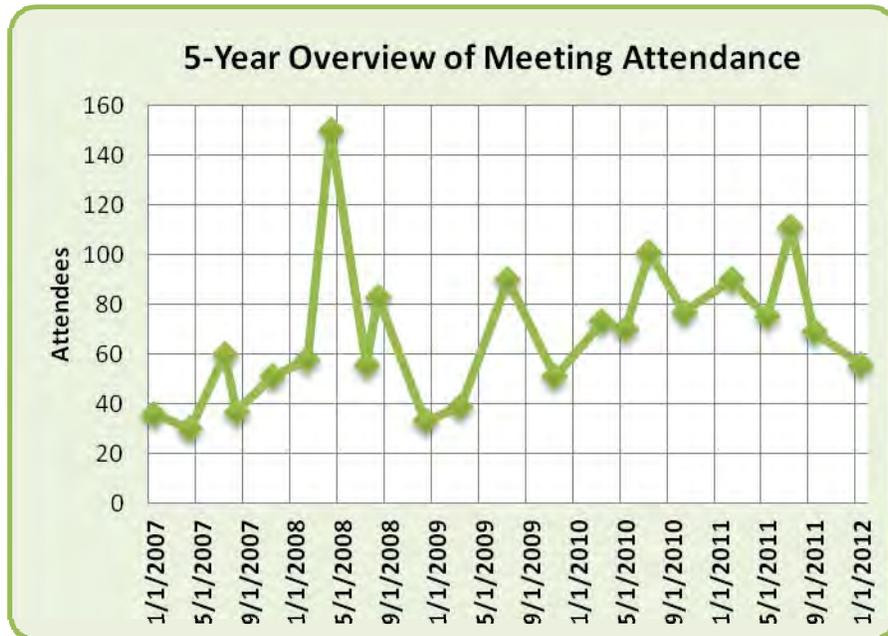
2. Continue the business retention program to support existing businesses and market their services.

The 2012 Business Resource Guide will be produced before the end of the fiscal year to promote Park Forest businesses and give an additional opportunity for businesses to market their services via special ads within the directory. The Guide is also available on-line via a quick link icon on the homepage, which gives businesses an additional marketing venue.

The Department assists with the monthly promotion of Village-subsidized advertising in the Southtown Star newspaper for Park Forest businesses. Eighteen businesses have participated, with six regular monthly advertisers. The Village has a one to two page ad that promotes the active business community.

Three Business Connection meetings have been conducted, and a fourth will be held in late April. With three of the four already produced, over 236 business professionals have attended. Two of the three Business News newsletters were published and mailed to Park Forest businesses without an e-mail address and e-mailed to businesses when possible to support the Village's sustainability efforts. The newsletter has also been sent to over 600 interested non-Park Forest businesses during Fiscal Year 2011/2012 via external email lists and subscribers from the

Village website interested in Business News. The Spring/Summer newsletter is expected to go out April/May 2012.



The Village's DownTown District Midsummer Madness event, formerly known as the Business After Hours, was held in July 2011 with yet another large number of participating businesses (27) and more than 100 attendees despite the record heat. This is an event which showcases DownTown businesses to Park Forest and other area residents, as well the business community from throughout the south suburbs. This year's event was promoted differently with heavy promotion to Park Forest and south suburban residents, the DownTown's business border was expanded to include more businesses, online registration was introduced, the Jolly Trolley was incorporated to assist with transportation via the expanded border, and attendees were given an extra chance to win prizes at each business location. This event was again held in conjunction with Main Street Nights.

The Economic Development Advisory Group's 3rd Annual Business Person of the Year award went to Jim McDannel, owner of Lifetime Automotive Repair. The award recognizes a business owner for their commitment to community service and making a difference. EDAG hosted a ceremony to present the award in conjunction with a Village Board meeting.

The Village's contract economic development consultant has begun a detailed analysis of the opportunities for medical uses in Park Forest. The second phase of this effort will be to visit specific hospitals and medical clinics to discuss opportunities for expansion in Park Forest.

The 2012 business renewal season has closed with 288 applications received, of which 103 were completed using the interactive PDF format. Late notices were sent to 83 businesses in early February.



Business Types	2008	2009	2010	2011	2012
Churches	17	17	17	19	19
Commercial Businesses	142	135	131	138	130
Home Based Businesses	163	170	167	163	161
Multi Family Cooperatives	5	5	5	5	5
Multi Family Apartments	8	9	9	9	9
Outside Businesses	10	10	12	11	16
Village Owned	5	5	5	5	5
TOTALS	350	351	346	350	345

Working with EDAG, staff identified educational topics to improve the capacity of the existing business base. The first roundtable was co-hosted by Daryl Forney and held at the Commerce ARC. He was prepared to speak about business capital and establishing a relationship with a banker. Another series of informational topics will be presented by the IRS through webinars. The first webinar, held in the Board Room, was about identity theft and phishing. Two more IRS webinars are planned.

3. Assist new businesses to develop and open their facilities.

In November 2011, the Village Board approved a Real Estate Sales Agreement to sell the property at 80 North Street to DENT, LLC, which plans to create the Great Lakes Center for Energy Smart Communities. The Board also approved a Cook County Class 8 property tax incentive and an agreement to reimburse a portion of the purchase price to defray the costs of renovating the building. The Village has completed required activities, including the environmental site assessment and the plat of survey. The purchaser is finalizing their financing, including the real estate appraisal. At this time, closing on the sale is scheduled for late April 2012.

The Economic Development Advisory Group (EDAG) recommended approval of a Resolution supporting a Cook County Class 8 incentive application for Bree Breedlove to remodel and occupy the vacant property at 2562 S. Western Avenue. The Board of Trustees subsequently approved the Class 8 supporting Resolution.

Ms. Breedlove moved her State Farm Insurance Agency to the new location in February 2012.

EDAG also recommended approval of a Cook County Class 8 incentive application for Hitesh Shah to remodel and occupy the vacant building at 2560 S. Western Avenue. The Board of Trustees subsequently approved the Class 8 supporting Resolution, and Stop & Shop II officially opened for business in January 2012.

New businesses are advised of ordinances addressing the registration process, including requirements to register their business names with the appropriate State or County agencies. Links to various outside agencies are also available on the Village website to assist businesses in completing their requirements, as well as for informational purposes.

Staff and the economic development consultant worked with an individual on a business plan for a restaurant. After following through on the suggestion to get experience operating her business in an existing restaurant in Richton Park, the prospect decided not to proceed.

4. Continue to promote DownTown Park Forest and other shopping districts as an attractive business location.

The Village-owned buildings in DownTown Park Forest are over 75 percent occupied. The overall occupancy level in DownTown Park Forest fluctuated between 75 and 82 percent during the past several years.

The Village/Prairie State College small business incubator at 298 Main Street has experienced a moderate amount of success. Staff has had a number of inquiries for rental of space in the incubator. Of the original two tenants who rented ARC space, one transitioned to second floor office space, and then transitioned again to a home office. The second tenant continues to rent a desk at the ARC and a new business moved into the ARC as Village Staff continues to promote the space by e-blasts, postcards, and at special events.

Village Staff is working with a developer to locate a Dollar General store on the 3.5 acres of vacant land on the east end of Main Street in DownTown Park Forest. An initial meeting with the prospective developer was held at the 2011 ICSC Spring Convention. Staff had a follow-up meeting with both the developer and one of the prospective retailers at the ICSC Deal Making event in October 2011. The retailer has submitted a preliminary site plan for staff review. The developer proposes to subdivide the property into three pad sides for individual retail stores/restaurants.

5. Implement the priority goals of the Strategic Plan for Land Use and Economic Development.

The 211th Street Transit Oriented Development Plan Implementation Study is nearing completion. To date, the work completed includes a review of transit oriented

development model ordinances, a review of the marketing activities of the three participating municipalities and best practices in the Chicago metropolitan area, and an update to the 2007 market analysis. The remaining work to be completed includes the development of a model ordinance for TOD implementation, a development pro forma for the updated plan, and design guidelines for both the public and private development. The grant agreement with the Illinois Department of Commerce and Economic Development establishes a completion date for May 2012.

Prior to the end of the fiscal year, the Village will submit a request for Illinois Transportation Enhancement Program funds to support the streetscape improvement recommendations that are part of the 211th Street TOD Plan. This request will be made jointly with the Villages of Matteson and Olympia Fields.

Village Staff continues to be an active participant in the Chicago Southland Housing and Community Development Collaborative (the Collaborative), which includes the Metropolitan Planning Council, the Metropolitan Mayors Caucus, the South Suburban Mayors and Managers Association and approximately 21 other South Suburban communities.

As a direct result of the Village's participation in the Collaborative, Park Forest was selected to participate in the Metropolitan Mayors Caucus Homes for a Changing Region project. This project is a \$45,000 value that was provided at no cost to the Village. The Homes for a Changing Region housing policy plan was completed in December 2011. In April 2012, the Village Board will consider adopting the plan as the housing element of the comprehensive plan.

The Chicago Metropolitan Agency for Planning (CMAP) will complete the draft Sustainability Plan in early March and a public meeting has been scheduled for March 20 to present the plan to the community for feedback. The Board will likely consider adopting this plan in May or June.

The Village's collaboration with Habitat for Humanity Chicago South Suburbs has resulted in the purchase of 18 foreclosed, vacant homes to date. Habitat has completed the rehabilitation of three homes and two new homeowners are already in their homes. Habitat was able to leverage the \$500,000 NSP grant awarded to the Village with another \$540,000 in HOME funds provided by the County to increase their ability to purchase and rehabilitate homes in Park Forest.

In addition, the Village received a \$525,000 allocation from the CDBG-IKE State Disaster Recovery fund to enable Habitat to purchase and rehabilitate five or six additional homes. The South Suburban Mayors and Managers Association will administer this grant on behalf of the Village.

The State of Illinois awarded \$1,300,000 jointly to Park Forest and Richton Park to share equally for housing acquisition and rehabilitation. The Villages will contract with the MECCA Companies to undertake this project, which will enable up to five foreclosed homes in each Village to be rehabilitated and sold to homeowners.

The Village received a Cook County NSP grant for \$88,313 to demolish nine vacant, blighted homes on Allegheny Street in the Eastgate neighborhood. Seven properties were demolished in September 2011, and two additional homes will be demolished in Spring 2012.

The Village also received a State CDBG-IKE grant for \$236,250 to demolish blighted homes in the Eastgate Neighborhood. At least 23 homes will be demolished with this grant. Demolition is expected to occur in Spring 2012.

Utilizing the lien foreclosure process, the Village initiated the process to obtain a deed in lieu of foreclosure on 16 residential properties. To date the Village has successfully obtained deeds for five of the residential properties. The vacant residential properties are located in redevelopment areas identified in the Strategic Plan for Land Use and Economic Development.

Community Relations Objectives

1. Promote a thriving and stable housing market.

The Discover Magazine consistently contains a notice to residents regarding the Village's Fair Housing Ordinance.

Community Relations held a Realtors Training program in early January 2012. This workshop had a guest speaker from the real estate industry, and each Realtor was provided with material about Park Forest, including a marketing piece developed specifically to showcase the quality of life in Park Forest for potential home buyers.

In March 2012, the Department held a meeting with area realtors to inform them of the homebuyer assistance available through the Illinois Building Blocks Program. Twenty-five realtors attended this event.

The Community Relations Coordinator attended regular meetings, workshops, and conferences of the Chicago Area Fair Housing Alliance, South Suburban Housing Center, Illinois Municipal Human Rights Association, and Diversity Dinners.

The Community Relations Coordinator developed a Financial Challenge in partnership with Keller Williams Realty and First Mortgage Corporation to assist residents to increase their credit score. Each resident was asked to attend six workshops over the course of six months. The workshops were designed to teach participants how to improve their credit score. The workshops were conducted with the hope that an impact was made in the participants' financial status. Staff will review the program and consider making it an annual event.

Community Relations is partnering with AT&T to sponsor a luncheon (upon approval) with all local Community Relations Directors and Coordinators to rekindle this important municipal partnership.

2. Maintain an open and diverse community where people of all races, ages, ethnicities, and abilities are welcome.

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

The Community Relations Coordinator assisted the Mediation Task Force with submitting articles for each Discover Magazine promoting neighborly behavior.

The New Resident Welcome Reception is now held twice a year during the Summer and Winter. The July 2011 Reception was held at the Aqua Center and the March 2012 event was held at the Holiday Star Theater. Together, these Receptions included over 400 new residents and family members. Events will continue to rotate to local venues for an opportunity to showcase local businesses and organizations, and the Village as a whole.

The February 2012 Black History Month event featured Chicago's DuSable Museum. The event included a theatrical performance entitled, "Slavery to the White House" and a tour of DuSable's Museum on Wheels. Awards were given to twenty-one students within the District including grammar and high schools.

3. Generate a positive residential experience for increased resident retention.

The 2011-2012 Fall/Winter Community Calendar was printed and distributed. This calendar was one of the largest yet, with many more community-wide activities included. The calendar was mailed to all addresses in Park Forest, and distributed in newspapers published by Russell Publications which reaches households in Crete, Steger, and Monee. The calendar was also given to new residents and participants of all events throughout the year, and it can be accessed via a "hot key" on the Village's web site. The 2012 Spring/Summer Calendar is scheduled to go to print in early April.

The Community Relations Coordinator and the Ambassadors have facilitated the following events – the July 2010 and March 2011 New Resident Events, "Open Mic Night" at Tattler's Restaurant, the annual Mother/Daughter and Father/Son outings, the August 2010 and February 2011 Wine and Chocolate Tastings, and the 2011 Park Forest Idols.

The Community Relations Coordinator partnered with the National Congress of Black Women, Metro Chicago Chapter, to hold a local Job Fair. The Job Fair included 32 vendors and assisted 366 people seeking employment. This partnership will also host a Health Symposium with a guest speaker addressing prevention and reversal of diseases including high blood pressure, cholesterol and more. The Community Relations Coordinator created a New Resident guide for Realtors. This pamphlet showcases testimonies from a diverse group of current residents about

local amenities such as the Aqua Center, the Tennis & Health Club, Freedom Hall, ITC and local art galleries.

4. Promote the Village of Park Forest as a residential option to individuals and families.

Staff attended a Job Fair at Prairie State College to promote Park Forest as a place to live. Staff collected more than 100 resumes for 12 Park Forest businesses with available positions.

The Community Relations Coordinator continually updates the special event listings on various websites and media outlets to include information about Park Forest. Media outlets which receive updated information include, for example, Family Time Magazine, Southtown/Star, and the Chicago Tribune. Each event received prior/post media coverage from the Southtown/Star and eNews Park Forest.

2012/2013 ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT OBJECTIVES AND PERFORMANCE MEASURES:

The Economic Development and Planning Department will have primary responsibility for the implementation of several of the Board of Trustees' Strategic Goals for Fiscal Year 2012/2013.

Board Goals:

1. Engage in relationships and program initiatives which enhance working together to provide the best education possible for the children of Park Forest.
2. Continue efforts to increase commercial, business and residential development in the Village.
3. Continue to establish, review and refine policies which assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village.
4. Increase awareness of the quality of life in the Village of Park Forest.

Economic Development and Planning Objectives

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

1. Continue to implement a comprehensive marketing plan for economic development.

2. Continue the business retention program to support existing businesses and market their services.
3. Assist new businesses to develop and open their facilities.
4. Continue to promote DownTown Park Forest and other shopping districts as an attractive business location.
5. Implement the priority goals of the Strategic Plan for Land Use and Economic Development and the *Homes for a Changing Region* plan.
6. Implement the economic development and planning strategies in the Sustainability Plan.

Economic Development and Planning Performance Measures

1. The implementation of a comprehensive marketing plan for economic development will be measured by:
 - a. Conducting events to promote the Business Park, DownTown, retail centers on Sauk Trail, and residential development.
 - b. Continually updating the webpage for economic development.
 - c. Staff participation in various economic development organizations.
 - d. Advertising in regional publications and public venues.
 - e. Continuation of a “Shop Park Forest” marketing program.
 - f. Utilization of the South Suburban Coalition’s marketing program to complement the marketing plan.
2. The business retention program will be measured by:
 - a. Recognition by EDAG of at least one Park Forest business that has excelled in community service initiatives.
 - b. Holding a minimum of four Business Connection events.
 - c. The publication of at least four Business Connection newsletters.
 - d. Conducting a minimum of 125 one-on-one meetings with Park Forest business owners/owners.
 - e. Offering training opportunities for potential entrepreneurs and business owners.
3. Assistance to new businesses will be measured by:
 - a. The completion and consistent use of a comprehensive, user-friendly new business packet of information.
 - b. The creation and implementation of a survey to enable all new businesses to evaluate the “business open” process in Park Forest.
 - c. Promote all commercially based new businesses through e-mail blasts, the new LED sign, and introduction at Board meetings.

- d. Staff will meet individually with all new businesses to inform them of Village-sponsored marketing opportunities.
4. The promotion of DownTown Park Forest will be measured by:
- a. The sale of at least one DownTown building or out-lot.
 - b. The implementation of the third phase of the DownTown mural project. Expanding the promotion of DownTown Murals to the Internet and print publications.
 - c. The implementation of the second phase of the way-finding signage project (internal Park Forest streets).
 - d. Continue marketing the opportunity for businesses to advertise on the new pylon sign at US30/Lincoln Highway and Orchard Drive.
 - e. Construct a new sign at Indianwood Boulevard and Sauk Trail.
 - f. Increasing the occupancy in Village-owned buildings from 75 percent (current) to 80 percent.
5. The implementation of priority goals of the Strategic Plan for Land Use and Economic Development and the *Homes for a Changing Region* plan will be measured by:
- a. The initiation of infill development/redevelopment on scattered residential lots.
 - b. Seek grants funds to implement the streetscape and ordinance revision recommendations of the 211th Street TOD Implementation Study.
 - c. Negotiate boundary agreements with the Villages of University Park, Crete, and Steger related to annexation along South Western Avenue.
 - d. Continue acquisition of properties through a variety of means to further implementation of the Strategic Plan (lien foreclosures, Neighborhood Stabilization Program, HUD Home Buyer program, etc.).
6. The implementation of the Sustainability Plan will be measured by:
- a. Development of resources to assist Park Forest businesses to be more environmentally sustainable.
 - b. Initiate the creation of a coalition of arts organizations in the Village for shared events and marketing.
 - c. Play a key role in the establishment and management of the Village Sustainability Team.

Community Relations Objectives

The Community Relations Division is responsible for marketing the amenities of living in Park Forest to existing and potential residents and implementing the Village's racial diversity programs. During the coming fiscal year the Community Relations Division proposes to:

1. Promote a thriving and stable housing market.
2. Maintain an open and diverse community where people of all races, ages, ethnicities, and abilities are welcome.
3. Generate a positive residential experience for increased resident retention.
4. Promote the Village of Park Forest as a residential option to individuals and families.
5. Increase collaboration efforts amongst local Municipalities and School Districts.

Community Relations Performance Measures

1. The promotion of a thriving and stable housing market will be measured by:
 - a. Provision of educational opportunities to housing providers, realtors, and home-seekers to inform them about fair housing issues and encourage compliance with the Village Housing Ordinance.
 - b. Identification and review of current and relevant data to stay informed about Fair Housing issues.
 - c. Increasing residents' access to resources and ideas that can improve the quality of their home.
 - d. Promote the Illinois Building Blocks Program.
2. The maintenance of an open and diverse community where people of all races, ages, ethnicities, and abilities are welcome will be measured by:
 - a. Compliance with Park Forest's Human Relations Ordinance by staffing the Commission on Human Relations, the Mediation Task Force, and attending meetings of the Fair Housing and Equal Opportunity Review Board.
 - b. Providing opportunities for cultural exchange among residents.
 - c. Coordinating the nomination process for the Good Egg Award.
 - d. Equipping interested Village staff, mediators, ambassadors, and multi-family housing representatives with the tools necessary to serve a diverse constituency.
3. The generation of a positive residential experience for increased resident retention will be measured by:
 - a. Continuation of a Park Forest Ambassadors group able to relate to the current and changing constituency of Park Forest.
 - b. Initiation of new residents to the services, amenities and volunteer opportunities in Park Forest through a formalized welcoming and education process.
 - c. Cooperation with Director of Public Relations to keep relevant on-line and print calendars updated.

- d. Publishing and distributing a semi-annual community calendar of events to highlight the arts, leisure activities, and natural scenery of Park Forest.
 - e. Assisting in the coordination of activities to commemorate Good Neighbor Day in September.
 - f. Create enriching workshops and social networking events.
4. The promotion of the Village of Park Forest as a residential option to individuals and families will be measured by:
- a. Addition of a webpage linked to and highlighted on the homepage of the Village website specifically geared to courting prospective and new residents, capable of requesting a new resident packet instantly by email.
 - b. Updating current online and print information sources that incorrectly or negatively reflect Park Forest, or have omitted Park Forest.
 - c. Identification and use of efficient methods to distribute newly created residential marketing information to prospective residents.
 - d. Maintaining good relationships with realtors serving Park Forest through events and communication to provide them with accurate and positive information about Park Forest in the event that it is requested by a home-seeker.
 - e. Gathering information from ongoing events, on-line, and postal avenues to identify issues that can impact marketing efforts.
 - f. Training and assignment of Park Forest Ambassadors, Mediation Task Force members, and the Human Relations Commissioners as the “face” of Park Forest, to events and meetings that provide a marketing opportunity.
 - g. Creating innovative ideas that will interest residents based on ideas presented by the Park Forest Ambassadors and Park Forest youth.

Collaboration efforts among municipalities and school districts will be measured by:

- a. Outreaching to local Municipalities and School Districts to form more group efforts.
- b. Identify and build relationships based on similar interests.

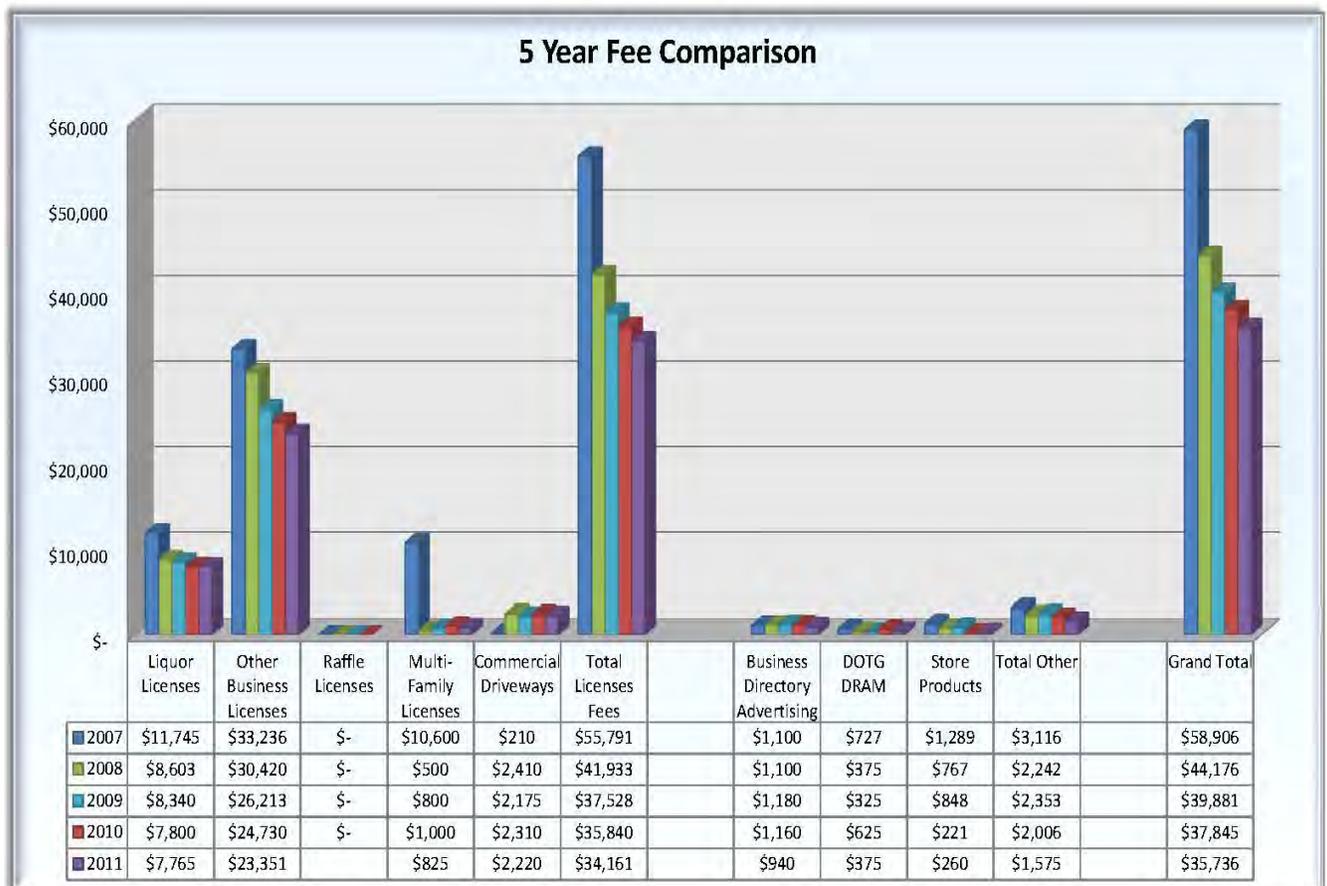
PERFORMANCE MEASURES:

	2008	2009	2010	2011	**2012
Quarterly Business Meeting Attendance (#)	380 (5)	180 (3)	321 (4)	345 (4)	56 (1)
July Business After Hours Attendance	56	90	101	0	
*2011 July DownTown District MidSummer Madness				111	
Business License Renewal Packages Sent					
Mailed			306	281	285
Emailed			40	66	65
Total			346	347	350

(continued)	2008	2009	2010	2011	**2012
Business License Renewal Application Submission					
Interactive PDF			67	125	103
Handwritten			267	182	185
Total	345	341	334	307	288
Community Relations Event Participation (by Fiscal Year)					
Black History Month		160	287	287	287
Lil' Dudes & Darlins Dance			174	180	
Dance Mania			100	100	
New Resident Event (2)		40	255	250	400
Wine & Chocolate Tasting (1)			400	325	275
Park Forest Idols			287	287	287
Good Neighbor			150	175	
Open Mic				40	
Safe Halloween				1,200	

* Replaced July Business After Hours starting in 2011.

**Data as of 3/16/12; still gathering data for calendar year.



STAFFING:

<u>Position</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Director	1	1	1	1	1
Assistant Director	0	1	1	1	1
Economic Development Coordinator	1	0	0	0	0
Community Relations Coordinator	1	1	1	1	1
Administrative Assistant I	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	4	4	4	4	4

Village of Park Forest Economic Development Department

Organizational Chart



**Village of Park Forest
2012/2013 Budget**

**ECONOMIC DEVELOPMENT
and PLANNING SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	271,997	282,259	282,259	293,549	4%
Overtime Salaries	0	619	0	619	0%
Part-time Salaries	<u>330</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Personnel Services	272,327	282,878	282,259	294,168	4%
<u>Insurance</u>	24,102	36,278	36,278	38,120	5%
<u>Employee Support</u>	65,130	71,830	70,500	77,650	8%
<u>Professional Services</u>	63,718	139,639	128,000	27,300	-80%
<u>Operating Supplies</u>	3,759	5,550	5,300	6,250	13%
<u>Capital Outlays</u>	1,122	1,900	1,900	1,900	0%
<u>Miscellaneous</u>	<u>82,113</u>	<u>116,400</u>	<u>77,100</u>	<u>122,750</u>	5%
TOTAL	<u>512,271</u>	<u>654,475</u>	<u>601,337</u>	<u>568,138</u>	-13%

**Village of Park Forest
2012/2013
Budget**

**ECONOMIC DEVELOPMENT AND PLANNING
SALARY DETAIL**

	6/30/2012 Base	Increase Salary 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Hildy Kingma Director of Economic Development & Planning	107,332	109,479	23,9	109,479	12,667	8,375	11,412	1,115	120	25
Sandra Zoellner Assistant Dir of Economic Development	72,595	74,047	17,6	74,906	8,667	5,730	0	0	120	25
Evelyn Sterling Community Relations Coordinator	55,499	56,609	12,5	57,266	6,626	4,381	11,412	1,115	120	15
Monica DeLord Administrative Assistant I	50,880	51,898	7,9	51,898	6,005	3,970	11,892	695	120	15
Overtime	600	612		619	72	47				
ECONOMIC DEVELOPMENT & PLANNING TOTAL	286,906	292,645		294,168	34,037	22,503	34,716	2,924	480	

NOTE: Full-time employees who decline health insurance receive one extra day off annually.

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays, and 2 floating holidays annually.

**Village of Park Forest
2012/2013 Budget**

**ECONOMIC DEVELOPMENT & PLANNING
DETAIL
01-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	293,549
500100	Overtime Salaries	619
500200	Part-time Salaries	<u>0</u>
Total Personnel Services		294,168

INSURANCE

510100	Medical Insurance	34,716
	Dental Insurance	2,924
	Life Insurance	<u>480</u>
Total Insurance		38,120

EMPLOYEE SUPPORT

520000	Other Travel Expense (Commuter train, other transportation, parking, meals, accommodations for attendance at meetings of Will County Econ. Network, Southland Chamber, Illinois Municipal Human Relations Assoc, Chicago Area Fair Housing Alliance, 3CMA, American Marketing Assoc, International Council of Shopping Centers, American Planning Assn, International Economic Development Corp, and others)	5,000
520100	Car/Mileage Reimbursement	1,000
520200	Membership Dues/Subscriptions Illinois Lincoln Highway Coalition	350
	Rotary International	880

	South Suburban Housing Center	500	
	Chicago Area Fair Housing Alliance	200	
	Illinois Municipal Human Rights Association	50	
	American Planning Association	700	
	American Planning Association - Plan Commission	600	
	International Downtown Association	425	
	International Council of Shopping Centers (4)	200	
	Illinois Development Council (2)	500	
	International Economic Development Council (2)	490	
	3CMA - Associate Membership	375	
	Amimoto Video	260	
	Illinois Real Estate Journal	30	
	Downtown Idea Exchange/Downtown Research	450	
	National Trust for Preservation/Main Street Association	250	
	STDB Online	<u>1,100</u>	
			7,360
520300	Training Staff Development		
	Registration for workshops and conferences		7,000
520400	Books/Pamphlets		750
520610	FICA		22,503
520620	IMRF		<u>34,037</u>
	Total Employee Support		77,650

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Marketing Plan Implementation	7,000	
	Design of Community Calendar (2)	1,300	
	Design Economic Development/Sustainability/ Housing Brochures	1,500	
	South Suburban Housing Center	4,500	
	Constant Contact (2)	1,000	
	Econ Development Consulting Staff	<u>12,000</u>	
			<u>27,300</u>
	Total Professional Services		27,300

OPERATING SUPPLIES

540000	Other Operating Supplies		
	Office Supplies	1,000	
	Miscellaneous Copies	<u>250</u>	
			1,250
540400	Department Sponsored Meetings (Business Connection events, Realtor events, mediation task force cultural enrichment events, etc)		<u>5,000</u>
	Total Operating Supplies		6,250

CAPITAL OUTLAYS

560000	Capital Outlays		
	Computer Replacement		<u>1,900</u>
	Total Capital Outlays		1,900

MISCELLANEOUS EXPENDITURES

590100	Postage		
	Business Resource Guide	2,000	
	Community Calendar (2)	3,600	
	Park Forest Idol/Young Professionals Activities	3,600	
	Economic Development/Sustainability		
	Housing Brochures	3,500	
	Special events	<u>1,000</u>	
			13,700
590800	Printing/Reproduction/Graphics		
	Economic Development Material	4,000	
	Business Resource Guide	10,000	
	Economic Development/Sustainability		
	Housing Brochures	6,000	
	Park Forest Idol/Young Professionals Activities	1,500	
	Community Calendar	<u>6,000</u>	
			27,500
590900	Advertising		
	Ads for Cultural Events	3,000	
	Business/Industry attraction	7,000	
	Visitor/New Resident attraction and retention	5,000	

	Student Entrepreneurship Program	3,000	
	Other Promotions/Sponsorships	<u>500</u>	18,500
591000	Public Notices (Zoning Variances/Appeals)		800
591200	Other Special Events Expense		
	Park Forest Idol Event	3,000	
	Cultural and Diversity Celebrations (Black History Month, Wine & Chocolate, Young Professionals, Family Nights, Ice Cream Social)	18,000	
	Multi-Cultural Event	2,000	
	DownTown District MidSummer Madness	1,750	
	Good Neighbor/Good Egg events	1,000	
	Ambassadors Program	2,000	
	Diversity Dinners	600	
	South Suburban Housing Center Annual Meeting	550	
	EDAG Business Person of the Year Award	300	
	New Business Open and Business Retention Events	950	
	Green Business Sustainability Activities	5,500	
	Arts & Culture Sustainability Activities	5,500	
	New Resident Events (2)	3,500	
	Response to Current Events (e.g., Haiti Relief)	2,600	
	Promotional items (for new logo implementation)	10,000	
	Attendance at trade shows/job fairs (Business Expos, Career Fairs)	<u>5,000</u>	
			<u>62,250</u>
	Total Miscellaneous Expenditures		<u>122,750</u>
	TOTAL ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT		568,138

Village of Park Forest 2012/2013 Budget

COMMUNITY DEVELOPMENT DEPARTMENT

DEPARTMENT FUNCTION:

The Community Development Department oversees the regulatory code enforcement of the Building & Zoning functions, as well as Housing and Community Development activities.

It is the function of the Building & Zoning section of the department to ensure safe, healthful living conditions for Village residents, achieve compliance with building codes, and preserve the community's housing stock. The department conducts code enforcement for both new construction and existing properties. Existing structures are inspected at change of occupancy and through the annual street-by-street canvas inspection program for exterior code enforcement. The department also performs the plan review function for new construction.

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

The Department provides guidance to property owners, developers, citizens and other units of government on planning and zoning issues. The Community Development Director staffs the Zoning Board of Appeals and prepares reports on all requests for relief from the standards of the Zoning Code and is part of the interdepartmental economic development team that coordinates economic development activities.

The housing programs of the department include administration of the Housing Choice Voucher Program. The department will no longer provide administrative services for Garden House (a federally subsidized, 144-unit apartment house for seniors and disabled individuals). The Director of Community Development staffs the Cable Communications Commission, serves as Village liaison with the utility companies of Comcast, AT&T and ComEd, co-chairs the Grants Seeking Task Force, and other internal initiatives under the direction of the Village Manager.

The budget for the Housing Authority, including the Housing Choice Voucher Program, is provided in a separate section of the Budget. However, administrative personnel for all housing programs are included in the Community Development Department.

ACCOMPLISHMENT OF 2011/2012 BUDGET OBJECTIVES:

The Community Development Department is involved with implementing several of the goals of the Board of Trustees. They are as follows:

1. Maintain excellence in governing and create a more participatory government.

The Director of Community Development assisted to facilitate the Village Board's annual strategic planning process. The Director also assists in the coordination of all materials for the Board's review as the elected body established goals for Fiscal Year 2012/2013.

2. Increase commercial, business and residential development in the Village.

Community Development Staff continued to work with the Economic Development Team in business attraction and retention efforts.

Utilizing the lien foreclosure process, the Village continues the process to obtain a deed in lieu of foreclosure on residential properties and commercial properties. The vacant residential properties are located in redevelopment areas identified in the Strategic Plan for Land Use and Economic Development.

Staff continues to be an active member of the South Suburban Housing Collaborative. The Village was successful in seeking several funding programs from Cook County through the South Suburban Housing Center. The Village continues to partner with Habitat for Humanity Chicago South Suburbs to acquire and rehabilitate as many homes as these funds will allow. These homes are being sold to income qualified homeowners. The Housing Collaborative will continue to seek housing funds to address the foreclosure problem in Park Forest and other south suburban communities.

Work was completed with the Cook County Department of Planning and Development to maximize the grant funds available to help defray the cost of demolishing the former Marshall Field's building at \$930,000 in CDBG funding for this demolition project.

3. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.

The Director of Community Development continued to co-chair the Village's Grants Seeking Task Force efforts. In response to the federal government's stimulus funding initiative, numerous funding outlets were identified and applications were submitted to offset and/or augment Village operations and capital planning expenses.

Continue to seek grants through the Grants Seeking Task Force. In 2011 the Grants Seeking Task Force saw approval of 19 grants totaling just over \$2.6 million dollars, adding to the already \$20.8 million approved in prior years that were actively being used throughout the year. In addition, Staff provided a grant lead to the Park Foresters and other local agencies. As part of its on-going intergovernmental communications, project funding 'wish lists' were provided to the offices of all Park Forest-area state and federal legislators. Grants and/or outside funding either approved or in the process of seeking approval include the following:

Fire hydrant replacement: \$155,136 grant from Illinois Department of Commerce and Economic Opportunity; 23 hydrants replaced.

New squad cars: Illinois Criminal Justice Authority grant for \$20,000.

Bulletproof Vest Program: Department of Justice \$5,000.

Replacement of fire hose: \$54,370 FEMA grant.

Ash tree replacement plantings: \$10,000 grant from the Metropolitan Mayors Caucus.

Marshall Field's demolition: \$930,062 from four Cook County Community Development Block Grants.

Lincoln Highway streetscape: IDOT Transportation Enhancement Program grant for \$117,000 for the removal of deteriorated wood fencing along south side of Lincoln Highway from Indiana Street to Orchard Drive. Removed wood fencing will be replaced by landscaped barrier.

Fire department training: Staffing for Adequate Fire and Emergency Response grant for \$62,000 for recruitment and retention of paid-on-call personnel over a four-year period.

Neighborhood Stabilization Program/Housing Rehab Funding: In partnership with Habitat for Humanity Chicago South Suburbs, \$500,000 will be expended from the Cook County Neighborhood Stabilization Program for housing rehabilitation for residential parcels that are vacant due to foreclosure or substandard housing.

CDBG Energy Efficiency: A \$75,000 grant to Habitat for Humanity from the Cook County Energy Efficiency Community Development Block Grant program. The funds will be used for upgrades to improve energy efficiency in houses that Habitat acquires and rehabilitates in Park Forest.

\$44,900 Cook County grant via the Delta Institute for the demolition of four dilapidated properties.

Fire Training Site Upgrades: \$1,000 grant from Enbridge Oil Pipelines for improvements at the Park Forest fire training site.

SAFER Grant for Additional Firefighter Paramedic; \$297,275 FEMA Grant (Village match \$99,092) 2-years of base salary and benefits, 3-year commitment.

\$ 4,204 (50/50 match) from the Illinois Department of Natural Resources for Wildland/Brush fire equipment.

FEMA Grant for Command Training Center in a Box, Training Request; \$22,000.

Retail Reinvestment Patterns Study Phase I and II: \$225,000 in federal earmarks to conduct a study, a collaborative project involving the villages of Olympia Fields, Park Forest, Richton Park and Matteson. Consultants are compiling information about each shopping center in the four villages and developing marketing material to assist in seeking retail developers.

Housing Policy Plan Study: \$45,000 grant from the Illinois Housing Development Authority/Chicago Community Trust. A housing policy plan for the village will be prepared. Sustainability Plan: \$100,000 grant from the Chicago Metropolitan Agency for Planning, for Park Forest's participation in a local technical assistance program to prepare a sustainability plan that encompasses environmental, economic and equity elements.

\$11.5 million worth of roadway projects, including the old Thorn Creek Bridge at a cost of \$1.8 million. Also, \$4.6 million in sewer system repairs and water main replacement. Finally, the Aqua Center has been renovated with solar-heat, and a Wetlands Discovery Center was created.

4. Increase awareness of the quality of life in the Village of Park Forest.

The Director of Community Development, and other departmental staff answered property maintenance questions as posed by residents. Enhanced resident awareness of municipal operations was attained in expanding the cable access channel capacity in Park Forest in 2011/2012 as AT&T continues to offer cable services to the community.

Besides being involved with implementing several of the Board's goals, the Community Development Department had additional departmental goals. They are as follows:

Building

1. Continue the administration of the annual licensing of building contractors.

This program is ongoing and operating very smoothly.

2. Administer and enforce the Vacant Building Registration Program.

The department will continue to monitor vacant buildings and aggressively enforce this ordinance.

3. Continue to promote the architectural design program.

The department provides a brochure for the architectural design program.

4. Continue the research to change the software for the administration of the annual licensing of building contractors.

The Blackbear database system is in place and operational with department personnel utilizing it for licensing and inspectional services. However, due to budget constraints, the transition to IntraGov has been delayed.

5. Oversee the commercial development and expansion in DownTown Park Forest.

During the past year, the Community Development Department approved building plans and inspected construction for a number of new businesses.

6. Oversee the commercial development and expansion in Business Park.

Staff provided assistance in discussions with potential new businesses interested in locating within Park Forest.

7. As part of the Troubled Building and Property Task Force, continue aggressive property maintenance code enforcement throughout the year to expedite the process for code compliance.

The Troubled Building and Property Task Force, which is a multi-department operation, continued to make concerted efforts to identify and comprehensively address problem properties, owners and occupants. As a result of these efforts, a Crime Free Housing Ordinance has been implemented. In civil court proceedings seeking code compliance or a demolition order, 43 properties were pursued over the course of 2006 and 2007; five properties were ultimately demolished. Nine more properties were pursued in 2008 with 3 being demolished. Another 23 properties

were pursued in civil court in 2009 with 2 being demolished. In 2010, 15 properties were identified with 3 more properties being demolished. In 2011, 27 properties were identified with 11 more properties being demolished.

Community Development:

1. Expand technology in computerization with new software enabling the department to create the Village's database system. In addition, enable the department to specialize and enhance building and code enforcement operations in the field as well as in the office.

The Blackbear database system is in place and operational with department personnel utilizing it for licensing and inspectional services. However, due to budgetary constraints field operation use of the system has been placed on hold with the Village's transition to IntraGov.

2. The Grants Seeking Task Force will investigate a grants search support group in identifying new grant opportunities.

Numerous grants were applied for in 2011/2012. The bulk of the grants sought are related to infrastructure improvements. Applications and/or project awards can be found on pages 10-3 and 10-4.

3. Provide Staff Liaison assistance to the Cable Communications Commission and aid in their establishment of local origination programming in Park Forest.

Local Origination Programming efforts in concert with the Cable Communications Commission continued to evolve as upgrades were made to technology (cameras, microphones, projectors, recording equipment, etc.) in the Board Room of Village Hall. Additionally, portable cameras and computer editing software have been purchased and provided to the public to be used to encourage more programming on a community interest.

4. Continue to promote the Architectural Design Program to encourage residential upgrades and improvements.

A revised brochure for the design program is available.

5. Coordinate Annual Strategic Planning, including recommendation of facilitator.

In 2011/2012, Dr. Paul Craig facilitated the planning process as the Village Board followed up on its efforts from 2010/2011. The goals established for the coming year are outlined on the following page, 10-7.

Housing – Housing Choice Voucher Program:

1. Continue to conduct outreach programs to property owners, marketing the Housing Choice Voucher Program with a new, updated landlord brochure and informational packet.

The Housing Authority continued to promote its programs to potential homebuyers.

2. Update the Rent Reasonableness Handbook.

This effort is ongoing.

3. Explore the possibility of the Housing Authority obtaining HUD funds to purchase longstanding foreclosed/vacant houses.

The Housing Authority has investigated and will continue to identify potential avenues for acquisition and redevelopment.

2012/2013 COMMUNITY DEVELOPMENT DEPARTMENT OBJECTIVES AND PERFORMANCE MEASURES:

The Community Development Department will be involved with the implementation of several of the Board of Trustees' Strategic Goals for Fiscal Year 2012/2013.

Board Goals:

1. Engage in relationships and program initiatives which enhance working together to provide the best education possible for the children of Park Forest.
2. Continue efforts to increase commercial, business and residential development in the Village.
3. Continue to establish, review and refine policies which assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.
4. Increase awareness of the quality of life in the Village of Park Forest.

COMMUNITY DEVELOPMENT DEPARTMENT OBJECTIVES:

In addition to accomplishing the Board’s goals, the Community Development Department has established a set of objectives for the year.

BUILDING

1. Continue the administration of the annual licensing of building contractors.
2. Administer and enforce the Vacant Building Registration Program.
3. Continue to promote the architectural design program.
4. Continue the research to change the software for the administration of inspection services operations.
5. Oversee the commercial development and expansion in DownTown Park Forest.
6. Oversee the commercial development and expansion in Business Park.
7. As part of the Troubled Building and Property Task Force, continue aggressive property maintenance code enforcement throughout the year to expedite the process for code compliance.

BUILDING DEPARTMENT PERFORMANCE MEASURES:

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Number of Building Permits Issued	649	675	779	618
Amount Collected in Permit Fees	\$58,675	\$95,300	\$126,125	\$108,414
Total Valuation of Work	\$5,640,384	\$7,582,020	\$8,285,552	\$5,046,031
Contractor's License Fees	\$28,900	\$27,150	\$33,700	\$28,850
Residential Inspection Fees	\$66,775	\$53,600	\$74,365	\$63,775
Real Estate Transfer Tax Stamps	\$148,460	\$252,728	\$81,965	\$97,474
Housing Court/Adjudication Fines	\$22,740	\$19,680	\$110,390	\$135,860
Civil Court/Liens	\$38,317	\$51,514	\$93,886	\$80,250
Building & Grounds Maintenance Income	\$24,441	\$60,883	\$44,465	\$36,460
Elevator/Escalator Inspection Fees	\$2,310	\$2,350	\$3,300	\$3,450
Number of Houses Vacant *	203	223	241	342
Number of Houses in Foreclosure *	208	313	384	477
Number in Foreclosure and Occupied *	95	194	258	282
Vacant Building Registration Program **	(1)N/A	\$9,000	\$70,400	\$81,800
Vacant Building Registration Units **	(1)N/A	45	352	412

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Inspections</u>				
No Access	32	30	27	35
Inspector Initiated	5,274	4,997	4,074	2,887
Call-in/Referral Complaints	1,219	1,067	1,246	915
Single Family Inspections	513	474	551	461
Multifamily Inspections	566	451	504	475
New Construction	2,307	2,087	1,897	1,664
Violations	6,332	5,884	7,440	6,077
<u>Abatement</u>				
No Access	7	2	2	2
Inspector Initiated	2,525	2,256	2,343	1,518
Call-in/Referral Complaints	678	453	673	435
Single Family Inspections	505	467	445	414
Multi-family Inspections	332	246	221	188
Violations	4,285	4,853	5,662	5,035
<u>Overall Inspection Totals</u>	13,909	12,498	11,954	8,957
Number of Citations Issued	154	139	329	150

Explanation of Performance Measures:

* Annual Average

** The Program was not fully implemented until January 1, 2010.

(1) Not previously tracked

The numbers related to code abatement do not represent a complete picture of the compliance situation. When violations are cited, compliance dates are often delayed by one to six months, depending upon the nature of the violation and the season of the year. Thus, not every violation cited in the current year will be abated in the same year.

COMMUNITY DEVELOPMENT

1. Expand technology in computerization with new software enabling the department to create the Village's database system. In addition, enable the department to specialize and enhance building and code enforcement operations in the field as well as in the office.
2. The Grants Seeking Task Force will investigate a grants search support group in identifying new grant opportunities.

3. Provide Staff Liaison assistance to the Cable Communications Commission and aid in their establishment of local origination programming in Park Forest.
4. Continue to work with the Department of Economic Development & Planning in the area of commercial and residential revitalization throughout the Village.
5. Assist in the coordination for the Annual Strategic Planning, including recommendation of facilitator.

COMMUNITY DEVELOPMENT PERFORMANCE MEASURES:

Objective 1 will be measured by acquisition of the equipment and implementation. Objective 2 will be measured by successful application submittals and, where possible, awarding of funds. Objective 3 will be measured by the outcome of the creation of the program. Objective 4 will be measured by the issuance of building permits for such revitalization. Objective 5 is measured by the outcome of the Board creating their goals.

HOUSING - HOUSING CHOICE VOUCHER PROGRAM OBJECTIVES

1. Continue to conduct outreach programs to property owners, marketing the Housing Choice Voucher Program with a new, updated landlord brochure and informational packet.
2. Update the Rent Reasonableness Handbook.
3. Explore the possibility of the Housing Authority obtaining HUD funds to purchase longstanding foreclosed/vacant houses.

HOUSING - HOUSING CHOICE VOUCHER PROGRAM PERFORMANCE MEASURES:

Objectives 1 and 2 will be measured by the completion of a landlord brochure, an informational packet and an updated Rent Reasonableness Handbook.

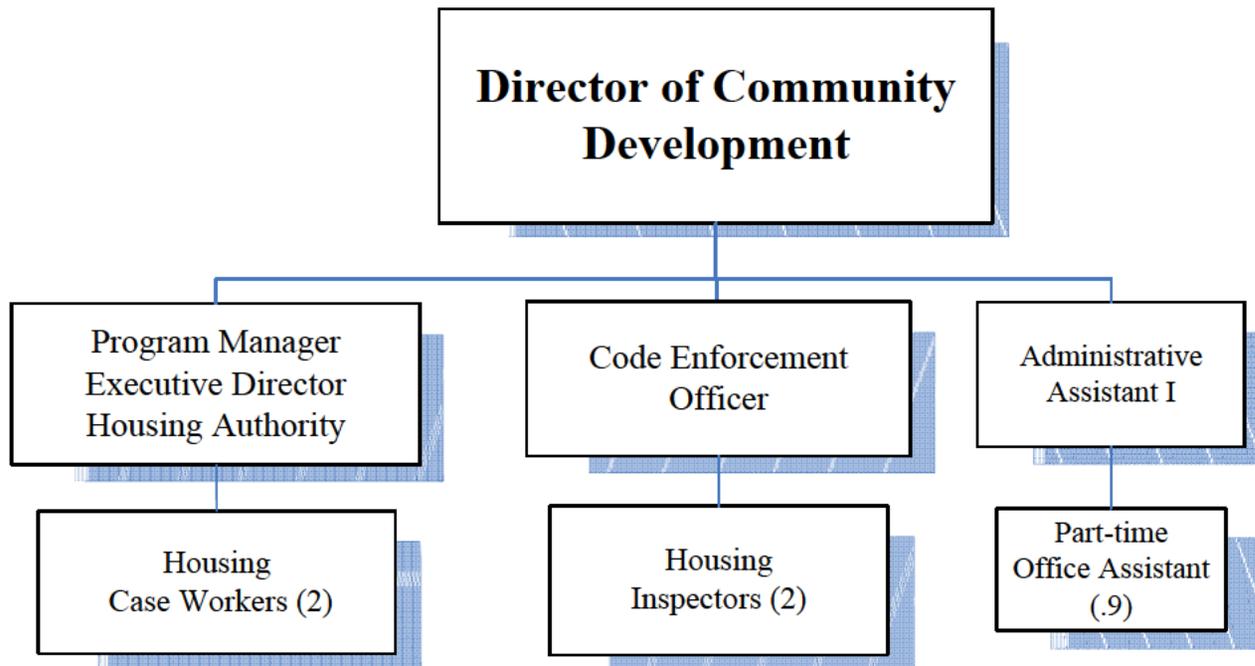
STAFFING:

The Community Development Department budget remains constant with last year's in staffing.

<u>Position</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Director	1	1	1	1	1
Senior Building Inspector	1	0	0	0	0
Code Enforcement Officer	0	0	0	1	1
Housing Inspector	3	3	3	2	2
Programs Manager	1	1	1	1	1
Housing Case Worker	2	2	2	2	2
Admin Assistant I	1	1	1	1	1
Office Assistant (part-time)	<u>.6</u>	<u>.9</u>	<u>.9</u>	<u>.9</u>	<u>.9</u>
Total	9.6	8.9	8.9	8.9	8.9

Village of Park Forest Community Development Department

Organizational Chart



**Village of Park Forest
2012/2013 Budget**

**COMMUNITY DEVELOPMENT
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	286,811	292,863	302,154	302,398	3%
Temporary/Part-time Salaries	<u>28,203</u>	<u>35,007</u>	<u>35,000</u>	<u>35,707</u>	2%
Total Personnel Services	315,014	327,870	337,154	338,105	3%
<u>Insurance</u>	47,016	50,607	48,814	49,462	-2%
<u>Employee Support</u>	64,655	74,397	69,462	79,841	7%
<u>Professional Services</u>	7,221	15,400	5,000	15,400	0%
<u>Operating Supplies</u>	980	2,150	2,500	2,550	19%
<u>Maintenance</u>	30,617	36,000	38,000	37,000	3%
<u>Capital Outlays</u>	2,101	53,800	53,800	51,900	-4%
<u>Miscellaneous</u>	728	400	250	400	0%
<u>Leases and Rentals</u>	7,000	7,000	7,000	7,000	0%
<u>Utilities</u>	<u>1,944</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	0%
TOTAL	<u>477,276</u>	<u>570,624</u>	<u>564,980</u>	<u>584,658</u>	2%

**Village of Park Forest
2012/2013
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Salary Increase 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Lawrence Kerestes Director of Community Development	107,332	109,479	23,9	109,479	12,667	8,375	11,892	695	120	35
Ernestine Y. Watson Housing Program Manager	70,217	71,621	14,9	71,621	8,287	5,479	7,131	358	120	20
Jerry C. Martin Code Enforcement Officer	55,499	56,609	12,5	57,266	6,626	4,381	14,353	695	120	25
Janet L. Timm Housing Inspector	50,880	51,898	7,9	51,898	6,005	3,970	0	695	120	25
Kathleen E. Fisher Housing Inspector	50,880	51,898	7,9	51,898	6,005	3,970	11,892	695	120	25
Pauline Hawkins Housing Case Worker	50,880	51,898	7,9	51,898	6,005	3,970	5,261	163	120	15

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

**Village of Park Forest
2012/2013
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Salary Increase 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Dolores Dubois Admin. Assistant I	50,880	51,898	7,9	51,898	6,005	3,970	12,462	695	120	15
Mattie Tyson Housing Case Worker	50,880	51,898	7,9	51,898	6,005	3,970	5,261	358	120	15
Part-time	35,007	35,707		35,707	4,131	2,732				
Subtotal	522,455	532,906		533,563	61,736	40,817	68,252	4,356	960	
ALLOCATIONS										
Housing (Housing Case Worker @ 100%)				-51,898	-6,005	-3,970	-5,261	-163	-120	
Housing (Code Enforcement Officer @ 5%)				-2,863	-331	-219	-718	-35	-6	
Housing (Housing Inspector @ 5%)				-2,595	-300	-199	0	-35	-6	
Housing (Housing Inspector @ 40%)				-20,759	-2,402	-1,588	-4,757	-278	-48	
Housing (Program Manager @ 95%)				-68,040	-7,872	-5,205	-6,774	-340	-114	
Housing (Housing Case Worker/Assistant @ 95%)				-49,303	-5,704	-3,772	-4,998	-340	-114	
Subtotal				-195,458	-22,614	-14,953	-22,508	-1,190	-408	
COMMUNITY DEVELOPMENT DEPARTMENT TOTAL	522,455	532,906		338,105	39,122	25,864	45,744	3,166	552	

NOTE: Code Enforcement Officer & Housing Inspectors receive an annual \$75 safety shoe allowance.
Full-time employees who decline health insurance receive one extra day off annually.

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

**Village of Park Forest
2012/2013 Budget**

**COMMUNITY DEVELOPMENT
DETAIL
01-20-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	302,398
500200	Temporary/Part-time	<u>35,707</u>
Total Personnel Services		338,105

INSURANCE

510100	Medical Insurance	45,744
	Dental Insurance	3,166
	Life Insurance	<u>552</u>
Total Insurance		49,462

EMPLOYEE SUPPORT

520000	Other Travel Expense (Commuter train downtown, meetings, transportation, parking, meals, tools, attendance at meetings)	4,600
520100	Car/Mileage Reimbursement	2,000
520200	Membership Dues/Subscriptions	
	International City/County Management Assoc.	490
	International Code Council	135
	International Council of Shopping Centers	100

	American Society of Public Administration	100	
	Urban Land Institute	225	
	Crain's Chicago Business	155	
	Chicago Law Bulletin	<u>480</u>	1,685
520300	Training Staff Development (BOCA Certification Program)		
	Inspection Staff	3,000	
	(Prairie State College - all department staff)	750	
	Attendance at workshops and conferences	<u>2,500</u>	6,250
520400	Books/Pamphlets		
	ICC Code updates, college course material		320
520610	FICA		25,864
520620	IMRF		<u>39,122</u>
	Total Employee Support		79,841

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Electrical & Plumbing Inspectors *	2,500	
	Thompson Elevator Inspection Services **	2,300	
	Title Searches, Paralegal Costs, etc.	600	
	Technical Inspection Services	<u>10,000</u>	
			<u>15,400</u>
	Total Professional Services		15,400

* Electrical & Plumbing inspection fees are recovered in fee structure under building permit application. \$300 per residential/new house and \$500 per commercial new construction.

** Elevator/escalator revenues cover expenses on a calendar year basis.

OPERATING SUPPLIES

540000	Other Operating Supplies	
	Building Permit Certificates of Occupancy	400
	Building Permit Applications	400
	Electrical & Plumbing Inspection Forms	200
	Building Permit Hard Cards	100
	House File Address Folders	250
	Real Estate Transfer Tax Forms	400
	Employee Recognition Program	400
	Office Supplies	<u>400</u>
		<u>2,550</u>
	Total Operating Supplies	2,550

MAINTENANCE

550500	Contractual Grounds Maintenance (Lawn Maintenance and Upkeep. Funds are provided to abate violations related to long grass or noxious weeds at vacant/abandoned properties. These funds are recoverable through liens and other collections.)	27,000
	House Demolition	<u>10,000</u>
	Total Maintenance	37,000

CAPITAL OUTLAYS

560000	Capital Outlays	
	Inspection Software (will be encumbered)	50,000
	Computer Replacement	<u>1,900</u>
	Total Capital Outlays	51,900

MISCELLANEOUS EXPENDITURES

591000	Public Notices (CDBG Application, Zoning Variances/Appeals)	<u>400</u>
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Total Miscellaneous Expenditures	400
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LEASES AND RENTALS

600400	Vehicle Interfund Rentals	<u>7,000</u>
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Total Leases and Rentals	7,000
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UTILITIES

610000	Telephone Cell Phone Charges (5)	<u>3,000</u>
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Total Utilities	<u>3,000</u>
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TOTAL COMMUNITY DEVELOPMENT DEPARTMENT	584,658
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**Village of Park Forest
2012/2013 Budget**

**CREATING MAJOR FUNDS FROM THE
RECREATION AND PARKS AND PUBLIC WORKS
ENTERPRISE FUNDS**

The Governmental Accounting Standards Board (GASB) Pronouncement 34 encourages municipalities to report summary information on governmental operations. GASB only permits identification and reporting of a small number of major funds. All other funds must be aggregated. Because the Recreation and Parks Enterprise Funds as well as some of the Public Works Enterprise Funds would not be considered major funds independently, presented for Board approval is a combined budget showing consolidation of these groupings. Actual determination of major funds is done at the time of audit.

**Village of Park Forest
2012/2013 Budget**

**RECREATION AND PARKS
COMBINED ENTERPRISE FUNDS
(Aqua Center and Tennis and Health Club)**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Property Taxes	33,399	33,582	33,582	40,679	21%
Services	414,026	416,500	421,100	427,300	3%
Sales	39,806	41,900	40,600	43,800	5%
Interest	10	0	0	0	0%
Transfer from General Fund	<u>295,000</u>	<u>295,000</u>	<u>295,000</u>	<u>295,000</u>	0%
TOTAL REVENUE	<u>782,241</u>	<u>786,982</u>	<u>790,282</u>	<u>806,779</u>	3%
<u>Net Income(Loss)</u>	20,133	(9,289)	67,139	40,822	539%
Debt Principal Repayment	(25,120)	(25,120)	(25,120)	(32,975)	31%
Depreciation	<u>62,960</u>	<u>62,960</u>	<u>62,960</u>	<u>62,960</u>	0%
Cash Flow	57,973	28,551	104,979	70,807	
<u>Beginning Net Cash</u>			77,862	182,841	
<u>Ending Net Cash</u>			182,841	253,648	

**Village of Park Forest
2012/2013 Budget**

**RECREATION AND PARKS
COMBINED ENTERPRISE FUNDS
(Aqua Center and Tennis and Health Club)**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	109,990	110,624	105,069	109,622	-1%
Overtime Salaries	3,347	4,500	3,200	3,200	-29%
Temporary/Part-time Salaries	<u>245,597</u>	<u>247,000</u>	<u>234,000</u>	<u>254,800</u>	3%
Total Personnel Services	358,934	362,124	342,269	367,622	2%
<u>IRMA</u>	12,160	16,505	9,501	17,606	7%
<u>Employee Support</u>	47,762	48,280	49,011	51,278	6%
<u>Professional Services</u>	18,349	10,685	10,885	11,361	6%
<u>Operating Supplies</u>	69,773	72,100	71,100	72,100	0%
<u>Maintenance</u>	10,898	9,650	9,250	10,150	5%
<u>Capital Outlays</u>	19,292	66,200	23,000	30,000	-55%
<u>Depreciation</u>	62,960	62,960	62,960	62,960	0%
<u>Interest Expense</u>	10,098	8,087	8,087	7,174	-11%
<u>Transfers to Other Funds</u>	38,840	38,840	38,840	37,640	-3%
<u>Miscellaneous</u>	1,500	1,400	1,900	1,900	36%
<u>Leases and Rentals</u>	3,508	2,440	2,440	2,166	-11%
<u>Utilities</u>	<u>108,034</u>	<u>97,000</u>	<u>93,900</u>	<u>94,000</u>	-3%
TOTAL EXPENSES	<u>762,108</u>	<u>796,271</u>	<u>723,143</u>	<u>765,957</u>	-4%

**Village of Park Forest
2012/2013 Budget**

**PUBLIC WORKS
COMBINED ENTERPRISE FUNDS
(Municipal Parking, Refuse Collection, Water and Sanitary Sewer)**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Parking Lot Fees	135,373	122,710	101,050	108,270	-12%
Charges for Service	1,212,341	1,216,912	1,216,912	1,234,447	1%
Water Sales					
Residential	3,793,280	4,206,770	4,080,155	4,206,770	0%
Commercial	766,014	862,191	809,000	862,191	0%
Infrastructure Fee	310,986	309,000	309,000	309,000	0%
Sanitary District Fees	84,299	84,500	84,500	84,500	0%
Sewer User Fees					
Residential	1,063,294	1,105,000	1,072,184	1,072,184	-3%
Commercial	226,605	249,000	226,299	227,000	-9%
Sewer Tap Fees	2,760	4,000	3,440	4,000	0%
Interest	880	830	49	44	-95%
State Grants	152,715	485,000	0	485,000	0%
Merchandising & Jobbing	531	0	0	0	0%
Miscellaneous Income	<u>304,692</u>	<u>2,000</u>	<u>3,612</u>	<u>2,000</u>	0%
TOTAL REVENUE	<u>8,053,770</u>	<u>8,647,914</u>	<u>7,906,201</u>	<u>8,595,406</u>	-1%
<u>Net Income(Loss)</u>	<u>431,923</u>	<u>307,858</u>	<u>2,137</u>	<u>549,065</u>	78%
Major Capital Outlays	(2,560,929)	(3,209,500)	(2,478,234)	(926,818)	-71%
Debt Principal Repayment	(759,482)	(1,015,702)	(869,521)	(1,051,305)	4%
Loan Proceeds	1,035,741	3,299,546	2,851,840	0	-100%
Depreciation	<u>728,543</u>	<u>764,037</u>	<u>764,037</u>	<u>833,698</u>	9%
Cash Flow	(1,124,204)	146,239	270,259	(595,360)	
<u>Beginning Net Cash</u>			<u>1,748,018</u>	<u>3,215,821</u>	
<u>Ending Net Cash</u>			<u>3,215,821</u>	<u>2,620,462</u>	

**Village of Park Forest
2012/2013 Budget**

**PUBLIC WORKS
COMBINED ENTERPRISE FUNDS
(Municipal Parking, Refuse Collection, Water and Sanitary Sewer)**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	1,240,793	1,291,227	1,357,156	1,371,703	6%
Overtime Salaries	116,426	166,266	134,134	169,591	2%
Temporary/Part-time Salaries	<u>96,589</u>	<u>106,759</u>	<u>83,979</u>	<u>65,968</u>	-38%
Total Personnel Services	1,453,808	1,564,252	1,575,269	1,607,262	3%
<u>Insurance</u>	201,672	229,708	229,121	247,789	8%
<u>IRMA</u>	227,465	305,332	159,161	314,938	3%
<u>Employee Support</u>	256,889	286,016	284,065	315,862	10%
<u>Professional Services</u>	1,540,767	1,743,437	1,615,274	1,550,878	-11%
<u>Operating Supplies</u>	546,921	565,700	532,268	565,000	0%
<u>Maintenance</u>	684,515	754,500	799,368	719,160	-5%
<u>Capital Outlays</u>	363,424	456,200	348,200	266,800	-42%
<u>Depreciation</u>	728,543	764,037	764,037	833,698	9%
<u>Interest Expense</u>	355,326	408,467	353,118	387,407	-5%
<u>Transfer to Other Funds</u>	866,180	872,042	872,042	843,019	-3%
<u>Miscellaneous</u>	33,056	34,600	31,371	34,600	0%
<u>Leases & Rentals</u>	94,038	114,065	109,782	123,728	8%
<u>Utilities</u>	<u>269,243</u>	<u>241,700</u>	<u>230,988</u>	<u>236,200</u>	-2%
TOTAL EXPENSES	<u>7,621,847</u>	<u>8,340,056</u>	<u>7,904,064</u>	<u>8,046,341</u>	-4%

Village of Park Forest 2012/2013 Budget

AQUA CENTER

DEPARTMENT FUNCTION:

The Department of Recreation and Parks operates the Park Forest Aqua Center, a four pool outdoor aquatics complex. The Aqua Center was built in 1954 and operated by a private not-for-profit organization until 1974, when it was sold to the YMCA of Metropolitan Chicago. The facility was closed by the YMCA after the 1982 season. It was purchased by the Village and opened in the summer of 1983. It offers an extensive swim instruction program and is a popular facility for private party rentals. The operating season is from early June to the Sunday before Labor Day. The facility usually serves between 65,000 – 80,000 bathers annually.

Two major renovations have taken place since the Village purchase. In 1989 and 1990 two new mechanical buildings and related equipment were constructed and a Zero Depth Pool and Water Slide with Splash Pool added at the site. The Village received a \$400,000 Open Space Land Acquisition and Development Grant (OSLAD) from the State of Illinois to help with a major remodeling of the bathhouse in 2009. The project totaled almost \$1.1M and was completed for Opening Day 2010. Projects included a complete renovation of the bathhouse, including plumbing, electrical, finishes, moving the concession function into the main building and adding a classroom “The Wetland Discovery Center” utilized by children and adults visiting the Central Park Wetlands. The original concession stand was demolished. Several “green initiatives” were incorporated in this project including solar hot water heating, ten skylights, energy efficient lighting and plumbing fixtures, a rain garden and more. Projects like this continue as part of the Village’s sustainability plan.

The Aqua Center staff has had a sterling safety record for many years. Evaluations in the form of unannounced, videotaped safety audits conducted during the season have been outstanding since the Village acquisition. Auditors from our risk management consultant appear unannounced and select staff at random, to demonstrate critical rescue techniques, CPR and more.

ACCOMPLISHMENT OF 2011/2012 BUDGET OBJECTIVES:

1. Complete the Virginia Graeme pool grate modifications in a manner approved by regulatory agencies.

This has been a major issue for operators nationwide as requirements for compliance were never clear. PFAC has done two separate pool drain modifications as a result of this issue. Illinois Department of Public Health inspectors are not clear as well and the result is a failed inspection for the 2011 season. Users can be assured the facilities are safe for all users.

2. Complete resurfacing of the Zero Depth pool following the 2011 season.

Typical pool painting was successful prior to the 2011 season and will carry the facility while more critical projects are undertaken. The resurfacing will definitely be on the plan in future years.

2012/2013 AQUA CENTER OBJECTIVES:

1. Complete implementation of the 2012 Marketing Plan and the new season pass price structure.
2. Complete the rebuilding of wooden retaining walls and decking.

PERFORMANCE MEASURES:

The 2010 and 2011 seasons rebounded considerably from a poor season in 2009 as a result of warmer and drier weather. For a 93 day season the facility was only closed two days each of the last two seasons as compared to nine days (10% of the season) in 2009. Accordingly passes sold, daily fees and attendance were up nicely over two seasons, though 5 year sales trended downward prior to the 2010 season.

Park Forest Aqua Center passes sold by year:

Season	Passes Sold	% Passes Sold to Park Forest Residents	Total Attendance
2011	2,018	62.0%	65,601
2010	1,891	61.0%	70,461
2009	1,491	61.0%	48,859
2008	1,837	54.6%	60,000
2007	1,975	57.8%	76,770
2006	2,336	60.9%	79,226
2005	2,411	66.7%	70,391

**Village of Park Forest
2012/2013 Budget**

**AQUA CENTER
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Property Taxes	33,399	33,582	33,582	40,679	21%
Services	184,057	176,500	196,500	200,500	14%
Sales	2,646	2,400	5,400	4,800	100%
Interest	4	0	0	0	0%
Transfer from General Fund	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>180,000</u>	-10%
TOTAL REVENUE	<u>420,106</u>	<u>412,482</u>	<u>435,482</u>	<u>425,979</u>	3%
<u>Net Income(Loss)</u>	16,636	(15,344)	72,735	38,497	351%
Major Capital Outlay	0	0	0	0	0%
Debt Principal Repayment	(25,120)	(25,120)	(25,120)	(32,975)	31%
Depreciation	<u>59,970</u>	<u>59,970</u>	<u>59,970</u>	<u>59,970</u>	0%
Cash Flow	51,486	19,506	107,585	65,492	
<u>Beginning Net Cash</u>			79,958	187,543	
<u>Ending Net Cash*</u>			187,543	253,035	

* Ending net cash reserved for the following year operations and capital items.

**Village of Park Forest
2012/2013 Budget**

**AQUA CENTER
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	24,966	20,555	15,000	16,072	-22%
Overtime Salaries	2,551	4,000	2,700	2,700	-33%
Temporary/Part-time Salaries	<u>144,711</u>	<u>140,000</u>	<u>130,000</u>	<u>147,800</u>	6%
Total Personnel Services	172,228	164,555	147,700	166,572	1%
<u>Insurance(IRMA)</u>	4,297	5,833	3,909	7,243	24%
<u>Employee Support</u>	17,399	16,434	16,434	16,423	0%
<u>Professional Services</u>	11,765	5,507	6,007	6,172	12%
<u>Operating Supplies</u>	22,756	27,000	26,000	27,000	0%
<u>Maintenance</u>	7,926	5,900	5,900	6,400	8%
<u>Capital Outlays</u>	14,292	60,200	17,000	20,000	-67%
<u>Depreciation</u>	59,970	59,970	59,970	59,970	0%
<u>Interest Expense</u>	10,098	8,087	8,087	7,174	-11%
<u>Transfers to Other Funds</u>	18,840	18,840	18,840	17,640	-6%
<u>Miscellaneous</u>	600	500	1,000	1,000	100%
<u>Leases and Rentals</u>	1,438	1,000	1,000	888	-11%
<u>Utilities</u>	<u>61,861</u>	<u>54,000</u>	<u>50,900</u>	<u>51,000</u>	-6%
TOTAL EXPENSES	<u>403,470</u>	<u>427,826</u>	<u>362,747</u>	<u>387,482</u>	-9%

**Village of Park Forest
2012/2013 Budget**

**AQUA CENTER
DETAIL
53-11-33**

PERSONNEL SALARIES

Salaries and Wages

500000	Regular Salaries	16,072
500100	Overtime Salaries	2,700
500200	Temporary/Part-time	<u>147,800</u>
Total Salaries		166,572

INSURANCE

510400	IRMA Premium	<u>7,243</u>
Total Insurance		7,243

EMPLOYEE SUPPORT

520610	FICA	12,743
520620	IMRF	<u>3,680</u>
Total Employee Support		16,423

PROFESSIONAL SERVICES

530000	Other Professional Services (Ellis Retainer, Three Audits, Instructor Class)	3,500
530300	Audit Services (annual)	272
532600	Credit Card Service Charge	<u>2,400</u>
Total Professional Services		6,172

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints and hardware, small tools, cleaning supplies, paper products, towels and office supplies)	23,000
541600	Lime and Chemicals	<u>4,000</u>
Total Operating Supplies		27,000

MAINTENANCE

550200	Equipment Repairs (Mechanical systems, plumbing, electrical, upkeep of building and equipment)	3,000
550500	Contractual Grounds Maintenance	<u>3,400</u>
Total Maintenance		6,400

CAPITAL OUTLAYS

560000	Capital Outlay Resurface Water Slide	20,000
560700	Depreciation	<u>59,970</u>
Total Capital Outlays		79,970

DEBT SERVICE

570000	Debt Service*	32,975
570100	Interest on Debt Service	<u>7,174</u>
*Not included in income calculation		<u>7,174</u>
Total Debt Service		7,174

TRANSFER TO OTHER FUNDS

581000	Indirect Transfer to General Fund	<u>17,640</u>
Total Transfer to Other Funds		17,640

MISCELLANEOUS EXPENDITURES

590900	Advertising and Marketing Expense	<u>1,000</u>
Total Miscellaneous Expenditures		1,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Charges for maintenance activities performed by Parks staff)	<u>888</u>
Total Leases and Rentals		888

UTILITIES

610000	Telephone	1,000
610600	Public Utilities (Electric, natural gas and telephone)	<u>50,000</u>
Total Utilities		<u>51,000</u>

TOTAL AQUA CENTER		387,482
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Village of Park Forest 2012/2013 Budget

TENNIS and HEALTH CLUB

DEPARTMENT FUNCTION:

The Department of Recreation and Parks operates the Park Forest Tennis and Health Club, a six court facility with health and exercise equipment, a pro shop and full service lounge. The club was built and operated by the private sector from 1974 to 1983 when, through foreclosure, it reverted to the Federal Deposit Insurance Corporation (FDIC). The FDIC closed the facility in the summer of 1983. With the encouragement of many club members, the Village purchased the property in December of 1983 and opened for business in January of 1984. Since that time, the Village has completely refurbished the facility with new ceilings, new energy efficient lighting, gas heating, and the addition of exercise equipment and refurbished locker room facilities. The debt service for acquisition of the facility was paid off in 1998. The club offers an extensive instructional program, both indoors and out, serving preschoolers to senior citizens. The main operating season is September to mid-May with a more limited schedule during the summer months.

Team tennis has always been a strength at the Park Forest club. The club is involved in two different adult traveling team tennis leagues. Nine men's and women's teams, at all ability levels, travel to such clubs as Five Seasons (Burr Ridge), Midtown (Chicago), Naperville, Oak Brook, Hinsdale and many others. This is many more teams than other, much larger clubs in the area. Most teams practice at least once a week, with half of the teams playing home matches each weekend. The team tennis program contributes greatly to court time sales. Lesson programs have reached all time highs the past few seasons, both indoors and out.

Tennis is somewhat of a specialty activity. As a result, membership at the Club has remained steady at about 75% non-residents and 25% residents. "Membership" at the Tennis Club is on a rolling schedule meaning memberships come due on the anniversary of members joining. The Club is open 12 months a year but the prime season is September through May. Summer hours are abbreviated. In following with recent changes at the Park Forest Aqua Center, the staff is in the process of overhauling the membership and service fee structure. Since the Club is a "regional" facility, discontinuation of the higher non-resident fee will be proposed. At the Club (unlike Aqua) usage fees (court sales, lessons, etc.) constitute nearly 70% of sales revenue and membership income only 20%.

With the 2011/2012 season winding down, staff will develop the detailed marketing and pricing strategy in time for the coming September prime season.

ACCOMPLISHMENTS OF 2011/2012 BUDGET OBJECTIVES:

1. Continue to upgrade the facility where needed to increase membership and lesson base.
2. Replace the front counter system.

The entire front counter system was replaced during the past season.

2012/2013 TENNIS and HEALTH CLUB OBJECTIVES:

1. Continue to upgrade the facility where needed to increase membership and lesson base. Projects will include routine exercise equipment and replacement of exterior lighting.
2. Complete development and implementation of a new marketing and pricing strategy for the club by September of 2012.

PERFORMANCE MEASURES:

Park Forest Tennis and Health Club membership sales at March 15th:

<u>Season</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Total Sales</u>
2012	81(25%)	248 (75%)	329
2011	89 (22.4%)	308 (77.6%)	397
2010	93 (23.5%)	302 (76.5%)	395
2009	91 (23%)	302 (77%)	393
2008	110 (24%)	347 (76%)	457
2007	148 (31%)	335 (69%)	483

**Village of Park Forest
2012/2013 Budget**

**TENNIS and HEALTH CLUB
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Services	229,969	240,000	224,600	226,800	-6%
Sales	37,160	39,500	35,200	39,000	-1%
Interest	6	0	0	0	0%
Transfer from General Fund	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>	<u>115,000</u>	21%
TOTAL REVENUE	<u>362,135</u>	<u>374,500</u>	<u>354,800</u>	<u>380,800</u>	2%
<u>Net Income (Loss)</u>	3,497	6,055	(5,596)	2,325	-62%
Major Capital Outlay	0	0	0	0	0%
Depreciation	<u>2,990</u>	<u>2,990</u>	<u>2,990</u>	<u>2,990</u>	0%
Cash Flow	6,487	9,045	(2,606)	5,315	
<u>Beginning Net Cash</u>			(2,096)	(4,702)	
<u>Ending Net Cash</u>			(4,702)	613	

**Village of Park Forest
2012/2013 Budget**

**TENNIS and HEALTH CLUB
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	85,024	90,069	90,069	93,550	4%
Overtime Salaries	796	500	500	500	0%
Temporary/Part-time Salaries	<u>100,886</u>	<u>107,000</u>	<u>104,000</u>	<u>107,000</u>	0%
Total Personnel Services	186,706	197,569	194,569	201,050	2%
<u>Insurance(IRMA)</u>	7,863	10,672	5,592	10,363	-3%
<u>Employee Support</u>	30,363	31,846	32,577	34,855	9%
<u>Professional Services</u>	6,584	5,178	4,878	5,189	0%
<u>Operating Supplies</u>	47,017	45,100	45,100	45,100	0%
<u>Maintenance</u>	2,972	3,750	3,350	3,750	0%
<u>Capital Outlays</u>	5,000	6,000	6,000	10,000	67%
<u>Depreciation</u>	2,990	2,990	2,990	2,990	0%
<u>Transfer to Other Funds</u>	20,000	20,000	20,000	20,000	0%
<u>Miscellaneous</u>	900	900	900	900	0%
<u>Leases and Rentals</u>	2,070	1,440	1,440	1,278	-11%
<u>Utilities</u>	<u>46,173</u>	<u>43,000</u>	<u>43,000</u>	<u>43,000</u>	0%
TOTAL EXPENSES	<u>358,638</u>	<u>368,445</u>	<u>360,396</u>	<u>378,475</u>	3%

**Village of Park Forest
2012/2013 Budget**

**TENNIS and HEALTH CLUB
DETAIL
54-11-59**

PERSONNEL SALARIES

Salaries and Wages

500000	Regular Salaries	93,550
500100	Overtime Salaries	500
500200	Temporary/Part-time	<u>107,000</u>
Total Salaries		201,050

INSURANCE

510300	IRMA Premium	<u>10,363</u>
Total Insurance		10,363

EMPLOYEE SUPPORT

520200	Dues/Subscriptions (Tennis team entry fees)	2,500
520610	FICA	15,380
520620	IMRF	<u>16,975</u>
Total Employee Support		34,855

PROFESSIONAL SERVICES

530000	Other Professional Services (Exterminator, equipment servicing)	1,500
530300	Audit Services (annual)	389
532600	Credit Card Service Charge	<u>3,300</u>
Total Professional Services		5,189

OPERATING SUPPLIES

540000	Operating Supplies (Paints and hardware, small tools, cleaning supplies, paper products, towels and office supplies)	12,500
540400	Food purchases for resale	2,600
540500	Beverage purchases for resale	12,500
540600	Accessories purchases for resale (Pro Shop)	<u>17,500</u>
Total Operating Supplies		45,100

MAINTENANCE

550200	Equipment Repairs (HVAC, plumbing, electrical, upkeep of building and equipment)	1,200
550400	Contractual Maintenance (Security system, etc.)	750
550500	Contractual Grounds Maintenance	<u>1,800</u>
Total Maintenance		3,750

CAPITAL OUTLAYS

560000	Capital Outlays Exercise Equipment Replacement	5,000	
	Exterior Lighting Replacement	<u>5,000</u>	
			10,000
560700	Depreciation		<u>2,990</u>
Total Capital Outlays			12,990

TRANSFER TO OTHER FUNDS

581000 Indirect Cost Transfer to General Fund 20,000

Total Transfer to Other Funds 20,000

MISCELLANEOUS EXPENDITURES

590900 Advertising and Marketing Expense 900

Total Miscellaneous Expenditures 900

LEASES and RENTALS

600400 Vehicle Interfund Rentals
(Maintenance activities performed by Parks staff) 1,278

Total Leases and Rentals 1,278

UTILITIES

610000 Telephone 1,000

610600 Public Utilities
(Electric, gas and telephone) 42,000

Total Utilities 43,000

TOTAL TENNIS and HEALTH CLUB 378,475

**Village of Park Forest
2012/2013 Budget**

MUNICIPAL PARKING FUND

DEPARTMENT FUNCTION:

The Village owns and maintains two commuter parking lots. Lot #1 is located at the 211th Street (Lincoln Highway) Metra Station and Lot #2 is located at the Matteson Metra Station.

Lot #1 consists of 440 parking spaces and 10 handicap parking spaces. Commuters pay on a day-by-day basis by accepting \$1.00 parking payments into coin boxes that are associated with specific parking stall numbers.

Lot #2 consists of 555 parking spaces, 14 handicap parking spaces, 10 bike lockers, and 3 bike racks. Commuters have payment options for this lot which consist of: daily \$1.00 bill, coin, and soon to be credit card parking payments, as well as, a \$19.00 monthly pass card option for regular commuters.

RECENT UPDATES:

A Strategic Plan for Land Use and Economic Development approved by the Village Board in November 2008 includes a top priority of implementing a Transit-Oriented Development (TOD) in and around the 211th Street (Lincoln Highway) Metra Station. Village Staff has begun implementation by seeking out state and federal funding sources for the public infrastructure improvements of the TOD. The Village submitted a request through the SouthCom lobbyist for \$1.2 million to support the streetscape improvements that are part of the 211th Street TOD Plan. This request was made jointly with the Villages of Matteson and Olympia Fields. Village staff is also currently seeking Illinois Transportation Enhancement Program funds for the public infrastructure improvements of the TOD.

Over the last few months of 2011 and first three months of 2012, Lot #1 was closed so that Metra can complete station improvements. During that time, Public Works replaced deteriorated storm sewers and structures and evaluated the parking lot pavement for necessary future maintenance.

In 2009, a portion of Lot #2 was sold to Canadian National Railroad to facilitate the construction of a connection from the old Illinois Central Railroad line to the EJ&E Railroad line. This work has been completed and in addition to the connection work, the

Matteson Metra Station parking lot has seen many improvements. Some of these improvements are:

1. New stairway and access ramp to Metra Station entrance.
2. A new commuter drop off configuration known as the “Kiss and Ride.” Motorists enter the drive from Homan Street, drop off commuter(s) at the station stairway and ramp, and then exit onto North Street.
3. New LED street lighting illuminates the Kiss and Ride drive through/drop off.
4. The parking lot was resurfaced and restriped.
5. A train observation tower will be constructed for train enthusiasts.
6. Bike lockers were provided for cyclists.

The Village also recently installed a new payment box. This new payment box will accept bills, coins, and will soon accept credit card forms of payment. The Village is looking into replacing the remaining two coin boxes and pass card payment reader with this same new payment box and payment options.

ACCOMPLISHMENT OF 2011/2012 BUDGET OBJECTIVES:

1. Continue to provide existing services at a high level of quality at commuter parking Lots #1 and #2. These services include:

- Maintain and repair pavement, sidewalk, and parking lot lights.

The Canadian National (CN) railroad resurfaced and restriped the Matteson Metra Station, as part of the construction project to connect the EJ&E to the old Illinois Central line. Their plan included reconfiguring the Kiss and Ride, improvements to the Metra Station entrance, a new access ramp, and LED lighting around the Kiss and Ride.

Public Works crews replaced deteriorated storm sewers and structures and evaluated the Lot #1 parking lot pavement for necessary future maintenance.

- Provide snow and ice removal operations at the lots.

The department purchased additional and/or new equipment to remove snow and ice at Lots #1 and #2. This includes, a walk behind salt spreader, pallets of calcium chloride, small plow and broom attachments, a trailer to mobilize equipment.

- Remove debris.

During regular working hours and a few hours on weekends, Village staff inspected and cleaned up any debris found at Lot #1 and Lot #2.

2012/2013 MUNICIPAL PARKING FUND OBJECTIVES:

1. Continue to provide existing services at a high level of quality at commuter parking lots #1 and #2. These services include:
 - Maintain and repair pavement, sidewalk and parking lot lights.
 - Provide snow and ice removal operations at the lots.
 - Remove debris.

Services may be altered in 2012/2013 pending any further work on the 211th Street Transit-Oriented Development.

PERFORMANCE MEASURES:

The following table reflects the number of commuters served at both lots for the last five fiscal years:

	2007	2008	2009	2010	2011
Commuters served at 211 th St. Station	102,851	94,783	79,893	66,056	79,507
Commuters served at Matteson Station	109,360	101,227	88,148	73,973	55,867
Monthly pass cards held	91	85	78	67	61

* Customer calculation is based on revenue received.

**Village of Park Forest
2012/2013 Budget**

**MUNICIPAL PARKING FUND
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Parking Lot Fees	135,373	122,710	101,050	108,270	-12%
Interest	63	100	24	24	-76%
Contributions & Donations	<u>297,521</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
TOTAL REVENUE	<u>432,957</u>	<u>122,810</u>	<u>101,074</u>	<u>108,294</u>	-12%
<u>Net Income(Loss)</u>	(18,994)	(245,262)	(70,800)	(211,646)	14%
Major Capital Outlays	0	0	(16,790)	(45,000)	100%
Depreciation	<u>16,950</u>	<u>16,950</u>	<u>16,950</u>	<u>20,950</u>	24%
Cash Flow	(2,044)	(228,312)	(70,640)	(235,696)	
<u>Beginning Net Cash</u>			350,659	280,019	
<u>Ending Net Cash</u>			280,019	44,323	

**Village of Park Forest
2012/2013 Budget**

**MUNICIPAL PARKING FUND
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	57,139	60,932	62,454	62,727	3%
Overtime Salaries	5,685	30,576	4,050	31,188	2%
Temporary/Part-time Salaries	<u>10,683</u>	<u>12,382</u>	<u>11,047</u>	<u>12,382</u>	0%
Total Personnel Services	73,507	103,890	77,551	106,297	2%
<u>Insurance</u>	7,114	7,864	8,375	8,460	8%
<u>IRMA</u>	4,185	5,680	2,834	5,252	-8%
<u>Employee Support</u>	11,798	18,977	14,501	20,531	8%
<u>Professional Services</u>	243	201	201	197	-2%
<u>Operating Supplies</u>	1,109	2,200	2,800	2,200	0%
<u>Maintenance</u>	5,296	109,100	16,610	24,160	-78%
<u>Capital Outlays</u>	297,521	65,000	0	100,000	54%
<u>Depreciation</u>	16,950	16,950	16,950	20,950	24%
<u>Transfer to Other Funds</u>	20,307	17,035	17,035	15,901	-7%
<u>Leases & Rentals</u>	5,815	8,175	8,175	8,992	10%
<u>Utilities</u>	<u>8,106</u>	<u>13,000</u>	<u>6,842</u>	<u>7,000</u>	-46%
TOTAL EXPENSES	<u>451,951</u>	<u>368,072</u>	<u>171,874</u>	<u>319,940</u>	-13%

**Village of Park Forest
2012/2013 Budget**

**MUNICIPAL PARKING FUND
DETAIL
51-17-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	62,727
500100	Overtime Salaries	31,188
500200	Temporary/Part-time	<u>12,382</u>

Total Personnel Services **106,297**

INSURANCE

510100	Health Insurance	7,965
	Dental Insurance	372
	Life Insurance	<u>123</u>

8,460

510300	IRMA Premium	<u>5,252</u>
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Total Insurance **13,712**

EMPLOYEE SUPPORT

520100	Car/Mileage Allowance (mileage reimbursement)	100
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520610	FICA	8,132
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520620	IMRF	<u>12,299</u>
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Total Employee Support **20,531**

PROFESSIONAL SERVICES

530300	Audit Services	<u>197</u>
	Total Professional Services	197

OPERATING SUPPLIES

540000	Other Operating Supplies (Keys, pass cards, snow and ice materials, etc.)	2,000
540200	Printing/Copying Supplies (Notices, public information)	100
541400	Paint/Hardware/Small tools	<u>100</u>
	Total Operating Supplies	2,200

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Repair of coin gates, coin boxes, pass card sys., WebOffice CMS monitoring)	10,160
550500	Contractual Grounds Maintenance (Mowing/grounds services)	4,000
551000	Parking Lot Maintenance (Various repair/replacement parts)	2,000
551300	Parking Lot Maintenance-Surface (Patching, striping, etc)	<u>8,000</u>
	Total Maintenance	24,160

CAPITAL OUTLAYS

560000	Other Capital Outlays	
	Replace Pass Card Reader System @ Lot 2*	15,000
	Replace 2 Fare boxes @ Lot 2*	30,000
	Patching, Seal, and Restriping Lot 1	<u>100,000</u>
		<u>100,000</u>

* Not included in income calculation

560700	Depreciation	<u>20,950</u>
Total Capital Outlays		120,950
<u>TRANSFER TO OTHER FUNDS</u>		
581000	Indirect Cost to General Fund	<u>15,901</u>
Total Transfer To Other Funds		15,901
<u>LEASES and RENTALS</u>		
600400	Vehicle Interfund Rentals	<u>8,992</u>
Total Leases and Rentals		8,992
<u>UTILITIES</u>		
610000	Telephone (Leased lines for emergency phones)	0
610600	Public Utilities (Electricity for parking lot lighting)	<u>7,000</u>
Total Utilities		<u>7,000</u>
TOTAL MUNICIPAL PARKING FUND		319,940

**Village of Park Forest
2012/2013 Budget**

REFUSE COLLECTION FUND

DEPARTMENT FUNCTION:

Garbage, recycling, and yard waste collection in single-family residential areas are funded through the Refuse Collection Fund. The Multi-family residential areas of the Village contract privately for refuse pickup services. Refuse collection services are secured and accomplished through a contract with a refuse collection company. The Village's current contract is with Star Disposal.

HISTORY:

Effective January 1, 2001, the Village established a flat-rate garbage pick-up program. The contract was renewed on January 1, 2004, and the Village entered into a ten-year agreement with Star Disposal. 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 season which is from April 1st to November 30th. In addition, the Village receives an annual rebate of \$2,000 from Star Disposal for the sale of recyclable materials collected in Park Forest. In 2006 the Village switched to a one day pickup for single family residential units, the official garbage pickup day is Tuesday.

Effective January 1, 2009, the Village Board established refuse rates through December 31, 2013. For the 2009 calendar year, the refuse rates remained the same as in 2008. This was due to an agreement clause which compared the consumer price index to rate increases over the first five years of the agreement.

Each customer pays a \$2.53 charge for overhead, bill processing and mailing. These costs are built into the monthly bill rate. These rates are as follows:

\$18.38 per month for January 1, 2010 – December 31, 2010
\$18.86 per month for January 1, 2011 – December 31, 2011
\$19.35 per month for January 1, 2012 – December 31, 2012
\$19.85 per month for January 1, 2013 – December 31, 2013

RECENT UPDATES:

In March 2010, Star Disposal began delivering 95-gallon brown garbage carts to residents that live north of Sauk Trail at no additional cost. Star Disposal planned to supply half the Village in 2010 and complete the south half of the Village in 2011. In December 2010, Star Disposal completed delivery to the south half ahead of schedule. This new cart has an attached lid that will help prevent garbage from blowing around and

the cart will not be rolling in the street after being emptied. These new carts were designed to be mechanically emptied and placed back by the garbage truck. The new carts will replace resident owned garbage cans.

The current recycling program provides single-family residences with a 64-gallon wheeled toter for recyclable materials. Smaller (32-gallon), larger (96-gallon), or additional toters are available at the request of the resident. The recycling program allows the following recyclable materials to be placed curbside at single-family residences:

- Newsprint - any paper that arrives in newspapers
- Junk mail - any paper that arrives in the mail
- Glossy paper - magazines and catalogues
- Tin and aluminum containers
- White, brown and green glass bottles
- All #1 thru #5 and # 7 plastic containers, check label on container
- Telephone books
- Chipboard and corrugated cardboard

The current yard waste program begins April 1st to November 30th. Residents may use Star Disposal yard waste bags or put Star Disposal Stickers on waste bags purchased elsewhere. Residents also have the option to rent a 95 gallon yard waste cart.

As of January 1, 2012, the Illinois Electronic Products Recycling and Reuse Act went into effect. This law bans all electronics from going into landfills. Residents will no longer be able to discard E-waste (Electronic waste) as part of the curbside program. Residents must find alternative options for E-waste. Sources of information for E-waste disposal are available at Illinois Environmental Protection Agency (IEPA), local villages, local electronic stores, and local counties.

ACCOMPLISHMENT OF 2011/2012 BUDGET OBJECTIVES:

1. Continue to promote recycling.

At the start of the new contract, Star Disposal provided every customer with a covered recycling container and educational materials on recycling. Recycling reminders were included in village newsletters distributed to residents. The list of recyclable materials is included periodically on the local cable access channels. The Park Forest Environment Commission routinely makes efforts to educate the public on the benefits of recycling.

2. Evaluate rates necessary to fully cover costs.

Rates for the proposed budget have been recommended at a level necessary to support

operations. These rates are based on costs determined with the existing contract and have been established through December 31, 2013.

2012/2013 REFUSE COLLECTION FUND OBJECTIVES:

1. Continue to promote recycling.
2. Evaluate rates necessary to fully cover costs.

PERFORMANCE MEASURES:

The goal of this fund is to collect solid waste and dispose of it in an environmentally responsible manner. Quantities of materials collected in the previous five calendar years are as follows:

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Garbage collected (tons)	7,996	7,436	7,000	6,875	6,543
Recyclables (tons)	1,481	1,487	1,439	1,369	1,198
Yard waste (tons)	<u>995</u>	<u>921</u>	<u>1,000</u>	<u>935</u>	<u>855</u>
Total (tons)	10,472	9,844	9,439	9,179	8,596
Revenue from sale of recyclables	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

**Village of Park Forest
2012/2013 Budget**

**REFUSE COLLECTION FUND
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Charges for Service	1,212,341	1,216,912	1,216,912	1,234,447	1%
Recycling Rebate	2,000	2,000	2,000	2,000	0%
Interest	<u>114</u>	<u>230</u>	<u>20</u>	<u>20</u>	-91%
TOTAL REVENUE	<u>1,214,455</u>	<u>1,219,142</u>	<u>1,218,932</u>	<u>1,236,467</u>	1%
EXPENSES					
<u>Personnel Services</u>	22,189	22,540	22,540	22,990	2%
<u>Insurance</u>	2,631	2,881	2,881	3,034	5%
<u>IRMA</u>	36,194	49,124	25,422	47,109	-4%
<u>Employee Support</u>	3,824	4,095	4,095	4,419	8%
<u>Professional Services</u>	1,058,658	1,077,503	1,072,503	1,078,530	0%
<u>Transfer to Other Funds</u>	106,616	103,616	103,616	92,638	-11%
<u>Miscellaneous</u>	<u>4,832</u>	<u>5,000</u>	<u>4,271</u>	<u>5,000</u>	0%
TOTAL EXPENSES	<u>1,234,944</u>	<u>1,264,759</u>	<u>1,235,328</u>	<u>1,253,720</u>	-1%
<u>Net Income (Loss)</u>	(20,489)	(45,617)	(16,396)	(17,253)	62%
<u>Beginning Net Cash</u>			37,055	20,659	
<u>Ending Net Cash</u>			20,659	3,406	

**Village of Park Forest
2012/2013 Budget**

**REFUSE COLLECTION FUND
DETAIL
56-17-53**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	<u>22,990</u>
Total Personnel Services		22,990

INSURANCE

510100	Health Insurance	2,871	
	Dental Insurance	139	
	Life Insurance	<u>24</u>	
			3,034
510300	IRMA Premium		<u>47,109</u>
Total Insurance			50,143

EMPLOYEE SUPPORT

520300	Training		0
520610	FICA		1,759
520620	IMRF		<u>2,660</u>
Total Employee Support			4,419

PROFESSIONAL SERVICES

530000	Other Professional Services (Contractual garbage collection) (Street Sweeping debris)	1,056,761 <u>20,000</u>	1,076,761
530300	Audit Services	<u>1,769</u>	
	Total Professional Services		1,078,530

TRANSFER TO OTHER FUNDS

581000	Indirect Cost to General Fund (Excludes \$30,000 for municipal bldg. pick-up and \$20,000 for street sweeping)	<u>92,638</u>	
	Total Transfer To Other Funds		92,638

MISCELLANEOUS EXPENDITURES

590100	Postage (Garbage bill mailing)	<u>5,000</u>	
	Total Miscellaneous Expenditures		<u>5,000</u>

TOTAL REFUSE COLLECTION FUND **1,253,720**

Village of Park Forest 2012/2013 Budget

WATER FUND

DEPARTMENT FUNCTION:

This fund is responsible for the operation and maintenance of six wells, the water filtration and softening plant and the water distribution system. The distribution system includes 72 miles of water mains along with five 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. Since the early 1980s, the old water softening plant needed major repair and replacement. By the late 1990s, the Village began to analyze the water plant and propose solutions for its upgrade. During Fiscal Year 2002/2003, the Board of Trustees approved the hiring of Baxter and Woodman to design the new water plant and construction began in the fall of 2005. The new plant was put into service in April 2007.

Baxter & Woodman was also hired to develop a computer model of the Village water distribution system for the purpose of improving distribution, reducing water main breaks and determining a water main replacement schedule. This computer model also identified fire flow deficiencies. Last fiscal year the Village received a \$3,300,000 low interest loan to replace water main and address fire flow issues. This budget includes funding through the use of the established Water Main Infrastructure Replacement Fee to pay back the IEPA loan. This fee of \$3 per month is in addition to regular usage charges already in place.

Last fiscal year the budget provided for a unidirectional flushing program to reduce discolored water to the Village residents. This was not as successful as anticipated. This budget still addresses the evaluation of the water chemistry to determine if there are other options to control any residue in the water chemistry.

This budget provides for one full-time Maintenance Worker for the water plant. This position was created by combining two vacant part-time maintenance worker positions and one filled part-time maintenance worker so that there was no loss of jobs and the cost was balanced out by the elimination of the three part-time positions.

ACCOMPLISHMENT OF 2011/2012 BUDGET OBJECTIVES:

1. Continue to work on reducing fire flow deficiencies within the Village.

The 2010/2011 water main improvements project included booster stations added to the water storage tanks so that the Village can insure there will be sufficient water stored to meet fire flow demands.

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

The Water Department continually monitors the hardness and chemical levels of the water supplied to the community. In accordance with requirements set forth by the Illinois Environmental Protection Agency (IEPA), the Water Department will distribute in late 2011/2012 the annual Consumer Confidence Report relating to the drinking water supplied to Park Forest residents. In early 2012 again Park Forest's water was proclaimed the best tasting water in the South Suburbs at the South Suburban Water Works Association's (SSWWA) Annual Taste Test. As a result, Park Forest water represented SSWWA at the Illinois Section American Water Works Association (ISAWWA) Annual Conference where Park Forest water was selected best tasting water.

3. Maintain wells, pumps, plant, mains, hydrants, storage and meters.

All proposed Fiscal Year 2011/2012 Water Plant capital projects necessary for the ongoing operation and maintenance of the plant will have been contracted for and/or completed before the end of Fiscal Year 2011/2012.

4. Repair water main breaks quickly and efficiently.

A total of 167 main breaks occurred in the past year. Main breaks were repaired quickly with limited customer service interruption.

5. Restore properties following water main repairs.

Restoration work for those repairs that took place in the winter will be completed during the spring. Restoration work for those repairs that took place in the spring will be completed during the summer.

6. Provide water service turn-ons and turn-offs and JULIE locates.

This is an ongoing process.

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

The importance of safety was stressed through work group safety meetings, Village safety meetings and participation in safety training programs as provided through the South Suburban Mayors and Managers Association and the Intergovernmental Risk Management Agency.

8. Continue to improve the water distribution system.

A plan has been initiated to replace deteriorated and/or undersized water mains to improve fire flow deficiencies and reduce funds required to repair water main breaks. The 2011/2012 budget provided for a \$3.3 million water main improvement program. This project spanned two years.

2012/2013 WATER FUND OBJECTIVES:

1. Continue to work on reducing fire flow deficiencies within the Village.
2. Continue to provide water service at the same high level of quality.
3. Maintain wells, pumps, plant, mains, hydrants, storage and meters.
4. Repair water main breaks quickly and efficiently.
5. Restore properties following water main repairs.
6. Provide water service turn-ons and turn-offs and JULIE locates.
7. Continue to practice and improve safety policies and procedures.
8. Continue to improve the water distribution system.

PERFORMANCE MEASURES:

The following quantities of work were completed in previous budget years:

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Water main breaks repaired	154	82	111	167
Water main valves replaced	2	2	17	56
Water services repaired	3	38	7	11
Multi-Family Looped service requests (New category for 2009)		71	57	99
Hydrants replaced	2	7	25	38
Water main replaced (linear ft)	856	2,008	0	10,893
Water main installed (linear ft)	0	0	0	0
Water pumped (gallons)	596,582,000	506,611,000	497,635,000	558,800,000
Water billed (gallons)	500,748,436	468,599,391	451,099,290	432,405,570

STAFFING:

Water Fund staffing includes Public Works Department staffing at both the Water Filtration and Softening Plants and Finance Department staffing of the Water Office (front counter at Village Hall). Staffing remains the same level as last year.

<u>Position</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Chief Water Plant Operator	1	1	1	1	1
Assistant Chief Water Plant Operator	1	1	1	1	1
Water Plant Operators II	3	3	2	2	2
Water Plant Operator I	1	1	2	2	2
Utility Billing Supervisor	1	1	1	1	1
Accounting Technician I	1	1	1	1	1
Utility Billing Technician	1	1	1	1	1
Part-time Maintenance Worker	0.8	1.5	1.5	0	0
Full Time Maintenance Worker	0	0	0	1	1
Office Assistant II - Part-time	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total Positions – Water Fund	10.3	11	11	10.5	10.5

Note: Staffing schedules does not include Meter Readers whom are paid on a per-read basis.

**Village of Park Forest
2012/2013 Budget**

**WATER FUND
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Water Sales					
Residential	3,793,280	4,206,770	4,080,155	4,206,770	0%
Commercial	766,014	862,191	809,000	862,191	0%
Infrastructure Fee	310,986	309,000	309,000	309,000	0%
Sanitary District Fees	84,299	84,500	84,500	84,500	0%
State Grants	152,715	0	0	0	0%
Merchandising & Jobbing	531	0	0	0	0%
Interest Income	410	0	0	0	0%
Miscellaneous Income	<u>2,262</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
TOTAL REVENUE	<u>5,110,497</u>	<u>5,462,461</u>	<u>5,282,655</u>	<u>5,462,461</u>	0%
<u>Net Income(Loss)</u>	(184,544)	(314,385)	(410,111)	(10,588)	97%
Debt Principal Repayment	(720,735)	(916,898)	(770,717)	(950,402)	4%
Major Capital Outlays	(1,941,923)	(1,953,500)	(1,953,500)	0	-100%
Loan Proceeds	1,055,171	2,277,270	2,051,070	0	-100%
Depreciation	<u>638,667</u>	<u>657,139</u>	<u>657,139</u>	<u>694,037</u>	6%
Cash Flow	(1,172,794)	771,902	374,651	(266,953)	
<u>Beginning Net Cash</u>			(315,606)	59,045	
<u>Ending Net Cash</u>			59,045	(207,908)	

**Village of Park Forest
2012/2013 Budget**

**WATER FUND
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	984,554	982,620	1,047,027	1,052,259	7%
Overtime Salaries	103,179	121,489	120,584	123,918	2%
Temporary/Part-time Salaries	<u>85,862</u>	<u>94,377</u>	<u>72,932</u>	<u>53,586</u>	-43%
Total Personnel Services	1,173,595	1,198,486	1,240,543	1,229,763	3%
<u>Insurance</u>	165,508	181,013	181,013	195,485	8%
<u>IRMA</u>	150,260	200,546	103,782	192,317	-4%
<u>Employee Support</u>	209,216	219,457	228,075	243,206	11%
<u>Professional Services</u>	448,561	491,526	432,455	296,582	-40%
<u>Operating Supplies</u>	543,013	560,000	526,468	559,300	0%
<u>Maintenance</u>	624,992	591,400	735,758	641,000	8%
<u>Capital Outlays</u>	65,903	366,200	323,200	141,800	-61%
<u>Depreciation</u>	638,667	657,139	657,139	694,037	6%
<u>Interest Expense</u>	353,381	386,944	351,918	367,486	-5%
<u>Transfer to Other Funds</u>	598,842	601,484	601,484	582,301	-3%
<u>Miscellaneous</u>	25,021	26,500	24,000	26,500	0%
<u>Leases & Rentals</u>	61,592	86,451	82,168	93,572	8%
<u>Utilities</u>	<u>236,490</u>	<u>209,700</u>	<u>204,763</u>	<u>209,700</u>	0%
TOTAL EXPENSES	<u>5,295,041</u>	<u>5,776,846</u>	<u>5,692,766</u>	<u>5,473,049</u>	-5%

**Village of Park Forest
2012/2013
Budget**

**WATER DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Salary Increase 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Ronald Erickson Chief Water Plant Operator***	80,487	82,097	17,9	82,097	9,499	6,280	14,439	695	120	30
Michael Gasser Assistant Chief Water Plant Opr	70,217	71,621	14,9	71,621	8,287	5,479	18,503	1,115	120	30
Drew Williams Water Plant Operator II	58,899	60,077	10,9	60,077	6,951	4,596	5,261	358	120	25
Paul Narcisi Water Plant Operator II	58,899	60,077	10,9	60,077	6,951	4,596	7,131	358	120	15
Marcy Gott Utility Billing Supervisor	58,899	60,077	10,9	60,077	6,951	4,596	17,656	1,115	120	25
William Gott Water Plant Operator I	48,884	49,862	9,5	50,440	5,836	3,859	0	0	120	10
Dave Vavrek Water Plant Operator I	48,884	49,862	9,5	50,440	5,836	3,859	7,131	358	120	10
Lorri Bailey Utility Billing Technician	49,159	50,142	7,8	50,724	5,869	3,880	0	0	120	15
Kimberley Brown Accounting Technician I	43,952	44,831	4,9	44,831	5,187	3,430	21,310	1,115	108	20

*Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Vehicle received.

**Village of Park Forest
2012/2013
Budget**

**WATER DEPARTMENT
SALARY DETAIL**

	6/30/2012 Base	Salary Increase 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Anthony Kindle Maintenance Worker	33,086	33,748	1,5	35,123	4,064	2,687	0	358	84	10
Michelle Davis Part Time Office Assistant II	27,906	28,464	2,9	28,464	3,293	2,177	0	0	0	0
Meter Readers (2)	25,122	25,122		25,122	0	1,922	0	0	0	0
Overtime	42,708	43,562		43,562	5,040	3,332				
Retiree Health Insurance Stipend							3,500			
Subtotal	647,102	659,542		662,655	73,764	50,693	94,931	5,472	1,152	
ALLOCATIONS										
Water General				302,108	34,954	23,111	88,270	4,736	924	
Water Supply and Purification				6,246	723	478	0	0	0	
Water Distribution				<u>258,754</u>	<u>29,938</u>	<u>19,795</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Subtotal				567,108	65,615	43,384	88,270	4,736	924	
WATER DEPT. TOTAL				1,229,763	139,379	94,077	183,201	10,208	2,076	

NOTE: Water Plant Operators & Maintenance Worker receive an annual \$75 safety shoe allowance.
Full-time employees who decline health insurance receive one extra day off annually.

*Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Vehicle received.

**Village of Park Forest
2012/2013 Budget**

**WATER FUND - GENERAL SUPPORT
DETAIL
60-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	452,540
500100	Overtime Salaries	12,401
500200	Temporary/Part-time	<u>53,586</u>
Total Personnel Services		518,527

INSURANCE

510100	Health Insurance	179,701	
	Dental Insurance	10,208	
	Life Insurance	<u>2,076</u>	
			191,985
510120	Health Insurance Stipend		3,500
510300	IRMA Premium		142,317
510400	IRMA Deductible Payments		<u>50,000</u>
Total Insurance			387,802

EMPLOYEE SUPPORT

520000	Other Travel (Reimbursement for lodging, travel expenses for conferences and seminars)	3,000
520100	Car/Mileage (Mileage reimbursement for travel on the job and to conferences and seminars)	1,000

520200	Dues/Subscriptions (American Water Works Association, Backflow Prevention Association, South Suburban Water Works Association, etc.)	2,000
520300	Training (Seminars, conferences, tuition reimbursement)	3,000
520400	Books and Pamphlets (Reference books)	750
520610	FICA	39,667
520620	IMRF	<u>57,089</u>
Total Employee Support		106,506

PROFESSIONAL SERVICES

530000	Other Professional Services (JULIE charges, software support, material testing, bank fees)	35,000
530300	Audit Services	7,223
531700	Payment in Lieu of Taxes (Payment to General Fund based on property taxes which would be paid on seven wells, three storage facilities and water plant if operated by a private company)	189,359
532600	Credit Card Service Charges	<u>44,000</u>
Total Professional Service		275,582

OPERATING SUPPLIES

540000	Other Operating Supplies	1,500
540100	Computer Supplies	100
540200	Printing/Copying Supplies	100
540300	Stationery/Forms (Water bill forms)	5,000

540350	Office Equipment/Furnishings		500
540800	Cleaning Supplies/Paper Products (Cleaning supplies, towel rental)		0
540900	Uniform and Protective Clothing (Uniform rental)		0
541400	Paint/Hardware		<u>0</u>
Total Operating Supplies			7,200

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Meter interrogator repairs, other equipment repairs)		1,500
550200	Equip Maint & Repair-Other		<u>1,000</u>
Total Maintenance			2,500

CAPITAL OUTLAYS

560000	Other Capital Outlay		
	Computer Replacement	5,300	
	Copy/fax machine replacement	<u>1,500</u>	
			6,800
560700	Depreciation		<u>694,037</u>
Total Capital Outlays			700,837

DEBT SERVICE

570000	Debt Service*		
	2008B	72,025	
	IEPA Loan (Water Plant)	732,196	
	IEPA Loan (Water Main Replacement)**	<u>146,181</u>	
		950,402	
	*Not included in income calculation		0
	**Estimated		
570100	Interest Expense		<u>367,486</u>
Total Debt Service			367,486

TRANSFER TO OTHER FUNDS

581000	Indirect Cost to General Fund	<u>582,301</u>
Total Transfer to Other Funds		582,301

MISCELLANEOUS EXPENDITURES

590100	Postage (Water bill mailing, consumer confidence report mailing)	24,500
590800	Printing Reproduction and Graphics (Blueprints)	1,500
591000	Legal Notices (Notices to bidders)	<u>500</u>
Total Miscellaneous Expenditures		26,500

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)	<u>1,580</u>
Total Leases and Rentals		1,580

UTILITIES

610000	Telephone	<u>1,700</u>
Total Utilities		<u>1,700</u>

TOTAL WATER FUND - GENERAL SUPPORT **2,978,521**

**Village of Park Forest
2012/2013 Budget**

**WATER FUND - SUPPLY AND PURIFICATION
DETAIL
60-19-51**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	416,121
500100	Overtime Salaries	36,361
500200	Temporary/Part-time	<u>0</u>
Total Personnel Services		452,482

EMPLOYEE SUPPORT

520610	FICA	34,615
520620	FICA	<u>52,352</u>
Total Employee Support		86,967

PROFESSIONAL SERVICES

530000	Other Professional Services Laboratory Testing	14,500
530200	Engineering/Architectural Services	6,000
530700	Environmental Permit Fees	<u>500</u>
Total Professional Services		21,000

OPERATING SUPPLIES

540000	Other Operating Supplies (Repair parts, supplies, lab equipment, etc.)	40,000
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540800	Cleaning Supplies/Paper Products (Cleaning supplies, towel rental)	1,600
540900	Uniform and Protective Clothing (Uniform rental & safety supplies)	4,500
541400	Paint/Hardware	4,500
541500	Salt (Water softening salt and sodium hypochloride)	18,000
541600	Lime/Chemicals (Lime, carbon dioxide, soda ash, and hydrofluosilicic acid)	<u>450,000</u>
Total Operating Supplies		518,600

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Contractual repairs of pumps, motors, etc.)	60,000
550200	Equipment Maintenance and Repair - Other (Equipment repair parts)	50,000
550400	Contractual Building/Facility Maintenance (Water Plant building maintenance)	12,000
551500	Lime Residuals Disposal (Lime sludge removal contract)	150,000
551800	Well Maintenance Supplies (Parts for well repairs)	1,500
551900	Contractual Well Maintenance (Contractual well repairs, motor rebuilding)	<u>10,000</u>
Total Maintenance		283,500

CAPITAL OUTLAYS

560000	<u>Other Capital Outlay</u>		
	Interim Remediation (Lime Lagoon 2), #ILG64019	25,000	
	Well Maintenance Well #2	<u>50,000</u>	
			<u>75,000</u>
	Total Capital Outlays		75,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)		0
600500	Other Equipment Rental (Rental of pumps, generators, tools, etc.)		<u>3,500</u>
	Total Leases and Rentals		3,500

UTILITIES

610600	Telephone		<u>4,000</u>
610600	Public Utilities (Electricity and natural gas)		<u>204,000</u>
	Total Utilities		<u>208,000</u>

TOTAL WATER FUND - SUPPLY AND PURIFICATION **1,649,049**

**Village of Park Forest
2012/2013 Budget**

**WATER FUND - DISTRIBUTION
DETAIL
60-19-52**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	183,598
500100	Overtime Salaries	75,156
500200	Temporary/Part-time	<u>0</u>
Total Personnel Services		258,754

EMPLOYEE SUPPORT

520610	FICA	19,795
520620	IMRF	<u>29,938</u>
Total Employee Support		49,733

OPERATING SUPPLIES

540000	Other Operating Supplies	20,000
540900	Uniform and Protective Clothing (Uniform rental)	6,000
541200	Plants, Chemicals and Fertilizers (Materials for main break restoration)	3,500
541400	Paint/Hardware	<u>4,000</u>
Total Operating Supplies		33,500

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Equipment maintenance, large meter testing)	0
550200	Equipment Maintenance and Repair - Other (Equipment repair parts)	5,000
550400	Contractual Bldg/Facil Maintenance	0
552000	Main Maintenance Supplies (Watermain repair clamps, pipe, fittings, hydrants, valves, stone, asphalt)	100,000
552100	Main Maintenance - Contractual (Contract watermain repair, contract landscape restoration hauling, disposal from spoils stockpile and surge protectors(6))	<u>250,000</u>
Total Maintenance		355,000

CAPITAL OUTLAYS

560000	Other Capital Outlay	
	Replace Fire Hydrants	<u>60,000</u>
Total Capital Outlays		60,000

LEASES and RENTALS

600100	Ground Lease	1,050
600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)	87,442

600500	Other Equipment Rental (Rental of pumps, generators, tools, etc.)	<u>0</u>
	Total Leases and Rentals	<u>88,492</u>
	TOTAL WATER FUND - DISTRIBUTION	<u>845,479</u>
	TOTAL WATER DEPARTMENT	5,473,049

**DEPARTMENT OF PUBLIC WORKS
WATER FUND PROPOSED BUDGET BY DEPARTMENT**

<u>Account Number and Name</u>	<u>Water General (601900)</u>	<u>Water Supply and Purification (601951)</u>	<u>Water Distribution (601952)</u>	<u>Combined Water Fund Total</u>
<u>SALARIES:</u>				
500000 Regular	452,540	416,121	183,598	1,052,259
500100 Overtime	12,401	36,361	75,156	123,918
500200 Temporary/Part-time	<u>53,586</u>	<u>0</u>	<u>0</u>	<u>53,586</u>
Total Salaries	518,527	452,482	258,754	1,229,763
<u>INSURANCE:</u>				
510100 Insurance Premium	191,985	0	0	191,985
510120 Insurance Stipend	3,500			3,500
510300 IRMA Premium	142,317	0	0	142,317
510400 IRMA Deductible	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>50,000</u>
Total Insurance	387,802	0	0	387,802
<u>EMPLOYEE SUPPORT:</u>				
520000 Other Travel	3,000	0	0	3,000
520100 Car/Mileage	1,000	0	0	1,000
520200 Dues/Subscriptions	2,000	0	0	2,000
520300 Training	3,000	0	0	3,000
520400 Books and Pamphlets	750	0	0	750
520610 FICA	39,667	34,615	19,795	94,077
520620 IMRF	<u>57,089</u>	<u>52,352</u>	<u>29,938</u>	<u>139,379</u>
Total Employee Support	106,506	86,967	49,733	243,206
<u>PROFESSIONAL SERVICES:</u>				
530000 Other Professional Services	35,000	14,500	0	49,500
530200 Engineering/Architectural Services	0	6,000	0	6,000
530300 Audit Services	7,223	0	0	7,223
530700 Permit Fees	0	500	0	500
531700 Payment in Lieu of Taxes	189,359	0	0	189,359
532600 Credit Card Service Charges	<u>44,000</u>	<u>0</u>	<u>0</u>	<u>44,000</u>
Total Professional Services	275,582	21,000	0	296,582
<u>OPERATING SUPPLIES:</u>				
540000 Other Operating Supplies	1,500	40,000	20,000	61,500
540100 Computer Supplies	100	0	0	100
540200 Printing/Copying Supplies	100	0	0	100
540300 Stationery/Forms	5,000	0	0	5,000
540350 Office Equipment/Furnishings	500	0	0	500
540800 Cleaning Supplies/Paper Products	0	1,600	0	1,600
540900 Uniforms and Protective Clothing	0	4,500	6,000	10,500
541200 Plants, Chemicals and Fertilizers	0	0	3,500	3,500
541400 Paint/Hardware	0	4,500	4,000	8,500
541500 Salt	0	18,000	0	18,000
541600 Lime/Chemicals	<u>0</u>	<u>450,000</u>	<u>0</u>	<u>450,000</u>
Total Operating Supplies	7,200	518,600	33,500	559,300

**DEPARTMENT OF PUBLIC WORKS
WATER FUND PROPOSED BUDGET BY DEPARTMENT**

<u>Account Number and Name</u>	<u>Water General (601900)</u>	<u>Water Supply and Purification (601951)</u>	<u>Water Distribution (601952)</u>	<u>Combined Water Fund Total</u>
<u>MAINTENANCE:</u>				
550000 Contractual Equip. Maint. - Other	1,500	60,000	0	61,500
550200 Equip. Maint. and Repair - Other	1,000	50,000	5,000	56,000
550400 Contractual Bldg./Facility Maint.	0	12,000	0	12,000
551500 Sludge Disposal	0	150,000	0	150,000
551800 Well Maintenance Supplies	0	1,500	0	1,500
551900 Contractual Well Maintenance	0	10,000	0	10,000
552000 Main Maintenance Supplies	0	0	100,000	100,000
552100 Main Maintenance - Contractual	<u>0</u>	<u>0</u>	<u>250,000</u>	<u>250,000</u>
Total Maintenance	2,500	283,500	355,000	641,000
<u>CAPITAL OUTLAYS:</u>				
560000 Other Capital Outlay	6,800	75,000	60,000	141,800
560700 Depreciation	<u>694,037</u>	<u>0</u>	<u>0</u>	<u>694,037</u>
Total Capital Outlays	700,837	75,000	60,000	835,837
<u>DEBT SERVICE:</u>				
570000 Debt Service	0	0	0	0
570100 Interest Expense	<u>367,486</u>	<u>0</u>	<u>0</u>	<u>367,486</u>
Total Debt Service	367,486	0	0	367,486
<u>TRANSFER TO OTHER FUNDS:</u>				
581000 Indirect Cost to General Fund	<u>582,301</u>	<u>0</u>	<u>0</u>	<u>582,301</u>
Total Transfers to Other Funds	582,301	0	0	582,301
<u>MISCELLANEOUS:</u>				
590100 Postage	24,500	0	0	24,500
590800 Printing Reproduction and Graphics	1,500	0	0	1,500
591000 Legal Notices	<u>500</u>	<u>0</u>	<u>0</u>	<u>500</u>
Total Miscellaneous	26,500	0	0	26,500
<u>LEASES AND RENTALS:</u>				
600100 Ground Lease	0	0	1,050	1,050
600400 Vehicle Interfund Rentals	1,580	0	87,442	89,022
600500 Other Equipment Rental	<u>0</u>	<u>3,500</u>	<u>0</u>	<u>3,500</u>
Total Leases and Rentals	1,580	3,500	88,492	93,572
<u>UTILITIES:</u>				
610000 Telephone/Telegraph	1,700	4,000	0	5,700
610600 Public Utilities	<u>0</u>	<u>204,000</u>	<u>0</u>	<u>204,000</u>
Total Utilities	1,700	208,000	0	209,700
<u>FUND TOTAL</u>	<u>2,978,521</u>	<u>1,649,049</u>	<u>845,479</u>	<u>5,473,049</u>

**Village of Park Forest
2012/2013 Budget**

SANITARY SEWER FUND

DEPARTMENT FUNCTION:

The Department of Public Works (DPW) operates and maintains approximately 68 miles of sanitary sewers along with four lift stations. The current rehabilitation efforts of the Village's over flow facility will soon make this facility an integral part 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 trunk sewers located at the village limits which transports sewage to Thorn Creek Basin Sanitary District (TCBSD) in Chicago Heights where it is treated.

User fees fund routine operation and maintenance of the sanitary system which is performed by Village staff (Day Labor) and hired contractors, as well as, capital improvement projects such as, but not limited to, sewer and manhole repair or replacement, rehabilitation of the sanitary over flow facility, lift station repair or replacement, as well as, the engineering services associated with such projects. DPW also conducts an annual sewer cleaning and television inspection project to assist DPW in identifying problem locations, documenting and evaluating the condition of the sewers, and then to prioritize the necessary maintenance and/or repairs.

User fees also fund debt service. User fees are evaluated on an annual basis. In 2005, Thorn Creek Basin Sanitary District (TCBSD) amended their Inflow and Infiltration (I & I) Ordinance to newer limits. Inflow and infiltration are two conditions that exist which contribute to excessive storm water entering the sanitary sewer system. This results in excessive flows that require treatment, and in some cases, are bypassed and untreated. This amended ordinance required communities that have sewer flows that were out of compliance to submit a compliance plan for the Sanitary District's approval. It also set a minimum funding amount devoted to finding and eliminating I & I. This funding is set at \$30 per capita. The 2005/2006 budgeted sanitary sewer rate of \$0.77 per one thousand gallons of water used, did not meet this objective. Therefore, the Village Board passed a graduated rate increase that began on July 1, 2006 with a new rate of \$1.85 per one thousand gallons used with the last increase beginning July 1, 2010 with a rate of \$2.86 per one thousand gallons used. These increases in rates are necessary to meet the financial compliance requirements set by the Thorn Creek Basin Sanitary District.

ACCOMPLISHMENT OF 2011/2012 BUDGET OBJECTIVES:

The following objectives were included in the 2011/2012 Budget and were accomplished to various levels of degree.

1. Strive to meet compliance of the new Inflow and Infiltration limits adopted by Thorn Creek Basin Sanitary District.

The Village was approved to receive funding through an IEPA loan for two capital sewer projects that were designed to address the Village's commitment to eliminate Inflow and Infiltration. The two projects consist of the rehabilitation of the excess flow facility and sanitary sewers and sewer manholes. Both projects have been completed and the combined costs for these two capital projects exceed the Village's annual spending requirement as required by Thorn Creek Basin Sanitary District.

The Village was awarded a \$485,000 Special Appropriations Grant for sanitary sewer improvements. The Village plans to use this funding opportunity to rehab portions of the Village's sewers and manholes to continue to eliminate Inflow and Infiltration.

2. Continue to provide existing municipal services at a high level of quality. These services include:

- Routine maintenance of sewers, lift stations, and other components of the sanitary sewer system.

An estimated eight miles of sanitary sewer were cleaned. Repairs were made to the Sangamon Street lift station and load tests were performed on the lift station generator.

- Provide inspection services for sewer lateral/building drain repairs and outdoor cleanout installations.

Inspections were provided for approximately 47 sewer lateral repairs and cleanout installations.

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

The importance of safety was stressed through work group safety meetings, Village safety meetings and participation in safety training programs provided through SSMMA and IRMA.

4. Continue to improve infrastructure by reconstructing and/or replacing sanitary sewers and manholes as necessary, to maintain the integrity of the sanitary sewer system, and to meet Inflow and Infiltration limits.

The Village recently completed a sewer and manhole rehabilitation project. 15,010 feet of village sewers were lined and 48 manholes received various improvements such as, replaced frames, covers, adjusting rings, steps, and cones. As well as, interior

manhole lining, tuck pointing and installation of internal chimney seals. The Village also completed the rehab of the Village's Excess Flow Facility. This facility is used to store and in extreme cases, treat, excess wastewater during heavy storm events.

Public Works is a recipient of a \$485,000 USEPA grant for sanitary system improvements. Staff has begun the grant implementation process.

2012/2013 SANITARY SEWER FUND OBJECTIVES:

Due to the ongoing nature of the work involved, most of the objectives are repeated in the 2012/2013 Budget.

1. Strive to meet compliance of the Inflow and Infiltration limits adopted by Thorn Creek Basin Sanitary District.
2. Continue to provide existing municipal services at a high level of quality. These services include:
 - Routine maintenance of sewers, lift stations, and other components of the sanitary sewer system.
 - Provide inspection services for sewer lateral/building drain repairs and outdoor cleanout installations.
3. Continue to practice and improve safety policies and procedures.
4. Continue to improve infrastructure by reconstructing and/or replacing sanitary sewers and manholes as necessary, to maintain the integrity of the sanitary sewer system, and to meet Inflow and Infiltration limits.

PERFORMANCE MEASURES:

The following specific quantities of work were completed in previous fiscal/budget years:

<u>Work completed by Day Labor and/or Contractors:</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Sanitary sewer replaced (linear feet)	285	245	0	678	130
Sanitary sewer televised (linear feet)	18,497	12,756	16,504	1,306	10,614
Sanitary sewer cleaned (linear feet)	142,560	31,680	63,360	134,141	41,337
Sanitary sewer lined (linear feet)	4,455	280	0	70	10,614

**Village of Park Forest
2012/2013 Budget**

**SANITARY SEWER FUND
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Sewer User Fees					
Residential	1,063,294	1,105,000	1,072,184	1,072,184	-3%
Commercial	226,605	249,000	226,299	227,000	-9%
Federal Grants	0	485,000	0	485,000	0%
Sewer Tap Fees	2,760	4,000	3,440	4,000	0%
Interest Income	293	500	5	0	-100%
Miscellaneous Income	<u>2,909</u>	<u>0</u>	<u>1,612</u>	<u>0</u>	0%
TOTAL REVENUE	<u>1,295,861</u>	<u>1,843,500</u>	<u>1,303,540</u>	<u>1,788,184</u>	-3%
<u>Net Income(Loss)</u>	655,950	913,121	499,444	788,552	-14%
Debt Principal Repayment	(38,747)	(98,804)	(98,804)	(100,903)	2%
Major Capital Outlay	(619,006)	(1,256,000)	(507,944)	(881,818)	-30%
Loan Proceeds	114,212	1,311,756	1,197,544	0	-100%
Depreciation	<u>72,926</u>	<u>89,948</u>	<u>89,948</u>	<u>118,711</u>	32%
Cash Flow	185,335	960,021	1,180,188	(75,458)	
<u>Beginning Net Cash</u>			1,675,910	2,856,098	
<u>Ending Net Cash</u>			2,856,098	2,780,640	

**Village of Park Forest
2012/2013 Budget**

**SANITARY SEWER FUND
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	176,911	225,135	225,135	233,727	4%
Overtime Salaries	7,562	14,201	9,500	14,485	2%
Temporary/Part-time Salaries	<u>44</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Personnel Services	184,517	239,336	234,635	248,212	4%
<u>Insurance</u>	26,419	37,950	36,852	40,810	8%
<u>IRMA</u>	36,826	49,982	27,123	70,260	41%
<u>Employee Support</u>	32,051	43,487	37,394	47,706	10%
<u>Professional Services</u>	33,305	174,207	110,115	175,569	1%
<u>Operating Supplies</u>	2,799	3,500	3,000	3,500	0%
<u>Maintenance</u>	54,227	54,000	47,000	54,000	0%
<u>Capital Outlays</u>	0	25,000	25,000	25,000	0%
<u>Depreciation</u>	72,926	89,948	89,948	118,711	32%
<u>Interest Expense</u>	1,945	21,523	1,200	19,921	-7%
<u>Transfer to Other Funds</u>	140,415	149,907	149,907	152,179	2%
<u>Miscellaneous</u>	3,203	3,100	3,100	3,100	0%
<u>Leases & Rentals</u>	26,631	19,439	19,439	21,164	9%
<u>Utilities</u>	<u>24,647</u>	<u>19,000</u>	<u>19,383</u>	<u>19,500</u>	3%
TOTAL EXPENSES	<u>639,911</u>	<u>930,379</u>	<u>804,096</u>	<u>999,632</u>	7%

**Village of Park Forest
2012/2013 Budget**

**SANITARY SEWER FUND
DETAIL
70-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	233,727
500100	Overtime Salaries	14,485
500200	Temporary/Part-time wages	<u>0</u>
Total Personnel Services		248,212

INSURANCE

510100	Health Insurance Premium	38,293
	Dental Insurance	2,077
	Life Insurance	<u>440</u>
		40,810
510300	IRMA Premium	50,260
510400	IRMA Deductible Payments	<u>20,000</u>
Total Insurance		111,070

EMPLOYEE SUPPORT

520610	FICA	18,988
520620	IMRF	<u>28,718</u>
Total Employee Support		47,706

PROFESSIONAL SERVICES

530000	Other Professional Services (Contractual sanitary sewer cleaning and televising)	50,000
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530200	Engineering/Architectural Services (Flow testing, smoke testing, flood testing, inflow and infiltration analysis)	100,000
530300	Audit Services	1,888
530700	Environmental Permit Fees	1,000
531700	Payment in Lieu of Taxes	<u>22,681</u>
Total Professional Services		175,569

OPERATING SUPPLIES

540000	Other Operating Supplies	2,500
541400	Paint/Hardware/Small tools	<u>1,000</u>
Total Operating Supplies		3,500

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Maintenance/repairs by others to Lift stations, etc.)	4,000
550200	Equipment Maintenance and Repair - Other (Parts purchased and repairs by staff to Lift stations, etc.)	4,000
551600	Sewer Maintenance Supplies (Pipe, castings, stone, asphalt, rings, frames, couplings, mastic, lids etc)	6,000
551700	Contractual Sewer Maintenance (Point Repairs and small TV jobs)	<u>40,000</u>
Total Maintenance		54,000

CAPITAL OUTLAYS

560000	Sewer Improvements*	881,818
	Correct Cross Connections found in Flood Testing	<u>25,000</u>
		25,000

* USEPA grant, \$485,000 earmarked, \$396,818 Village portion, Not included in income calculation

560700	Depreciation		<u>118,711</u>
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Total Capital Outlays			143,711
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DEBT SERVICE

570000	Debt Service*		
	Series 1993 Bonds	42,788	
	IEPA Loan (Sewer Rehab)	<u>58,115</u>	
		100,903	

* Not included in income calculation. IEPA Loan amount is estimated. 0

570100	Interest Expense		<u>19,921</u>
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Total Debt Service			19,921
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TRANSFERS TO OTHER FUNDS

581000	Indirect Cost to General Fund		<u>152,179</u>
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Total Transfer to Other Funds			152,179
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MISCELLANEOUS EXPENDITURES

590100	Postage (Mailing of bills, shut off notices, and miscellaneous)		<u>3,100</u>
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Total Miscellaneous Expenditures			3,100
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LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle rental charges)		20,964
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600500	Other Equipment Rental (Pump and generator rental, miscellaneous)		<u>200</u>
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Total Leases and Rentals			21,164
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UTILITIES

610000	Telephone (lift stations alarm lines)	0
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610600	Public Utilities (Electricity for lift stations)	<u>19,500</u>
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	Total Utilities	<u>19,500</u>
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	TOTAL SANITARY SEWER FUND	999,632
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**Village of Park Forest
2012/2013 Budget**

DOWNTOWN PARK FOREST

The history of DownTown Park Forest is also explained in the budget section entitled “Tax Increment Financing Fund.” In short, the Village purchased the shopping area, formerly known variously as the Park Forest Plaza and the Centre of Park Forest, on December 1, 1995. At the time of purchase, the property was severely blighted following many years of neglect and abuse by a series of owners. The only repairs had been cosmetic. No repairs had been made to the basic infrastructure of parking lots, heating and air conditioning or sprinkler systems. The landscaping was either overgrown with weeds or cropped down to dirt. Additionally, vacant store interiors were stripped of carpeting, dropped ceilings and wall coverings. Several sprinkler systems were non-functional. No bathrooms met ADA requirements.

The Centre became even more blighted with the closing of two major anchor tenants, Sears, Roebuck & Company and Marshall Fields, and the loss of a majority of the smaller retail stores. Fannie May Candies, the Park Forest Movie Theatre, Bank One (Chase) and several other small retail and office space users comprised the surviving tenants.

Over the past several years, a number of planning professionals recommended converting the shopping center into a traditional main street downtown. As early as 1992, Regeneration Trust, a British planning firm, encouraged the Village to stop thinking of the shopping center as a regional mall and begin conceptualizing it as a downtown. As a result of strategic planning in January of 1996, the Board adopted the following mission statement for the redevelopment of DownTown Park Forest:

Village of Park Forest
Mission Statement

To create a viable downtown in Park Forest
that is economically self sustaining and
which will become a focus of
commercial, social, civic and cultural
activity in the community.

In February 1996, the Village hired the planning firm of Trkla, Pettigrew, Allen and Payne to develop a concept plan to accomplish that goal. Their recommendations, presented to the Village in a town meeting, were consistent with the previous planning

and marketing studies in encouraging the development of a downtown. The Trkla, Pettigrew, Allen and Payne plan recommended the demolition of unnecessary commercial structures and elimination of unused parking lots. The plan recommended the construction of a new road through the middle of the property, through the area that used to be the landscaped mall and walking paths of the shopping center. This plan recommended new residential development close to the heart of downtown, a Village green for Village-sponsored activities and mixed-use rather than retail-only development.

The Lakota Group, a planning firm with a great deal of experience in downtown redevelopment, was then hired to test the concepts in the concept plan and to develop a master plan. Their plans were tested in two community leaders planning workshops and shared with the Village at another town meeting.

The Village Board, in March 1996, approved plans to begin the implementation of the transition to DownTown. Phase I of the project included dissolving the then-existing plats of subdivision, which had no logical basis if the area is to be considered a downtown, and creating new plats. The new plats identified publicly-dedicated streets, publicly-owned parking lots and privately-owned buildings. Plat covenants were also developed. They permit the sale of individual buildings while maintaining some control over use and maintenance. They also establish a mechanism for cost sharing of maintenance of common areas. This phase, also, included dissolving the current Tax Increment Financing District and creating a new one (see: Tax Increment Finance Fund). Actual construction in Phase I included demolition of the bowling alley and Sears. Engineering the re-connection of Forest Avenue, a street that was divided when Sears was originally built, and creation of a portion of the new street through the middle of the mall area were completed.

Phase I costs were covered by Motor Fuel Taxes and Community Development Block Grant funds. In addition, the Village received a State grant of \$500,000 to cover a portion of Phase I. When Sears left the Village, they donated their land and buildings, appraised at more than \$6,000,000 to the Village and a cash settlement of \$2,600,000 to replace lost sales and property taxes for a two-year period. These funds were placed in the Village's General Fund and a portion of the fund balance in the General Fund was transferred to the DownTown. It is essential to note that **completion of Phase I did not necessitate borrowing.**

In February 1997, the Board of Trustees approved Phase II of the redevelopment of DownTown. The Phase II plans included the demolition of Goldblatts and the dry cleaners and construction of a new main street from Orchard Drive to that point at which it joins the section constructed in Phase I. Phase II also included the funds necessary to re-roof Marshall Fields, as well as marketing and managing the DownTown. This included tenant build-out, walkways, entry features, Western Avenue sign demolition, in-fill parking lots, brokerage/selling/leasing costs, planning costs, financial consulting, engineering, legal fees and appraisals.

During Fiscal Year 1997/1998, contracts were approved for the asbestos removal in, and demolition of, Goldblatts, the dry cleaners and Millionaire's Club and demolition of the Western Avenue sign. Marshall Fields was re-roofed. Forest Boulevard was constructed, north/south, through the former Sears site. The new east/west road was constructed from Forest to Cunningham and Cunningham was constructed north from the new main street to Lakewood Boulevard.

The Village received a Community Development Block Grant to fund a portion of the Phase II demolition. Motor Fuel Tax funds were dedicated to the construction of the new road system. A portion of the balance in the TIF fund was transferred to the DownTown and a portion of the Village's Fund Balance was allocated to the DownTown fund. As a result, **Phase II could be accomplished without borrowing and without adding to the Village's long-term debt.**

In February 1998, the Board established Phase III priorities for DownTown. These included the demolition of the storefronts next door to the former Lane Bryant, identified as 331 Main Street and half of 327 Main, to provide for a new north/south roadway linking Indianwood Boulevard to the new main street, engineering and construction of the new roadway through the cut-through building, development of a village green, streetscape features and continuation of the roof replacement program.

The Fiscal Year 1998/1999 DownTown Park Forest budget accomplished a portion of Phase III. The Village applied for and received Community Development Block Grant Funding to demolish 331 and 327 Main. Engineering of Main Street from Cunningham to South Orchard was completed and the project was bid in the fall of 1998 but only one bid was received and it was over budget. The project was bid again in the spring. Construction began at the beginning of May 1999. Engineering design of the Village Green was completed. When the project was bid, no bids were received. The Village served as general contractor for this project and some of the labor was accomplished by volunteers, both staff and community.

During Fiscal Year 1998/1999, sale of the movie theater was completed as well as the sale of the former Goldblatts parking lot and building footprint for residential development. The former Sears parking lot was subdivided. One quarter was sold for development of a 90 unit senior apartment house and a 60 unit assisted care facility. One quarter was sold to American Stores for development of an Osco Foods, now CVS.

During Fiscal Year 1998/1999, a cultural arts niche was created in the DownTown. The former arts and crafts store, All the Makings, was converted into a cultural arts center. It houses the offices and Board Room of the Illinois Philharmonic Orchestra, the Illinois Theatre Center, an equity theater company, and the Tall Grass Arts Association Gallery and School.

The Fiscal Year 1998/1999 Budget for DownTown Park Forest projected a deficit before borrowing in the amount of (\$2,074,247). Thus, the DownTown Park Forest budget initially included plans to borrow \$2,000,000 to cover the operation of DownTown. A Fiscal Year End 1997/1998 transfer from the General Fund Balance reduced this amount to \$1,640,000. It is important to note that the debt service on the **new borrowing is being paid by the incremental revenues as a result of the new senior facility, CVS and First Midwest bank located on Western Avenue.**

During Fiscal 1999/2000, the Main Street roadway extension to Western Avenue was completed. Building #3 was sold and the sales of land to American Stores (Osco) and Associated Ventures (senior housing) were culminated. Construction of a new Osco Foods (now CVS) took place with an April 2000 Grand Opening. Matanky Realty was hired as a broker for the DownTown retail space in April 2000. Sales contracts were signed for the vacant parcel on Western and Main Street across from the new Osco Foods.

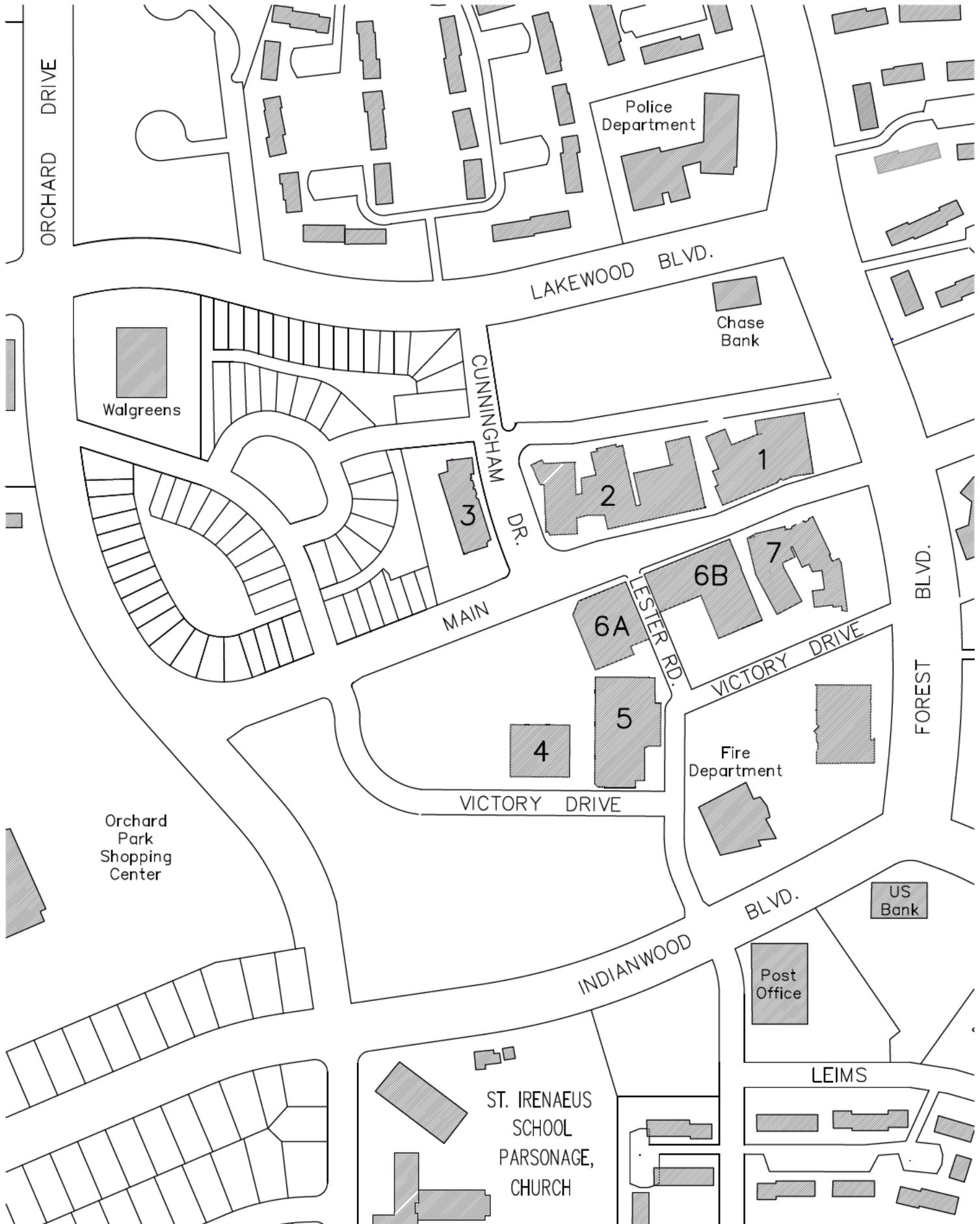
Several of the Phase III projects were completed during Fiscal Year 2000/2001. During Fiscal Year 2000/2001, the sale of a parcel located on the north side of Main Street at Western Avenue was culminated. Bank Calumet (now First Midwest) was constructed at the site. It opened in late 2001. Construction of the new senior independent living facility was completed and construction of the new senior assisted living facility began. The independent living facility was 100% pre-leased prior to opening. Leasing activity continued with the signing of a lease renewal with Bank One (Chase).

In Fiscal Year 2001/2002, leases were signed with Rich Township for a Senior Center and South Suburban Family Shelter's Resale Shop named "One More Thing." The build-out for Rich Township started the fall of 2002 and was completed April 2003. Construction of the new senior assisted living facility was completed.

In Fiscal Year 2002/2003, two new leases were signed for Building #7. A chiropractor signed a lease for 1,800 square feet. The build-out began in May 2003. The Village decided to create a banquet hall/meeting room facility, "Dining on the Green," in a vacant DownTown restaurant. Southland Caterers is the manager of the facility.

A map of the DownTown follows this page. It contains the numbering system by which the buildings are commonly identified.

Down Town Park Forest Buildings Map



DownTown Funding History
December 1995 through June 30, 2011

Outside Sources of Funds

Sears settlement:	
Part 1	\$ 2,623,127
Part 2	250,000
State grant -- Sears demolition	500,000
State grant -- Main Street	740,000
State grant -- parking lot	75,000
TIF Funds	884,721
Cook County CDBG Grants	1,687,062
Sale of Property *	1,210,420
Sixteen years' operating income and interest	8,947,462
Total Outside Sources of Funds	\$ 16,917,792

Village Funds

Motor Fuel Tax	\$ 850,000
Transfers from the General Fund:	
Identified as CAM beginning Fiscal 2001	2,469,797
Other Transfers	3,046,720
	\$ 6,366,517

Borrowing

1999 Borrowing to be paid by Tax Increment	\$ 1,640,000
Total Funding Through 2011	\$ 24,924,309

* Sale of Legacy Square is not included in the DownTown. This residential property was purchased with TIF Funds and, therefore, sales are included in the TIF Fund.

A resolution was approved in January 2001 designating \$4,494,374 of TIF allowable expenses to be established. These expenses can then be reimbursed to the Village should there be sufficient tax increment. The Village's infusion of funds from the General Fund, in the amount of \$6,366,517, represents only 26% of the total cost of the project as of June 30, 2011.

In Fiscal Year 2003/2004, Dr. Tyssen, Park Forest Chiropractic, opened for business in August 2003. Dr. Tyssen has had an existing business on the south side of Park Forest since the mid 90's. Dr. Johnson grew up in University Park and decided to open his practice in the DownTown. He opened for business in March 2004. Two second floor office tenants expanded into larger spaces during 2004.

Many of the major capital projects in the DownTown have been completed. The two second floor office buildings needed to upgrade the HVAC; both buildings had previously been cooled by a water-cooling system. The Illinois Environmental Protection Agency deemed the water to be too high a quality to be utilized in such a manner and recommended that it be redirected to the Village's drinking water supply.

Thus, the HVAC units were replaced with air-cooled systems. The Village began the engineering evaluation of the HVAC system for Buildings #1 and #7 during Fiscal 2002/2003. The heating and air conditioning upgrade for Buildings #1 and #7 was completed the beginning of January 2004. There are fifteen new interior furnaces and exterior condensers in Building #1 and ten new systems in Building #7.

In Fiscal Year 2004/2005, eight office tenants and one ground level tenant renewed their lease. Noemi's Bridal expanded her business and relocated to Main Street in August 2005. Dr. Johnson decided to expand his practice into the space next door, 346 Victory, April 2005. With the four Medical offices in the DownTown, the approximate number of patients served is close to 13,000. The medical niche is a great asset to the DownTown.

In Fiscal Year 2005/2006, the Fire Station was completed in the DownTown. A new roof was installed on the east side of Building Seven in the fall of 2005. There were nine new leases signed. Dr. Nancy Lee (podiatrist) and Oasis Salon Studio were new ground level businesses. Dr. Lee, the podiatrist, is the only tenant that needed a build out. Since moving her practice to the DownTown, Dr. Lee has seen an increase in patients. The second floor offices welcomed six new tenants. Eleven existing tenants renewed their leases. One office renewal included expansion into additional space.

Matanky Realty Group who bought Building #2 in 2005, signed leases with Primerica, Remedy Hair Salon and Bumper to Bumper.

In Fiscal Year 2006/2007 five new leases were signed. One More Thing and the barber shop renewed their leases. Nine new office businesses signed leases and ten second floor businesses renewed their leases. Reliable Health Care (Building # 1) expanded, tripling their size and signed a three year lease.

For Fiscal Year 2007/2008 there were a few new ground level businesses that moved into the DownTown. The Fieldcrest Dance School moved her existing business to the DownTown at 201 Main Street. With Fieldcrest moving into 201 Main, the Management Office was relocated to a second floor office. The second business was Tower Cleaners. They had an existing business on the south side of Park Forest. The new location for the cleaners is 230 Forest Boulevard. They have been in the DownTown since fall 2007 and their customer list has increased by 1,500 plus. Dr. Wolny had an existing business in Park Forest for many years. He moved his practice to the DownTown summer 2007.

There were five new leases for the second floor offices and eleven second floor businesses renewed their leases. Three ground level businesses also re-newed their leases. Earl Stanley is the owner of the barber shop and he changed the name to A Gentlemen Place. Earl & Alice Davis signed a lease for Quality Classic Health Club at 295 Main Street.

In Fiscal Year 2008/2009 there were four ground level and twelve second floor businesses that renewed their Leases.

In Fiscal Year 2009/2010 there were six ground level and sixteen second floor businesses that renewed their Leases. Oasis Hair Salon expanded into a new space at 261 Founders Way spring 2010.

Matanky Realty Group, the owner of Building #2, brought in Last Minute Copy Shop. The movie theater in Building #2 has been renamed to its original name - Holiday Star Theater.

In Fiscal Year 2010/2011, thirty businesses renewed their Lease. Six are ground level and twenty four are second floor offices. Three second floor businesses expanded their square feet and two new businesses signed Leases for the second floor offices. South Suburban Food Co-op re-located their existing business to DownTown Park Forest. Their new store is at 208 Forest and opened May 2011. As of April 1, 2012, they have more than doubled their memberships. They are also averaging \$2,000 more in revenue each week.

Phase 1 of Building One’s second floor window replacement was completed spring 2011. There were 14 windows installed along Main Street.

In Fiscal Year 2011/2012 there were nine new businesses that signed leases. Eight were for second floor offices and one was for a ground level space. There were also twenty five ground level and second floor businesses that have renewed their Lease.

Phase 2 for the installation of Building One’s second floor windows will be completed spring 2012. There will be between 25 – 30 windows installed along Main Street and Founders Way.

Matanky Realty Group, the owner of Building #2, have leased to Sparring Financial Insurance and M & S Styles.

The following tenancy information for Village-owned buildings is presented as of January 1, 2012.

**DownTown Occupancy
January, 2012**

	<u>Square Feet</u>		Percent
	<u>Vacant</u>	<u>Occupied</u>	<u>Occupied</u>
Building #1			
Main Floor	6,903	13,511	66%
2nd Floor Office	<u>1,760</u>	<u>12,799</u>	<u>88%</u>
Total Building #1	8,663	26,310	75%
Building #4B			
Main Floor	-	18,528	100%
Building #5			
Main Floor	800	20,726	96%

Building #6A			
Main Floor	2,290	11,860	84%
Building #6B			
Main Floor	11,327	10,592	48%
Building #7			
Main Floor	7,205	10,302	59%
2nd Floor Office	<u>629</u>	<u>5,219</u>	<u>89%</u>
Total Building #7	7,834	15,521	66%
Bank One Building	<u>2,730</u>	<u>5,000</u>	<u>65%</u>
TOTAL FOR BUILDINGS:	<u>33,644</u>	<u>108,537</u>	<u>76%</u>

History of Occupancy

<u>Year</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
%	69%	71%	77%	82%	80%	78%	76%

Common Area Costs

The Village Board adopted plat covenants for the DownTown in December 1997. The Village remained the sole property owner of property subject to the covenants until July 1998, when the movie theatre building was sold. In July 1999, Building #3 was sold and then acquired back through the No Cash bid November 2009. According to the covenants on the property, all property owners must pay a proportionate share of common area costs. These costs are allocated based on square footage. Following is the square footage for each of the properties as identified in the covenants:

<u>Village-owned Properties</u>	<u>Per Covenants</u>		<u>Adjusted</u>
	<u>Square Feet</u>		<u>Square Feet</u>
Building #1	35,246		35,246
Building #4A	86,817	*	-
Building #4B	18,528	*	27,800
Building #5	23,986		23,986
Building #6A	14,650		14,650
Building #6B	20,969		20,969
Building #7	24,331		24,331
		**	
Fire Station	-	*	8,054
Sub-total Village-owned	<u>224,527</u>		<u>155,036</u>
Building #3	10,928	**	10,928
<u>Non Village-owned Buildings</u>			
Theatre Bldg. (CAM \$36,600)	36,904		36,904
<u>TOTAL SQUARE FOOTAGE</u>	<u>272,359</u>		<u>202,868</u>

* Removed Marshall Fields and added Lower Level Village Hall square feet of 9,272

** Building #3 scheduled for demolition

***Does not include apparatus floor

An official amendment to the Covenants would be required to remove the Marshall Fields Building, add the Health Department and potentially add the Chase Bank Building.

Currently, common area costs have been identified as \$1.00 per square foot. The budget for these costs is as follows:

<u>Common Area Costs</u>	<u>Estimated 2011/2012</u>	<u>Projected 2012/2013</u>
Salaries		
Management (Mgr. 25%/Office 20%/Maintenance Supervisor 80%)	\$ 20,263	\$ 21,232
Grounds (PW/R&P/PT/OT- 80%)	<u>59,709</u> \$ 79,972	<u>61,487</u> \$ 82,719
Benefits	\$ 20,641	\$ 22,545
Liability Insurance (IRMA)	5,000	5,000
Common Utilities	62,265	67,000
Operating Supplies	1,630	3,100
Maintenance		
General Maintenance	20,056	25,000
Parking Lot Maintenance	2,820	6,000
Snow Plowing	2,664	15,000
Landscaping	<u>18,000</u>	<u>18,000</u>
	\$ 43,540	\$ 64,000
Garage Rental	\$ 4,300	\$ 4,300
Marketing & Events	<u>23,929</u>	<u>25,000</u>
	\$ 28,229	\$ 29,300
Total Common Area Costs	\$241,277	\$273,664

Following is a running total of Common Area Maintenance (CAM) charges and costs since the Plat covenants were instituted:

1998/1999 CAM Revenue	\$270,180
1998/1999 CAM Expense	<u>267,241</u>
Balance Carried Forward	2,939
1999/2000 CAM Revenue	270,180
1999/2000 CAM Expense	<u>222,999</u>
Cumulative Balance Carried Forward	50,120
2000/2001 CAM Revenue *	270,538
2000/2001 CAM Expense	<u>333,913</u>
Cumulative Balance Carried Forward	(13,255)

2001/2002 CAM Revenue *	266,895
2001/2002 CAM Expense	<u>424,515</u>
Cumulative Balance Carried Forward	(170,875)
2002/2003 CAM Revenue *	270,538
2002/2003 CAM Expense	<u>306,273</u>
Cumulative Balance Carried Forward	(206,610)
2003/2004 CAM Revenue	272,359
2003/2004 CAM Expense	<u>296,517</u>
Cumulative Balance Carried Forward	(230,768)
2004/2005 CAM Revenue	272,359
2004/2005 CAM Expense	<u>348,786</u>
Cumulative Balance Carried Forward	(307,195)
2005/2006 CAM Revenue	272,359
2005/2006 CAM Expense	<u>364,324</u>
Cumulative Balance Carried Forward	(399,160)
2006/2007 CAM Revenue	272,359
2006/2007 CAM Expense	<u>316,474</u>
Cumulative Balance Carried Forward	(443,275)
2007/2008 CAM Revenue	272,359
2007/2008 CAM Expense **	<u>805,464</u>
Cumulative Balance Carried Forward	(976,380)
2008/2009 CAM Revenue	272,359
2008/2009 CAM Expense	<u>305,009</u>
Cumulative Balance Carried Forward	(1,009,030)
2009/2010 CAM Revenue	272,359
2009/2010 CAM Expense	<u>291,183</u>
Cumulative Balance Carried Forward	(1,027,854)
2010/2011 CAM Revenue	272,359
2010/2011 CAM Expense	<u>339,523</u>
Cumulative Balance Carried Forward	(1,095,018)
Estimated	
2011/2012 CAM Revenue	194,814
2011/2012 CAM Expense	<u>241,277</u>
	(1,141,481)

Projected	
2012/2013 CAM Revenue	183,886
2012/2013 CAM Expense	<u>273,664</u>

CAM Balance as of June 30, 2013 (1,231,259)

* ByUs CAM adjusted \$1,821 for 2001, \$5,464 for 2002 and \$1,821 in 2003.

** Construction of Fire Station / Aunt Martha's Parking Lot

In addition to CAM revenue from Village-owned and non-Village owned buildings listed, Aunt Martha's has paid CAM over the 15 year period of \$621,529 (\$3,452.94 each month).

The Village is the major contributor to Common Area Costs since it owns 80% of the buildings included in the calculation of CAM costs. A separate transfer is reflected in the Fiscal Year 2012/2013 for the Village's share of CAM of \$155,036. Also, when the Village took ownership of the entire shopping center in 1995, Rogers & Holland Jewelers owned the building which housed the Health Department. The corporate headquarters for the jeweler was located in this building. In 2003, the building was donated to Aunt Martha's Youth Services. Since 1995, the building owner has paid \$41,435.28 in annual CAM charges based on an agreement established years prior to Village ownership. This CAM revenue is reflected in the DownTown Budget and is used for common area costs. Because of the Marshall Fields demolition and a potential sale of the Chase Bank Building, total building square footage and associated CAM charges will need to be adjusted. This adjustment will require an amendment to the covenants.

The goals for DownTown have been articulated by a number of planning efforts and documents. The vision statement adopted by the Board provides the framework for all other goals. The Master Plan articulated goals for a pedestrian, bike and vehicle-friendly, mixed use, mainstreet downtown with public spaces and adjacent, dense residential development. Previous Board goals have included demolishing useless buildings, rehabilitating dilapidated spaces as opportunities for leasing occur, marketing DownTown Park Forest in order to lease spaces and sell buildings, creating attractive entrances and identity features, establishing an educational and cultural corridor and developing a coordinated signage program.

In 2001/2002, the Village contracted with the planning firm that created the original Master Plan for DownTown, The Lakota Group, to do an evaluation of the Master Plan after six years of redevelopment. In 2002/2003, Lakota Group conducted a series of community planning workshops and focus groups to evaluate progress towards the Master Plan. Their final report analyzed the strengths of the DownTown and the challenges that remain. Their report recommended implementation of several aesthetic and traffic control improvements. They recommended improvements to storefront signage and directional/identity signage. They also recommended improvements to the parking lot lighting in DownTown. Lighting enhancements were accomplished with the Fire Station / Aunt Martha's parking lot renovation.

In 2001/2002, the Village also contracted with Business Districts, Inc., specialists in marketing urban areas. They were asked to study the market potential of DownTown and to create a marketing plan. On November 12, 2002 Business Districts, Inc. presented the DownTown strategic workshop to the Village Board. The DownTown strategic workshop was composed of two parts: a situation audit and a strategic direction based upon a series of consensus recommendations which were approved by the Board.

The Urban Land Institute's technical assistance panel in July 2003 looked at the DownTown's properties and formulated suggestions for the Village. ULI evaluated the project since the Village took ownership. ULI felt that the Village was still on the right track to revitalize the DownTown, but suggested several changes to help narrow the vision.

In January 2004 the Village hosted a Economic Development Congress for DownTown Park Forest including presentation from John LaMotte, with Lakota Group, Terry Jenkins, with BDI and Scott Goldstein from the Urban Land Institute. The recommendations were as follows:

- Increase Residential
- Marketing
- Signage
- Parking Lots
- Decrease Retail Space
- Broker

Matanky Realty Group purchased Building Two in early 2005. Matanky Realty Group also is the owner of Orchard Plaza next to the Downtown.

Assistance will continue to be provided to the DownTown tenants to participate in joint advertising to increase their customer base. The DownTown, as a whole, will be marketed to create higher visibility through participation in national retail organizations. A calendar of events in the DownTown continues to bring residents of the region into the DownTown. This is a strong draw for people to visit, relax and enjoy the wide variety of different entertainment options.

Signage in the DownTown was enhanced with the installation of a kiosk sign on the Village Green, an illuminated monument sign at Main Street and Orchard Drive, an illuminated sign at the south entrance to Village Hall and an illuminated archway sign at Main Street and Western Avenue. Purchase of Way Finding Signs began in 2007/2008.

The Village has instituted several programs to assist DownTown businesses. Two of these relate to the Master Plan recommendations regarding signage. A \$20,000 sign grant program was instituted in 2002. This program pays 50% or up to \$1,000 of the cost of illuminated exterior DownTown signage. These businesses have participated in the sign grant program: Southland Caterers, Dr. Tyssen, State Farm, Illinois Philharmonic,

the Illinois Theatre Center, Dr. Nancy Lee, Tall Grass Gallery and School, Dr. Johnson, Rich Township Senior Center (two signs), Remedy Hair Salon, Fieldcrest Dance School (two signs), Tower Cleaners and the South Suburban Food Co-op.

For Fiscal Year 2007/2008, Parking Lot 15, north of the Fire Station was reconstructed. It was resurfaced and new parking lot lights were installed. Victory Drive, just north of the parking lot, was also a part of this project. This street was resurfaced and parking spaces were created. A new roof was installed on the west side of Building #7 in the fall of 2007. The Mural project process began January 2008 and the first mural on Building # 5 was completed summer 2008.

For Fiscal Year 2008/2009, Phase II of the Way Finding signs were to be installed on Western Ave. and Route 30 / Lincoln Highway. The State had been contacted for their approval to install these signs on these two streets. The State had not responded or approved these signs for this fiscal year. Six Recognition Plaques were hung on Founders Way and Artists Walk fall 2008.

For Fiscal Year 2009/2010 Marcus & Millichap Real Estate Investment Services were the Brokers for the Chase Bank Building. The Village now is in possession of Building # 3, previously owned by By Us Construction. There were three liens on this building totaling \$76,401.11 and an outstanding CAM balance of \$10,928.04. This building is being evaluated to either sell the building "as is" to a Broker / Developer or to tear down the building and sell the property as vacant land.

The new LED sign on Route 30 and Orchard was completed April 2010. This sign has six panels on the top portion and an LED sign below the panels. There is a monthly charge to advertise on the LED sign and Park Forest businesses have continued to advertise on a month to month basis.

The second Mural was completed spring of 2010. Mural #2 is located on the north exterior wall of Building # 1. The focus for this mural is on the activities that have been held in the DownTown for many years. They are the Tall Grass Art Fair, Kiwanis Pancake Day, Farmer's Market, Main Street Nights #1, Scenic Run, and Main Street Nights #2. The mural was completed by two brothers Alan and Aaron Hicks.

For Fiscal Year 2010/2011 the Marshall Fields Building was demolished. The \$1,300,000 estimated total cost was 72% financed though a \$930,062 CDBG grant. This area has been filled, leveled and seeded. A plan for the newly expanded Village Green will accrue in 2012/2013.

For Fiscal Year 2011/2012 Marcus & Millichap Real Estate Investment Services has again signed an agreement to broker the Chase Bank Building. There is also a Broker who is working with a business interested in the 3 ½ acres at Main and Forest Boulevard.

The installation of the Way Finding signs on Orchard, from Lincoln Highway to Lakewood has been put on hold until the work on Orchard is completed. The Village has

not received an approval from the State for the Way Finding signs on Lincoln Highway and Western. Additional recognition signs will be installed spring 2012.

The portion of Victory Drive that wraps around the old Marshall Fields parcel, Village Hall and Building #5 is scheduled to be resurfaced and striped spring 2012. The south portion of Lester that connects to Victory Drive will also be a part of this project. This will then visually create a street at Lester and Indianwood.

The revenues for Fiscal Year 2012/2013 for DownTown include rent in the amount of \$600,000 based on current leases and Village transfer of \$155,036 for Common Area Maintenance. The Village support was reduced by \$100,000 for 2009/2010 and going forward. Common area revenue in the amount of \$78,035 represents Aunt Martha's and Matanky owned buildings. Total revenue is projected at \$855,771.

Expenses for the DownTown are anticipated to be \$968,750. The net loss is projected at (\$112,979). The Ending Net Cash is \$1,057,148.

The Board has adopted a policy that it will not proceed with capital projects until funds for such projects are available. Sale of property, for example, would permit additional capital spending.

Following are the capital items that would be the next to be accomplished if such funds become available. Inasmuch as the funds are not presently available, these items have not been included in the DownTown Budget.

Capital Items Excluded From Budget

Theatre North Parking Lot #1 Resurfacing	229,128
Theatre North Parking Lot #1 Lighting	202,000
Additional Lester Roadway Lighting	110,000
Cunningham to Lakewood Roadway	229,000
Added Village Green Enhancements	100,000
Demolition of By Us Building	<u>150,000</u>
	\$1,020,128

STAFFING:

<u>Position</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Facility Supervisor	1	1	1	1	1
P-T Office Assistant	0.5	0.5	0.5	0.5	0.5
Maintenance Worker	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
Total Positions	3.0	3.0	3.0	3.0	3.0

**Village of Park Forest
2012/2013 Budget**

**DOWNTOWN PARK FOREST
REVENUES**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUES					
DownTown Rent	603,924	580,000	600,000	600,000	3%
Farmers Market	4,209	4,000	4,100	4,100	3%
Common Area Revenue	35,335	78,035	56,100	78,035	0%
Transfer from General Fund (CAM)	224,527	146,982	146,982	155,036	5%
Interest	1,689	0	600	600	100%
Loss on Disposal	(101,936)	0	0	0	0%
Miscellaneous	<u>20,308</u>	<u>17,000</u>	<u>18,000</u>	<u>18,000</u>	6%
TOTAL REVENUE	<u>788,056</u>	<u>826,017</u>	<u>825,782</u>	<u>855,771</u>	4%
<u>Net Income(Loss)</u>	<u>(113,062)</u>	<u>(355,817)</u>	<u>(64,934)</u>	<u>(312,979)</u>	12%
Transfer to General Fund	0	(250,000)	(250,000)	0	-100%
Major Capital Outlay	(70,128)	0	0	0	0%
Loss on Disposal	101,936	0	0	0	0%
Depreciation	<u>151,712</u>	<u>147,524</u>	<u>147,524</u>	<u>145,439</u>	-1%
Cash Flow	70,458	(458,293)	(167,410)	(167,540)	
<u>Beginning Net Cash</u>			1,392,098	1,224,688	
<u>Ending Net Cash</u>			1,224,688	1,057,148	

SALE OF PROPERTY

1998/99	<u>Gain on Sale</u>	<u>Sales Price</u>
Theatre	\$172,339	\$300,000
Residential	<u>230,198</u>	300,000
	\$402,537	
1999/00		
Building 3	\$ 30,354	\$80,000
Associated Ventures	292,358	292,358
American Stores	<u>180,664</u>	375,000
	\$505,376	
2000/01		
Western Avenue	\$302,507	\$302,507

**Village of Park Forest
2012/2013 Budget**

**DOWNTOWN PARK FOREST
EXPENSES**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	69,282	82,600	75,000	81,022	-2%
Overtime Salaries	2,015	1,849	1,849	1,924	4%
Temporary/Part time Salaries	<u>64,347</u>	<u>77,520</u>	<u>77,520</u>	<u>80,163</u>	3%
Total Personnel Services	135,644	161,969	154,369	163,109	1%
<u>Insurance</u>	19,562	21,415	21,415	22,545	5%
<u>IRMA</u>	30,000	30,000	30,000	30,000	0%
<u>Employee Support</u>	23,091	28,926	28,926	30,757	6%
<u>Professional Services</u>	1,019	11,500	11,500	11,500	0%
<u>Operating Supplies</u>	32,838	21,300	26,682	23,100	8%
<u>Maintenance</u>	279,718	200,500	200,500	202,500	1%
<u>Capital Outlays</u>	41,601	364,900	93,000	363,000	-1%
<u>Depreciation</u>	151,712	147,524	147,524	145,439	-1%
<u>Miscellaneous</u>	6,786	7,500	7,500	7,500	0%
<u>Rentals</u>	9,000	9,000	9,000	9,000	0%
<u>Utilities</u>	<u>170,147</u>	<u>177,300</u>	<u>160,300</u>	<u>160,300</u>	-10%
TOTAL EXPENSES	<u>901,118</u>	<u>1,181,834</u>	<u>890,716</u>	<u>1,168,750</u>	-1%

**Village of Park Forest
2012/2013
Budget**

**DOWNTOWN PARK FOREST
SALARY DETAIL**

	6/30/2012 Current Base	Salary Increase 2%	7/1/2012 Grade & Step	Gross*	IMRF 11.57%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Sharon Bellino Facility Supervisor	63,687	64,961	12,9	64,961	7,516	4,970	21,310	1,115	120	20
Office Staff - 25 hrs/wk = 1300 hrs annually	23,730	24,205	1,9	24,205	2,801	1,852				
Maintenance Workers (2) @ 30 hrs/wk (1560 hrs/year @ avg hrly rate of 16.33/hr) (1560 hrs/year @ avg hrly rate of 15.24/hr)	49,249	50,234		50,817	5,880	3,888				
Summer Help				2,384		182				
ALLOCATIONS										
Public Works				14,414	1,668	1,103				
Recreation and Parks				<u>6,328</u>	<u>413</u>	<u>484</u>				
TOTAL DOWNTOWN PARK FOREST	136,666	139,400		163,109	18,278	12,479	21,310	1,115	120	

NOTE: Full-time employees who decline health insurance receive one extra day off annually.

* Gross includes 4 months of a 3.5% step increase for those employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

**Village of Park Forest
2012/2013 Budget**

**DOWNTOWN PARK FOREST
DETAIL
80-00-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries		
	Downtown	64,961	
	Public Works	12,490	
	Recreation and Parks	<u>3,571</u>	
			81,022
500100	Overtime Salaries		
	Public Works	1,924	
	Recreation and Parks	<u>0</u>	
			1,924
500200	Temporary/Part-time		
	Downtown	77,406	
	Recreation and Parks	<u>2,757</u>	
			<u>80,163</u>
	Total Personnel Services *		163,109

INSURANCE

510100	Health Insurance	21,310	
	Dental Insurance	1,115	
	Life Insurance	<u>120</u>	
			22,545
510300	IRMA Premiums		<u>30,000</u>
	Total Insurance*		52,545

* Includes Common Area Costs

EMPLOYEE SUPPORT

520610	FICA		12,479
520620	IMRF		<u>18,278</u>
Total Employee Support *			30,757

PROFESSIONAL SERVICES

530000	Broker Fee	3,000	
	Marketing - Design and Development	<u>1,500</u>	
			4,500
530100	Legal Review of Leases		3,000
530200	Engineering/Architectural		
	Architectural Bid Specs for Buildout		<u>4,000</u>
Total Professional Services			11,500

PROPERTY TAXES

532500	Property Taxes		<u>0</u>
Total Property Taxes			0

OPERATING SUPPLIES

540000	Other Operating Supplies (Janitorial/Electrical)		20,000
540050	Common Area Supplies / Sign Connection * (Sidewalk and landscaping supplies)		1,000
541400	Paint, hardware and small tools		100
541500	Salt *		<u>2,000</u>
Total Operating Supplies			23,100

* Includes Common Area Costs

MAINTENANCE

550300	Equipment Maintenance		2,000
550400	Janitorial Service	13,000	
	Building and Structural Maintenance and Repair (HVAC, electrical, plumbing and sprinkler(s))	88,500	
	Roof Repairs	5,000	
	Tenant Buildout (5 spaces-office)	<u>20,000</u>	
			126,500
550450	Common Area General Maintenance *		
	Gutters / Downspouts	5,000	
	Sidewalk Replacement	5,000	
	Repaint a Building's Exterior Fascia	10,000	
	Parking Lot Stripping	6,000	
	Misc. Maintenance	<u>15,000</u>	
			41,000
550500	Snow Plowing *	15,000	
	Landscaping *	<u>18,000</u>	
			<u>33,000</u>
	Total Maintenance		202,500

CAPITAL OUTLAYS

560000	Signage - Grant Program	5,000	
	Way Finding	5,000	
	Lester and Victory Drive Roadway Improvement	200,000	
	Mural Project	18,000	
	Second Floor Office Windows	<u>45,000</u>	
			273,000
564700	Capital Improvement		
	Tenant Buildout		
	3,000 sq. ft. @ \$30		90,000
560700	Depreciation		<u>145,439</u>
	Total Capital Outlays		508,439

MISCELLANEOUS EXPENDITURES

590900	Advertising Downtown Star ads, promotional material etc.	6,000
591200	Other Special Events * (Farmer's Market)	<u>1,500</u>
Total Miscellaneous Expenditures		7,500

LEASES and RENTALS

600400	Vehicle Interfund Rentals	<u>9,000</u>
Total Leases and Rentals		9,000

UTILITIES

610000	Telephone	5,300
610600	Gas and Electric (Vacant Spaces and Office)	88,000
610680	Common Area Utilities	<u>67,000</u>
Total Utilities		<u>160,300</u>

TOTAL DOWNTOWN PARK FOREST **1,168,750**

Village of Park Forest 2012/2013 Budget

CAPITAL PROJECTS FUND

DEPARTMENT FUNCTION:

The Capital Projects Fund was established in 2001 for the purpose of monitoring and reporting costs associated with the construction of a new Fire Station. Since that time the following projects have, or will be, included in the Capital Projects Fund:

- New fire station construction
- Lower level build out (Health and Recreation programs)
- Land acquisition
- Property management
- Village Green service facility
- Major sign initiative
- CN funded projects
- Sound mitigation fund distribution
- Sustainability Plan Implementation (Environmental initiatives)

LAND ACQUISITION (33-00)

In November 2008, the Village Board adopted the Strategic Plan for Land Use and Economic Development, which describes concept plans for key development and redevelopment areas within the Village. This Plan examines, for example, the viability of redeveloping property along Sauk Trail and Western Avenue to higher density residential and/or commercial purposes, and redeveloping the Eastgate Neighborhood into a more upscale type of residential development. It also provides implementation goals and policies for infill residential development and redevelopment and for new development in the Park Forest Business Park. In order to create viable opportunities for redevelopment in these areas the Village must be proactive in acquiring properties when they become available. This is consistent with the following General Land Use and Redevelopment Policy in the Strategic Plan for Land Use and Economic Development:

The Village will continue to acquire properties in key Sub-Areas as resources allow and as they become available through tax delinquency, foreclosure or voluntary sales. Given the evolving climate, the Village should be prepared to acquire additional residential sites if their locations are consistent with the strategic direction outlined in this Plan.

In order to continue implementation of this Policy, it is necessary to adequately budget for land acquisition and property management.

Since the inception of the Land Acquisition and Property Management elements of the Capital Projects Fund, the Village has become very active in its efforts to obtain properties that are important to implementation of the Village's comprehensive plan. Over the past five years, the following properties have been acquired through a variety of means (unless otherwise noted, these are all vacant parcels):

- 2330 Western Avenue (No Cash Bid, building demolished by Village)
- 3200 Lincoln Highway (foreclosure of liens, 16,000 square foot building)
- 30 South Street (No Cash Bid, subsequently sold to Star Investments, LLC)
- Lots 57, 58, and 59 in the Park Forest Business Park (No Cash Bid and negotiated trade with sale of 30 South Street)
- 80 North Street (blighted property court order, 24,700 square foot office building, 98,800 square foot manufacturing building)
- 263 Rich Road and 368 Oswego Street (No Cash Bid)
- 320 Wildwood Street (No Cash Bid, 14,000 square foot building)
- 210-220 Indianwood Boulevard (No Cash Bid)
- 2500 North Street (No Cash Bid, known locally as 60 North Street)
- 181 Algonquin, 6 and 25 Apache, 232 and 245 Arrowhead Street, 249 and 258 Arcadia Street, 259 Lester Street, 211 Mantua Street, 201 Miami Street, 309 Minocqua Street (foreclosure of liens)
- 36 Apache Street (pending No Cash Bid)
- 259 Arrowhead, 228 and 235 Allegheny (property owner donations)
- 99 Orchard (No Cash Bid, located adjacent to the water treatment plant)*
- 3 acres behind Orchard Park Place (No Cash Bid)*
- A sliver of land south of the CVS Drug Store, with frontage on Western Avenue (No Cash Bid)*

Three of the properties listed above (identified with *) will remain in Village ownership to serve public purposes. The Village will continue to market the remainder of the properties listed above for residential, commercial or industrial development or redevelopment purposes.

As is evident in the list above, the Village has used a variety of means to acquire properties that are important to the Village's future development and redevelopment plans. The No Cash Bid process is established by Cook County to enable municipalities to obtain properties that are at least two years tax delinquent. Most of the costs to the municipality are waived and the delinquent taxes are extinguished when the tax deed is issued. The Village does still incur legal and administrative expenses that range from \$1,200 to \$7,200 per parcel, depending on the complications of ownership that have to be addressed. The No Cash Bid process generally requires about 18 months from the time a bid is placed for a tax delinquent property to the time a tax deed is issued.

In recent years, the Village has sought to acquire properties through the lien foreclosure process. This process is used when the Village has incurred significant costs to demolish a privately owned structure, to maintain a parcel, or when water bills are severely delinquent. In many cases, the property owner has chosen to turn over the deed to the Village rather than go through the foreclosure process for a property that is either blighted or tax delinquent. The Village's legal and administrative expenses to acquire a property through this process are similar to those incurred in the No Cash Bid process. However, if either petition is contested by the property owner, as it was on 320 Wildwood, the costs can be much higher. Village Staff would only recommend incurring these higher costs for truly strategic properties. The Village has also obtained properties by donation, and Staff is working with the Chicago Southland Housing and Community Development Collaborative to obtain donations of low value bank owned properties.

In March 2010, the Village was successful in obtaining the deed to 80 North Street (the former Blue Ridge Farms building) by filing a petition with Cook County to declare the building abandoned because it was an open and vacant building that presented an immediate and continuous danger to the community. The building was officially declared abandoned at a Court hearing in December 2009, and the Village was subsequently granted ownership of the property through a judicial deed. All these proactive steps have been taken because of the significance of this building, and because the Economic Development Staff has been working with an entrepreneur who is very interested in acquiring the building in order to start his new enterprise. Village Staff and the Village Attorney are currently taking steps to acquire the deed to the Norwood Square Shopping Center through this same process.

Several years ago, Village Staff inventoried all the vacant residential properties on which the Village had recorded liens for property maintenance and/or demolition. Subsequently, the Village has been consistently filing petitions to foreclose on the liens on residential and commercial properties that are important for implementation of one or more of the key areas in the Strategic Plan. The Village now owns 12 residential properties in the Eastgate neighborhood, and four residential properties located in other areas of the community. An additional three residential properties have been acquired through other means. Within the limits of available resources, staff will continue to seek the ownership of vacant residential parcels and key commercial properties on which the Village has placed liens. Village Staff will seek to sell the scattered residential properties (primarily those not located in the Eastgate neighborhood) for the construction of new homes. The properties in Eastgate will be land banked until a sufficient number of parcels have been acquired that would attract a developer to implement the Village's plans for this neighborhood.

Due to the limited amount of funds available for the Capital Projects Fund in Fiscal 2013, Staff proposes that land acquisition be limited to the No Cash Bid, court order, land dedication, and lien foreclosure processes. As a result, land acquisition costs will primarily be based on legal fees necessary to file documents and petition the court.

PROPERTY MANAGEMENT (33-00)

Depending on the strategy for future use and possible sale of the properties acquired for economic development purposes, there are expenses required to make it possible to sell them. These expenses could include, for example, a Phase I and II environmental site assessment, an appraisal, a land survey, and a soil analysis. An appraisal could cost from \$1,500 to \$3,500, depending on the type of appraisal needed. A simple Phase I environmental site assessment (ESA) typically costs \$1,700. If a Phase II ESA is needed, it could add a minimum of \$8,000 to the study. The Phase II ESA for 80 North Street cost over \$12,000 because of the size of the building. Similarly, land surveys vary in cost based on the size and difficulty of the project. Soil surveys, depending on the number of borings for each property, will likely cost in the range of \$1,200 to \$1,500. Several of the commercial properties the Village has obtained have had significant structures on them. One property, 30 South Street, was sold with the structure intact as the buyer initially intended to renovate it. The Village demolished the structure at 2330 Western Avenue in December 2008 at a cost of \$13,650, including asbestos remediation and demolition. In some cases, it may be possible to negotiate the demolition as part of the sale, but this will not always be an option. When structures remain on Village-owned properties, they have to be maintained until a buyer is identified.

Three of the Village-owned, commercial properties still have significant structures on them. There are occasional needs for maintenance on these properties. For example, in the past staff have had to replace broken windows, secure doors, remove storm damaged trees, and address other problems caused by vandals or weather. In Fiscal 2010, these expenses totaled \$3,413. In Fiscal 2011, these expenses were \$14,752. A large portion of these expenses were related to storm damage from the June 2010 tornado, and the need to install a security system at 80 North Street in an attempt to limit the vandalism and theft at that property. In the first eight months of Fiscal 2012, these expenses have been \$31,573. These expenses include the environmental assessments and other studies required to sell 80 North Street, as well as the costs associated with removal of an underground storage tank at 3200 Lincoln Highway. This latter activity was required by the Illinois State Fire Marshal's Office. Funds will need to be budgeted for this type of maintenance on the existing buildings, and for demolition of buildings when it becomes a necessity either because of the deterioration of the building or to incentivize a sale.

The Village has occasionally had to demolish a residential structure because it has presented a clear danger and/or blight to the community. The Village's cost for demolition of blighted single family homes has ranged from \$4,000 to \$13,000, with an average demolition cost of \$6,500. The Village has become very proactive in seeking grants to demolish blighted residential structures because of the public safety concern that they create. Regardless of whether Village funds or grants are used, a lien is placed on the property and a foreclosure of lien is filed to obtain the deed to the property.

During the 2012 mowing season, the Village's Capital Projects Fund will incur the cost of regular mowing on 36 vacant residential properties and five (5) commercial properties (although the final number of residential properties will be decreased by four to ten lots depending on the number of community gardens started this year). Maintenance on the vacant residential properties is primarily mowing to ensure that tall grass and weeds on Village owned properties do not become a blighting factor. These expenses have been an average of \$2,700 per month depending on the time of year and the number of times the properties have to be mowed in a month. This expense will be incurred an average of eight months each year. Therefore, property maintenance must continue to be a priority for the Capital Projects Fund in Fiscal 2013.

Village staff plans to work towards a revolving fund that allows for some replenishment of the Capital Projects Fund as parcels are sold to developers. This may not be a full dollar for dollar replacement of funds, however, depending on the policy established for sale of the properties. Based on plans currently underway, potential revenue sources include:

- A portion of the funds realized from the sale of Hidden Meadows could be dedicated to land acquisition and property management.
- A portion of the funds realized from the sale of the 3.5 acres on Main Street could be dedicated to land acquisition and property management.
- The sale of other properties, such as 2330 Western Avenue, 80 North Street, and the residential properties described above, with the amount that accounts for the Village's expenses applied to this fund.

The proceeds from these sources could be added to the Capital Projects Fund to be used, in part, to acquire and maintain additional properties that further the economic development goals of the Village.

MAJOR SIGN INITIATIVE (33-00)

Over the past several years, the Village has installed several new, attractive Village signs that promote Village activities and businesses. These include the monument sign at Orchard Drive and Main Street, the arch-way sign on Main Street west of Western Avenue, the Central Court Plaza sign (the Village paid one-half the cost of this sign), and the way-finding signs. The Recreation and Parks Department has installed new signs at Freedom Hall, the Aqua Center, and the Tennis and Health Club. In 2010, a significant new sign was installed at US30 and Orchard Drive to promote Park Forest businesses and community activities. This element of the Capital Projects Fund continues the construction of new signs that increase the visibility and image of the Village of Park Forest.

Additional proposed signs would be located along each of the major arterials that serve the Village of Park Forest, and include:

- Sauk Trail/Indianwood Boulevard: As Indianwood Boulevard is a direct route into DownTown Park Forest, it is a logical location for a monument sign along Sauk Trail that creates visibility for DownTown businesses. Based on the proposed sign and design of this sign, it may require assistance from Rich Township High School District 227 to provide an easement for the sign. Village Staff proposes to construct this sign using up to \$30,000 of the economic development funds provided by the Village's settlement with the CN railroad.
- Western Avenue/Main Street: In 2008 the Village obtained the tax deed to a small parcel of property located south of the CVS Drug Store, with frontage on Western Avenue. This property was sought for the sole purpose of creating a location for a pylon sign to advertise the major anchor stores in the DownTown. A sign that has panels for the major anchors, and provides an electronic message center that can be changed to advertise activities at Freedom Hall, the Illinois Theatre Center, and other ongoing events is envisioned.
- Cunningham Drive/Lakewood Boulevard: a sign at this location would provide visibility for businesses located on the north side of the DownTown, such as the Holiday Star Theater. These businesses currently have very little exposure until a potential customer is directly in front of them. The right sign can alert drivers on Orchard Drive to the presence of businesses in this area.

No new funds are budgeted for the Major Sign Initiative in Fiscal 2013, so only the signs funded by the CN settlement can be constructed (see below). To the extent possible, the Village Staff will work with the business and property owners that would be featured on any new signs to participate in the cost of these signs. For example, businesses featured on the US30/Orchard Drive sign pay for their own panel and an annual maintenance fee. Businesses that advertise on the LED sign pay a monthly fee. To the extent that private funds can be generated to offset the cost of the signs, the Major Sign Initiative may be continued in the future.

VILLAGE GREEN SERVICE FACILITY (33-03)

The Marshall Fields building located in DownTown Park Forest was used for storage by several departments including the Recreation and Parks department. It was determined that a Village Green Service Facility would be beneficial for storage needs and to provide public restrooms. Preliminary plans were developed which will allow for a building of approximately 2100 square feet that will provide men's and women's ADA compliant restrooms which would be open during events held at the Village Green. In addition, the building will include storage for DownTown events and equipment used on the Village Green such as sounds systems, temporary trash receptacles, holiday decorations and the like. The total cost of the project is anticipated at:

Village Green Service Facility Project

Preparation of Master Plan	\$ 15,000
Concrete Walk Replacement & Surfaces	20,000
Site Furnishings	10,000
Shade Structures	30,000
Washroom / Storage Facility (New or Existing B/O)	125,000
Labyrinth Installation	30,000
Landscape Development	50,000
Concession / Electrical / Food Service Patio	15,000
Public Features (Art, Sculpture, Murals, etc.)	<u>50,000</u>
	\$345,000
Amount included in Fiscal 2012 Budget	<u>114,876</u>
Balance requiring additional Funding	<u>\$230,124</u>

CN PROJECTS

The Village was able to secure a \$4,805,000 cash settlement from Canadian National Railroad. Of this amount \$2,450,000 is being reserved for Orchard Drive construction and \$1,500,000 for sound mitigation. In addition, signage of \$80,000 was identified.

SIGN PROJECTS (33-04)

The Village's settlement with the CN Railroad included a \$40,000 donation for the installation of a new LED sign on the Orchard Drive/CN Viaduct. Currently the Village uses the CN viaduct over Orchard Drive to hang banners that promote activities such as the Farmer's Market, the Park Forest Art Fair and other community events. This is a difficult task for the Department of Public Works, and the banners often become worn and unattractive even during the short time that they are hung. The plan is to install an electronic message board that would create a simple and attractive means of conveying information about Village activities. The LED sign will be installed in the Fall of 2012, after the reconstruction of Orchard Drive is completed. The funds provided by CN will be sufficient to install a sign on both the north and south sides of the viaduct.

As part of the Parking Lot Reconstruction Agreement between the Village and the EJ&E Railway Company, CN has contributed \$40,000 to Park Forest for the installation of an electronic parking lot capacity sign. This sign will alert commuters to the availability of parking in the Homan/Hickory commuter parking lot, including how many parking spaces are available at any given time. While the exact location of the capacity/availability sign has yet to be determined by Village Staff, it will likely be along Western Avenue or on Lincoln Highway/US 30.

RAIL FAN PARK (33-02)

In Fiscal 2011 the Village Board approved \$100,000 to be used to construct a Rail Park. For Fiscal 2012 funding was shifted from the Village Green Project to provide the following:

Rail Fan Park Development

Soil Furnish, Place and Compaction	167,000
Finish Grading & Seeding	Included above
Caboose & other RR Details	7,500
Ramp and Viewing Platform	75,000
Interpretive Signage	15,000
Site Furnishings	10,000
Access & Parking Related Improvements	20,000
Solar Powered Lighting	10,000
Seeding Restoration	10,000
Landscaping & Plants	<u>15,000</u>
	329,500

SOUND MITIGATION (33-05)

As part of the CN settlement the Village agreed to reimburse homeowners for work done to their residences that would improve sound mitigation. An assigned fund balance of \$500,000 was transferred to the Capital Projects Fund for this purpose. Distribution of funds is based on distance from rail track and falls within the following tiers.

	Amount	Units	Total
Tier 1	\$7,000	14	\$98,000
Tier 2	\$6,000	5	\$30,000
Tier 3	\$4,500	35	\$157,500
Tier 4	\$3,100	15	\$46,500
Tier 5	\$1,500	112	\$168,000
Grand Total		181	\$500,000

SUSTAINABILITY PLAN IMPLEMENTATION (33-06)

In April 2011, the Village of Park Forest was selected by the Chicago Metropolitan Agency for Planning (CMAP) to participate in a local technical assistance program for the purpose of creating a Sustainability Plan. CMAP received a three-year \$4.25 million

grant from the U.S. Department of Housing and Urban Development to implement their adopted regional comprehensive plan, GO TO 2040. They are using this grant to fund around 60 local planning projects throughout the Chicago Metropolitan Area that will be instrumental in the implementation of the GO TO 2040 Plan. CMAP staff assistance was provided to prepare the Sustainability Plan at no cost to the Village. The draft Sustainability Plan was completed in March 2012, and is expected to be considered for adoption by the Plan Commission and Board of Trustees in April and May 2012.

The Sustainability Plan contains a great number of goals and strategies for addressing sustainability in the areas of environment, economy, and equity. An implementation plan is included, with suggestions for resources to assist with implementation. However, much of the implementation will be the responsibility of the Village. Therefore funds included in this element of the Capital Projects budget will assist with the implementation of the strategies recommended by the Sustainability Master Plan.

**Village of Park Forest
2012/2013 Budget**

**CAPITAL PROJECTS
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Transfers from General Fund					
-Economic Development	100,000	0	0	50,000	100%
-Sound Mitigation	500,000	0	0	0	0%
-Sustainability Plan Implementation	<u>0</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	0%
TOTAL REVENUE	600,000	50,000	50,000	100,000	100%
EXPENDITURES					
Capital Outlays - Village Hall	7,550	0	0	0	0%
Professional Services - Economic Development	27,465	47,000	50,000	25,000	-47%
Maintenance - Economic Development	21,244	58,000	40,000	32,000	-45%
Capital Outlays - Economic Development	0	60,000	0	60,000	0%
Public Utilities - Economic Development	2,962	4,000	4,000	4,000	0%
Professional Services - Railfan Park	5,000	0	175,642	0	0%
Capital Outlays - Railfan Park	6,244	98,188	0	142,614	45%
Professional Services - Village Green Building	3,750	0	0	0	0%
Capital Outlays - Village Green Building	0	347,188	1,874	114,876	-67%
Capital Outlays - CN Projects	0	80,000	0	80,000	0%
Maintenance - Sound Mitigation	51,343	477,318	80,000	368,657	-23%
Prof. Services - Sustainability Plan Implementation	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>100,000</u>	100%
TOTAL EXPENDITURES	<u>125,558</u>	<u>1,221,694</u>	<u>351,516</u>	<u>927,147</u>	-24%
<u>Beginning Fund Balance</u>			1,133,523	832,007	
<u>Ending Fund Balance</u>			832,007	4,860	

**Village of Park Forest
2012/2013 Budget**

**CAPITAL PROJECTS
DETAIL
Economic Development
33-00-00**

PROFESSIONAL SERVICES

530000	Other Professional Services (Engineering, Title Searches, Application Costs, Surveys, etc.)	15,000
530130	Billable Services — Legal	<u>10,000</u>
Total Professional Services		25,000

MAINTENANCE

550500	Contractual Grounds (Maintenance/Demolition)	<u>32,000</u>
Total Maintenance		32,000

CAPITAL OUTLAYS

560000	Monument Sign-Sauk Trail (CN-Econ. Dev) Information Kiosks-Commuter Lots (CN-ED)	30,000 <u>30,000</u>
Total Capital Outlays		60,000

UTILITIES

610600	Public Utility Service	<u>4,000</u>
Total Utilities		<u>4,000</u>

TOTAL CAPITAL PROJECTS 33-00 **121,000**

**Village of Park Forest
2012/2013 Budget**

**CAPITAL PROJECTS
DETAIL
Railfan Park
33-02-00**

CAPITAL OUTLAYS

560000	Construction of Railfan Park	<u>142,614</u>	
	Total Capital Outlays		142,614

**Village Green Service Facility
33-03-00**

CAPITAL OUTLAYS

560000	Construction of Village Green Service Facility	<u>114,876</u>	
	Total Capital Outlays		114,876

**CN - Sign Projects
33-04-00**

CAPITAL OUTLAYS

560000	Reader Board - Orchard Overpass	40,000	
	Parking Lot Capacity Signage	<u>40,000</u>	
	Total Capital Outlays		80,000

**Sound Mitigation
33-05-00**

CONTRACTURAL EQUIPMENT MAINTENANCE

550000	Reimbursement for Sound Mitigation per Resolution R-10-37	<u>368,657</u>	
	Total Capital Outlays		368,657

**Village of Park Forest
2012/2013 Budget**

**CAPITAL PROJECTS
DETAIL
Sustainability Plan Implementation
33-06-00**

PROFESSIONAL SERVICES

530000 Implementation of Sustainability Plan Strategies 100,000

Total Professional Services **100,000**

TOTAL CAPITAL PROJECTS **927,147**

**Village of Park Forest
2012/2013 Budget**

MOTOR FUEL TAX FUND

DEPARTMENT FUNCTION:

Motor Fuel Tax Funds are disbursed to the Village from the State of Illinois on a per capita basis (based on Village population). The Motor Fuel Tax Budget is adopted for maintenance and improvement projects during the Village Fiscal Year which begins July 1, to June 30, of the next calendar year. This budget, after Board approval, must be submitted to the Illinois Department of Transportation for authorization to spend the Village's allocated Motor Fuel Tax funds for the items presented in this budget.

Use of Motor Fuel Tax funds is restricted to direct expenses associated with street construction, improvements, maintenance, and operations. This work includes, but is not limited to, street resurfacing, concrete curb/curb and gutter replacement, sidewalk replacement, pavement marking, street patching, street sign replacement, street light repair/replacement, traffic signal maintenance, snow removal operations, curb line vegetation control, street sweeping, preliminary engineering, design engineering and construction engineering, as well as, material testing services. The department maintains approximately 65 miles of roadway.

Street resurfacing, sidewalk replacement, curb/curb and gutter replacement, pavement marking, traffic sign replacement, street light replacement, traffic signal maintenance, street sweeping, pavement patching, vegetation control, and professional engineering services are contractual items which utilize professional contractors and/or consultants. Jobsite locations are identified by surveys conducted by Public Works staff and by inspecting problem locations reported by residents. In some cases, locations designated for improvement are limited to a geographical area as required by grants and/or the additional funding sources used in conjunction with Motor Fuel Tax funds to complete the work.

Pothole patching, traffic sign and street name sign replacement, snow and ice removal, and street light maintenance are work operations that are mostly performed by Day Labor (Village Staff) and with village owned equipment. Maintenance locations are also identified by surveys conducted by Public Works staff and by inspecting problem locations reported by residents.

For the 2012/2013 fiscal year, salaries to be paid to Day Labor (Village staff) that perform any work related to the items outlined in the Motor Fuel Tax Budget, will continue to be charged and funded through the Village General Fund, for approximately \$150,000, and the expenses to be paid for Village owned vehicles will now be charged to the Village General Fund. This will allow more funds to be utilized for capital improvement projects that are Motor Fuel Tax eligible.

ACCOMPLISHMENTS OF 2011/2012 MOTOR FUEL TAX BUDGET OBJECTIVES:

The following objectives were included in the 2011/2012 Budget and were accomplished to various levels of degree.

1. The department will continue to provide existing municipal services at the same high level of quality. These services include:

- Maintain, patch, and repair Village streets.

Various potholes were patched throughout the year and are continually being maintained.

- Maintain, remove and replace substandard curb, curb and gutter, and sidewalks.

The Village solicits competitive sealed bids for an annual improvement and replacement project. This project addresses broken, displaced, and deteriorated sidewalks and curbs. The 2012 Fiscal Year project was completed by M&A Cement Works, Inc.

- Maintain and repair traffic signals and street lights.

Various street lighting and traffic signal issues were maintained by Village staff or by a maintenance contractor when necessary. These issues range from street and traffic lights out or improperly functioning, replacing cables, and, replacing streetlight and traffic signal pole knock downs.

- Remove snow and ice from Village streets.

Snow and ice were removed from Village streets in a timely manner through salting and plowing operations performed by Village crews.

- Sweep streets and remove debris from Village roadways.

The Village solicits competitive sealed bids for an annual street sweeping contract which entails five Village-wide sweeps, two public owned facility parking lot sweeps, two Old Plank Road Bike Trail sweeps, and emergency sweeps when needed. The 2012 Fiscal Year street sweeping contract was completed by Dejana Industries, Inc.

- Maintain curbside vegetation and trim parkway trees to maintain clearance for vehicles and pedestrians.

Tree trimming has been conducted at various locations on an as-needed basis, in response to resident concerns, or based on department evaluation of adequate clearance over pavement or sidewalks.

2. Continue sidewalk replacement in order to eliminate tripping hazards and improve sidewalk ramps to meet ADA standards.

Sidewalks that were substandard based on established criteria were replaced. The substandard sidewalk locations were identified through department surveys and/or inspections of resident's concerns. Visual and tactile sidewalk ramps in compliance with ADA have been constructed when encountered during replacement.

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

This objective is met by utilizing professional engineering and contract work performed by professional contractors. IDOT works with Village staff and village consultants to review service agreements and project plans. IDOT also reviews contracts before bids are received for compliance to their standards, and then, performs audits of those project files.

The Phase I – Preliminary Engineering, of the reconstruction of Orchard Drive from, US Route 30 to Sauk Trail, was approved by IDOT. Phase II – Design Engineering, was also approved by IDOT. This project is about to begin construction in Spring 2012.

4. Continue to stress safety in the workplace.

The importance of safety was stressed through work group safety meetings, Village safety meetings and participation in safety training programs provided through SSMMA, IDOT and IRMA.

5. Find additional funding sources to improve street infrastructure.

Funding from the IDOT Surface Transportation Funding Program was sought and approved through the South Suburban Mayors and Managers Association for 70% Federal funding and 30% Village match funding for the reconstruction and resurfacing of Orchard Drive. The Phase I – Preliminary Engineering, Phase II – Design Engineering and Phase III – Construction and Construction Engineering are eligible for funding. A breakdown of current estimated costs for this project is provided later in this narrative.

Funding from the State Highway Bridge Program has been identified for the much needed Thorn Creek Bridge replacement project. The funding consists of 80% Federal participation and 20% Village participation. Phase I - Preliminary Engineering was completed and submitted for approval with the cost involved divided 80/20. Phase II - Design Engineering is scheduled to begin in the 2012 Fiscal Year where all costs will be divided, 80/20.

The Village responded to a call for projects to receive Illinois Transportation and Enhancement Program (ITEP) funding by submitting a project application to provide funding for a Scenic Beautification project along US 30 from Indiana Street to Rockwell Street. The Village was awarded \$117,840 dollars towards this project to

remove an existing deteriorated wooden fence and existing brush and replace with a natural landscaped barrier along the south right of way of US 30/Lincoln Hwy. The Village is required to provide a minimum of 20% match funding for this project.

**VILLAGE OF PARK FOREST, ILLINOIS
ORCHARD DRIVE IMPROVEMENTS**

	<u>Total Cost</u>	<u>STP Funds</u> 70%	<u>Local Funds</u> 30%
Engineering			
Phase I - Preliminary	\$ 480,000	\$ 336,000	\$ 144,000
Phase II - Design	\$ 476,000	\$ 333,200	\$ 142,800
Phase III - Construction	\$ 823,590	\$ 576,513	\$ 247,077
Engineering Subtotal:	\$ 1,779,590	\$ 1,245,713	\$ 533,877
Construction	\$ 7,216,158	\$ 5,051,311	\$ 2,164,847
Contingencies 5%	\$ 360,807	\$ 252,565	\$ 108,242
Construction Subtotal	\$ 7,576,965	\$ 5,303,876	\$ 2,273,089
ROW/Easements	\$ 28,650	\$ 0	\$ 28,650
Westwood @Orchard Traffic Signal*	\$ 300,000	\$ 0	\$ 300,000
Total	\$ 9,685,205	\$ 6,549,589	\$ 3,135,616
State Participation			(\$131,054)
CN Proceeds			(\$2,450,000)
Village Net Costs			\$ 554,562

* Not MFT eligible, would need to be 100% Village cost

2012/2013 MOTOR FUEL TAX BUDGET OBJECTIVES:

Due to the ongoing nature of the work involved, these objectives are repeated from the 2011/2012 Budget.

1. The department will continue to provide existing municipal services at the same high level of quality. These services include:
 - Maintain, patch, and repair Village streets.
 - Maintain, remove and replace substandard curb, curb and gutter, and sidewalks.
 - Maintain and repair traffic signals and streetlights.

- Remove snow and ice from Village streets.
 - Sweep streets and remove debris from Village roadways.
 - Maintain curbside vegetation and trim parkway trees to maintain clearance for vehicles and pedestrians.
2. Continue sidewalk replacement in order to eliminate tripping hazards and improve sidewalk ramps to meet ADA standards.
 3. Continue to maintain Village streets to Illinois Department of Transportation (IDOT) standards.
 4. Continue to stress safety in the workplace.
 5. Find additional funding sources to improve street infrastructure.

PERFORMANCE MEASURES:

The following quantities of work were accomplished in previous fiscal years:

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Sidewalks removed and replaced (square feet)	15,773	14,351	9,350	2,653 ²	18,077
Curbs and gutters removed and replaced (linear feet)	1,033	29	314	2,026 ²	2,118
Street Light Pole Replacement (each)			168	18	1
Street Light Repairs (service requests)		354	381	353	255
Snow and ice control (tons of salt)	1,826	2,252	2,500	2,277	2,274
Streets patched (square yards)	33,370	814	0	4,569 ²	3,537
Streets resurfaced (square yards)	0	0	0	13,500 ²	14,309

Quantities for street light pole replacement consists of contract quantities and/or maintenance replacement of knocked down poles. Performance measures for the two street light items began in Fiscal 2009.

Quantities for sidewalks/curb and gutter removed and replaced and streets patched consists of contract quantities and/or restoration work needed due to water main breaks.

² Includes work completed in Legacy Square and School House. School House reimbursed the Village 50% of the total cost for improvements in that area, and Bigelow Homes reimbursed the Village as stated in the Redevelopment Agreement. The remaining balances were funded thru the TIF Fund.

**Village of Park Forest
2012/2013 Budget**

**MOTOR FUEL TAX FUND
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Grant Funding					
80% Phase II Thorn Creek Bridge	0	96,000	21,768	65,304	-32%
80% Phase III Thorn Creek Bridge	0	0	0	94,160	100%
70% Phase II Orchard (US30 to Sauk)	106,534	222,133	226,666	0	-100%
70% Phase III Orchard Const+Const Egr (US30 to Sauk Trail)	0	4,080,300	890,453	4,737,371	16%
70% Phase III Lakewood/Indianwood C+CE	0	0	182,875	548,625	100%
90% North St Phase III - Construction	0	0	0	252,000	100%
100% ARRA funded/Orchard (Sauk to Lakewood)	228,884	0	0	0	0%
US30/Lincoln Hwy Corridor Streetscape	0	117,840	0	117,840	0%
Motor Fuel Tax Allotments	691,365	555,968	657,675	541,462	-3%
Transfer from General Fund	0	0	0	2,450,000	100%
Interest Income	<u>1,633</u>	<u>2,300</u>	<u>650</u>	<u>650</u>	-72%
TOTAL REVENUE	<u>1,028,416</u>	<u>5,074,541</u>	<u>1,980,087</u>	<u>8,807,412</u>	74%
EXPENDITURES					
<u>Professional Services</u>	0	50,700	46,630	5,700	-89%
<u>Operating Supplies</u>	133,419	169,800	98,566	169,800	0%
<u>Maintenance</u>	198,070	221,014	128,421	292,261	32%
<u>Capital Outlays</u>	437,059	6,556,933	258,978	9,806,288	50%
<u>Leases and Rentals</u>	117,437	51,414	64,678	0	-100%
<u>Utilities</u>	<u>94,720</u>	<u>72,000</u>	<u>72,000</u>	<u>74,400</u>	3%
TOTAL EXPENDITURES	<u>980,705</u>	<u>7,121,861</u>	<u>669,273</u>	<u>10,348,449</u>	45%
<u>Revenue Over(Under) Expenditures</u>	47,711	(2,047,320)	1,310,814	(1,541,037)	
<u>Beginning MFT Fund Balance</u>			1,106,513	2,417,327	
<u>Ending MFT Fund Balance</u>			2,417,327	876,290	

Estimated 6/30/12 General Fund Assigned Fund Balance for Westwood/Orchard
Traffic Signal to be paid Fiscal 2014

300,000

**Village of Park Forest
2012/2013 Budget**

**MOTOR FUEL TAX FUND
DETAIL
04-17-00**

PERSONNEL SERVICES*

EMPLOYEE SUPPORT*

** Now charged to General Fund per Board directive*

PROFESSIONAL SERVICES

530200	Engineering/Architectural Services (Materials Testing, Bridge Insp.)	<u>5,700</u>
Total Professional Services		5,700

OPERATING SUPPLIES

541500	Salt (\$70.00 / ton) (State Purchase)	168,000
541600	Lime/Chemicals	<u>1,800</u>
Total Operating Supplies		169,800

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Traffic signal maint. & repair - IDOT, Cook Co., Village)	24,854
550400	Contractual Grounds Maintenance (Street sweeping, Curbside Herbicide)	41,000
550600	Contractual Street Maintenance (Patching, Striping, Traffic Sign contracts)	115,000

550700	Street Maintenance Supplies	9,058
550800	Contractual Sidewalk Maintenance	74,400
552300	Street Name Sign Maintenance Supplies	1,400
552400	Traffic Sign Maintenance Supplies	1,601
552500	Street Light Maintenance Supplies	<u>24,948</u>
Total Maintenance		292,261

CAPITAL OUTLAYS

560000	<u>Other Capital Outlays</u>	
	Thorn Creek Bridge Phase II - Design ¹ (R)	108,840
	Thorn Creek Bridge Phase III-Const+Const Egr ¹	117,700
	US30/Lincoln Hwy Corridor Streetscape ² (R)	150,000
	Orchard Dr. Phase III-Const+Const Egr (US30 to Sauk Trail) ³	8,039,748
	Resurf. Lakewood/Indianwood Phase III-Const.+Const Egr ⁴ (R)	1,045,000
	Resurf. North St(Orchard to W.Corp Limit)-Phase II-Design ⁵	30,000
	Resurf. North St(Orchard to W.Corp Limit)-Phase III-ConstEgr ⁵	35,000
	Resurf. North St(Orchard to W.Corp.Limit)-Phase III-Const ⁶	<u>280,000</u>

¹ 80% of amt. shown will be funded/reimbursed by Highway Bridge Program (HBP). 10% of const + const. egr. completed in FY 12/13.

² Current Illinois Trans. Enhancement Prog. (ITEP) Funding reimbursement commitment is \$117,840. Village match is 20%.

³ 70% of amt shown will be funded/reimbursed through Federal STP Grant Program. Does not include 5% contingency of 360,807.

⁴ 70% of amt shown will be funded/reimbursed through Federal STP/LAPP Grant Program

⁵ 100% village cost.

⁶ 90% of amt shown will be funded/reimbursed through ICC Grant

(R) Rebudgeted in whole or part from the prior year

Total Capital Outlays		9,806,288
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LEASES and RENTALS

600400	Vehicle Rental - Interfund* (Internal vehicle rental rate charges)	0
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** Now charged to General Fund per Board directive*

600500	Other Equipment Rental (Miscellaneous equipment rental)	<u>0</u>
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Total Leases and Rentals		0
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UTILITIES

610600	Public Utility Services (Electricity for Traffic Signals and Street Lighting)	<u>74,400</u>
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Total Utilities		<u>74,400</u>
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TOTAL MOTOR FUEL TAX		10,348,449
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Village of Park Forest 2012/2013 Budget

HOUSING

The Housing section of the Budget is a cost-center for grant-funded programs. These are the Housing Choice Voucher Program, Cook County Community Development Block Grants (CDBG) and the new this year Cook County Neighborhood Stabilization Program NSP 1. Personnel who administer the Housing Choice Voucher Program are located in the Community Development Department. Thus, their program goals are contained in that department. However, the budget for the Housing Choice Voucher, Cook County CDBG and NSP 1 Programs are contained herein.

In order to control its own destiny as it relates to the issue of subsidized housing, several years ago the Village applied for and received certification as a Housing Authority. In 1994, the Housing Authority of Park Forest received funding to administer a Section 8 Certificate program. The funding level provided subsidized housing for 50 certificate holders. Later, HUD increased this amount by 46 and then by an additional 81, bringing the grand total up to 177 possible certificate holders. In 2002/2003 the Section 8 Certificate and Voucher Programs were merged to form the Housing Choice Voucher Program. The Housing Authority is currently administering 154 Park Forest Vouchers. In addition to the Park Forest Housing Choice Vouchers, the Housing Authority also administers the program for participants moving to Park Forest with vouchers issued by other authorities known as "Portables." As of March 2012, the Housing Authority of Park Forest is administering 306 Portable Housing Choice Vouchers.

The Housing Authority of Park Forest is no longer the Traditional Contract Administrator for the Garden House Apartments of Park Forest. The Annual Contribution Contract with Department of Housing and Urban Development (HUD) for administration of the Section 8 Housing Assistance Payments was terminated effective December 31, 2010. The contract was transferred to one of HUD's Performance Based Contract Administrators.

Along with the Housing Authority, the Village has created a multi-department operation called the Troubled Building and Property Task Force. The Task Force is composed of representatives from the Community Development, Police, Fire, Health and Administration Departments to make a concerted effort to identify and comprehensively address problem properties, owners and occupants. Regular monthly meetings are held and supplemented with a special sub-committee which meets weekly to plan a day to day approach to solve pending issues. Since its inception in September 2006, several meetings have been held with problematic tenants and landlords, as well as multiple court actions against owners of vacant and abandoned foreclosed properties.

**Village of Park Forest
2012/2013 Budget**

HOUSING CHOICE VOUCHER PROGRAM

PROGRAM DESCRIPTION:

The Housing Authority of Park Forest, with the support of the Village of Park Forest and under the Community Development Department, administers housing assistance programs. One such housing program is the Housing Choice Voucher Program, formerly called Section 8. It is a federally funded program designed to assist income eligible families and elderly individuals find safe, sanitary and decent housing. The Housing Authority of Park Forest is under contract with the Department of Housing & Urban Development (HUD) and receives funding from HUD to subsidize rents for the Housing Choice Voucher recipients. HUD determines the funding to be used for the housing assistance payments and the program's administrative fees that are used to cover portions of the direct and indirect costs needed to administer the program.

Annual Housing Choice Voucher Administration Program*

Vouchers	2008	2009	2010	2011	2012
Park Forest	165	152	143	145	154
Portable	180	174	222	272	306
Garden House	144	144	144	0	0

* Data for each year is presented for the month of March.

The Housing Authority is currently experiencing some difficulty with administering the Housing Choice Voucher Program because of declining revenues due to reduction of HUD funding and the increasing number of families with portable vouchers moving into Park Forest. Housing authorities with 250 vouchers or less allocated to them by HUD, are designated as small authorities. Park Forest Housing Authority's allocation is 177 vouchers. The number of Port-in vouchers being administered by this housing authority to-date is 317, 175% of its' base allocation, with an average monthly HAP expense of \$280,000. Currently, the average monthly HAP expense for the Park Forest vouchers is \$120,000. HUD has reduced the monthly HAP distribution for the housing authority to \$56,467 with the remaining HAP expense to be paid from the Net Restricted Assets Balance (NRA). On December 31, 2011, the housing authority's NRA Balance was \$632,742. After four months of using the NRA Balance to offset the housing assistance payments, it is now \$457,420. Soon the housing authority will not have sufficient funds

in the Net Restricted Assets Balance to offset housing assistant payments for Park Forest vouchers and the Port-in families until it is reimbursed by those housing authorities.

The administrative fees for the Portability vouchers, as structured by HUD, are insufficient to manage the Housing Choice Voucher Program effectively. The housing authority receives \$9,089 monthly from HUD to manage its' voucher program; but only receives a percentage of the administrative fee for Port-in vouchers.

The problems have been discussed with HUD representatives from the Chicago Regional Office and Washington, DC and the authority is hopeful that there will be some resolution to the problems so adjustments can be made.

Village of Park Forest 2012/2013 Budget

CDBG & NSP 1

PROGRAM DESCRIPTION:

The Village of Park Forest is a subgrantee of the Cook County Community Development Block Grant (CDBG) Program. As a subgrantee, the Village must adhere to the rules and regulations set forth by Cook County and by the Federal Government in administering all funds provided by this program.

In Fiscal Year 2005/2006, the Village requested a redirection of the \$100,000 of Norwood demolition to be combined with an additional \$100,000 awarded for street light replacement project south of Sauk Trail. Thus, \$200,000 in funds were allotted toward the street light replacement project south of Sauk Trail. These CDBG funds were combined with a grant from the Illinois Department of Transportation. A remaining balance of \$30,062 was allowed to be allocated to the demolition of the former Marshall Fields building in Downtown Park Forest.

In Fiscal Years 2006/2007 and 2007/2008, the Village applied for \$300,000 to fund street lighting replacement work south of Sauk Trail. Both applications were denied and no funds were awarded. In 2008/2009, Cook County's Department of Planning and Development contacted the Village with information that funding might be available for the demolition of the former Field's building. As such, the Village Board approved two sub-recipient agreements (for CDBG project years 2006/2007 and 2007/2008) in the amount of \$300,000 each in the spring of 2009. The County also informed the Village that it could re-adjust its 2009/2010 CDBG application (originally drafted for street lighting, sidewalk and curb replacement along Forest Boulevard and Fir Street) to allow for an additional \$300,000 in funding toward the Field's demolition project. Successful approval of this application resulted in the Village having a total of \$930,062 in CDBG funding to assist with the Field's demolition project. Demolition was completed in October 2011.

In Fiscal Year 2011/2012, the Village received a Cook County Neighborhood Stabilization Program 1 grant for \$88,313 to demolish nine vacant, blighted homes in the Eastgate neighborhood. All homes demolished were located on Allegheny Street in order to concentrate the benefit from this grant. Seven of the properties were demolished in September 2011 and the remaining two homes were demolished in April 2012.

Also, in Fiscal Year 2011/2012, the Village was awarded a State CDBG-IKE grant to demolish a minimum of 23 homes primarily in the Eastgate neighborhood. The demolition of these homes is expected to occur in the spring of 2012.

**Village of Park Forest
2012/2013 Budget**

**HOUSING CHOICE VOUCHER PROGRAM
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Housing Assistance Payments	4,166,681	4,420,368	4,085,746	4,596,273	4%
Administrative Fees	325,503	328,764	292,018	314,700	-4%
Interest	<u>1,381</u>	<u>950</u>	<u>150</u>	<u>120</u>	-87%
TOTAL REVENUE	<u>4,493,565</u>	<u>4,750,082</u>	<u>4,377,914</u>	<u>4,911,093</u>	3%
EXPENDITURES					
<u>Personnel Services</u>	185,725	190,344	204,082	195,458	3%
<u>Insurance</u>	23,122	26,136	23,620	24,106	-8%
<u>IRMA</u>	9,371	12,718	6,843	12,681	0%
<u>Employee Support</u>	33,480	39,184	36,159	42,167	8%
<u>Professional Services</u>	17,625	15,700	28,980	15,825	1%
<u>Operating Supplies</u>	516	1,100	550	1,000	-9%
<u>Capital Outlays</u>	0	1,900	1,900	1,900	0%
<u>Housing Assistance Payments</u>	4,138,323	4,537,108	4,439,441	4,819,639	6%
<u>Transfers to Other Funds</u>	30,000	30,000	30,000	30,000	0%
<u>Miscellaneous</u>	<u>406</u>	<u>1,250</u>	<u>500</u>	<u>800</u>	-36%
TOTAL EXPENDITURES	<u>4,438,568</u>	<u>4,855,440</u>	<u>4,772,075</u>	<u>5,143,576</u>	6%
NET INCOME (LOSS)	<u>54,997</u>	<u>(105,358)</u>	<u>(394,161)</u>	<u>(232,483)</u>	
<u>Beginning Fund Balance</u>			608,239	298,717	
Transfer of Final Garden House Fund Balance			84,639	0	
<u>Ending Fund Balance</u>			298,717	66,234	

**Village of Park Forest
2012/2013 Budget**

**CDBG and NSP 1
SUMMARY
16-00-00**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Demolition - Marshall Fields	852,116	77,946	77,946	<u>0</u>	-100%
Demolition - NSP1	0	88,313	88,313		-100%
Demolition - IKE	<u>0</u>	<u>236,250</u>	<u>236,250</u>	<u>0</u>	-100%
TOTAL REVENUE	852,116	402,509	402,509	0	-100%
EXPENDITURES					
Capital Outlays - Marshall Fields	852,116	77,946	77,946	0	-100%
Capital Outlays - NSP1	0	88,313	88,313	0	-100%
Capital Outlays - IKE	<u>0</u>	<u>236,250</u>	<u>236,250</u>	<u>0</u>	-100%
TOTAL EXPENDITURES	<u>852,116</u>	<u>402,509</u>	<u>402,509</u>	<u>0</u>	-100%
Excess Revenue (Expenditures)	0	0	0	0	0%

**Village of Park Forest
2012/2013 Budget**

**HOUSING CHOICE VOUCHER PROGRAM
DETAIL
11-18-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	<u>195,458</u>
Total Personnel Services		195,458

INSURANCE

510100	Medical Insurance	22,508
	Dental Insurance	1,190
	Life Insurance	<u>408</u>
		24,106
510300	IRMA Premium	<u>12,681</u>
Total Insurance		36,787

EMPLOYEE SUPPORT

520000	Other Travel Expenses	500
520100	Car/Mileage Allowance	250
520200	Dues/Subscriptions	
	Annual Dues to NAHRO	500
	IAHA	150
	Illinois NAHRO Chapter	100
	PHADA	<u>250</u>
		1,000

520300	Training Expense		
	National Center for Housing Management (NICHM)	2,000	
	Lindsey & Co Software	<u>500</u>	
			2,500
520400	Books/Pamphlets		350
520610	FICA		14,953
520620	IMRF		<u>22,614</u>
	Total Employee Support		42,167

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Lindsey (Accounting/Reports/Software Licensing)	4,280	
	Bank Fees	4,020	
	Minutes and Hearings	<u>500</u>	
			8,800
530100	Legal Services		1,000
530300	Audit Services		
	Lindsey & Co Software	549	
	Sailor Khan, LLC	5,000	
	Village Audit	<u>476</u>	
			<u>6,025</u>
	Total Professional Services		15,825

OPERATING SUPPLIES

540000	Other Operating Supplies		1,000
540100	Computer Supplies		<u>0</u>
	Total Operating Supplies		1,000

CAPITAL OUTLAYS

560000	Computer Replacement		1,900
561800	HCV Assistance Payments	1,344,000	
561801	HCV Assistance Payments - PF Port Out	75,000	
561802	HCV Admin - PF Port Out	4,200	
561810	HCV Assistance Payments - Portables	<u>3,396,439</u>	
			<u>4,819,639</u>
	Total Capital Outlays		4,821,539

TRANSFER TO OTHER FUNDS

581000	Indirect Cost to General Fund		<u>30,000</u>
	Total Transfer to Other Funds		30,000

MISCELLANEOUS EXPENDITURES

591000	Housing Choice Voucher Public Notices		500
	Postage		<u>300</u>
	Total Miscellaneous Expenditures		800

TOTAL HOUSING CHOICE VOUCHER PROGRAM **5,143,576**

**Village of Park Forest
2012/2013 Budget**

**CDBG & NSP 1
DETAIL
16-00-00**

CAPITAL OUTLAYS

560000	Capital Outlays	<u>0</u>
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Total Capital Outlays	<u>0</u>
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TOTAL COOK COUNTY CDBG PROGRAM	0
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**Village of Park Forest
2012/2013 Budget**

RETIREMENT FUNDS

In years past, four funds were included in this cost center. They were the Illinois Municipal Retirement Fund (IMRF), Police and Fire Pension Funds and the Federal Insurance Contributions Act (FICA) funds. The Police and Fire Pensions are administered by Boards whose composition is determined by State Statute.

The Government Accounting Standards Board pronouncement number 34 required identification of costs and revenues to be directly associated with programs to which they are related. Therefore, beginning in Fiscal Year 2002/2003, FICA and IMRF were charged directly to the department where the associated salaries are based. The ending fund balances in the FICA and IMRF funds were transferred to the General Fund and identified as a restricted fund balance. Property taxes will continue to be levied for these pension benefits. That revenue will also be reflected in the General Fund.

Actuarial studies determine the required funding level for Police and Fire Pension Funds. In the case of the Police and Fire Pension Funds, local actuarial studies supplement the State's studies. Actuarial reports show funding levels at 57.4% for the Police Pension Fund and 52.38% for the Fire Pension Fund for the year ended June 30, 2011.

Over the last decade, there have been many changes and benefit enhancements approved by the State legislature. These changes and increased benefits directly affect pension fund obligations and ultimately impact funding levels. A summary of some of the changes are:

- Adopted legislation allows Police and Fire personnel to transfer service credit from other municipalities (late 1990's).
 - For Fiscal 2003, a police officer transferred credit from University Park. In 2005, another officer transferred from Chicago Ridge. In 2009, two police officers transferred in from Chicago Heights and South Holland.
- State legislation increased fire pension benefits (1999).
- State legislature adopted similar pension increases as was passed for fire in 1999 for police pension funds (2001).

- Surviving spouse’s pension distributions were increased to the retiree level, increasing annual pension costs (2004).
- Police Pension Board approved two duty disability pensions (2008).
- The Village is now legislatively required to continue health insurance coverage for the “catastrophically” disabled firefighters and police officers and their families for life (2008).
- A firefighter was granted a duty disability (2009).
- Effective January 1, 2011, a second tier of benefits became effective for Police, Fire and IMRF employees hired after January 1, 2011.

Tier II Benefits

IMRF

- Increased vesting from 8 to 10 years.
- Increased age to receive full benefits from age 60 to age 67.
- Increased age to receive reduced benefits from age 55 to age 62.
- Increased number of months used to calculate the final rate of earnings to highest 96 months of the last 10 years, formerly highest 48 months.
- Caps final rate of earnings to a maximum of \$106,800 (increased annually by 3% or ½ of CPI).

Police & Fire

- Increased minimum retirement age from 50 to 55 with 10 years of service.
- Pension calculated @ 2.5% for each year up to 75% maximum.
- Early retirement option at 50 with reduced benefits.
- Final salary for pension purposes is best 8 out of last 10 years.
- Caps final rate of earnings at maximum of \$106,800 (increased annually by 3% or ½ of CPI).
- Fire and Police Pensions must now be 90% funded by 2040. Previously were required to be 100% funded by 2033.

Even though IMRF is reflected in the General Fund, it is important to mention that IMRF rates have increased significantly from the 2002/2003 levels. Rates increased in January 2004 from 3.22% to 6.79% of salaries. In January 2005 rates increased again to 8.06%, and 9.21% in January 2006. Fortunately rates decreased to 8.79% in 2007 and decreased further to 8.54% in 2008. Rates increased to 8.69% in 2009, 9.56% in 2010, 10.52% for 2011 and 11.57% in 2012. Estimated 2013 IMRF rates show an increase to 12.73%. The Illinois Municipal Retirement Fund investment pool lost 25% in 2008. The fund has recovered in 2009 through 2011. The Village has yet to see this recovery impact rates. The Police and Fire Pension Funds also experienced market losses in their investments in 2008 and 2009. These losses were reflected in the higher property tax levy for 2009 and 2010. Police and Fire Pension Fund returns improved in 2010. In addition, new legislation assisted in the 2011 levy for Police and Fire Pension.

Beginning with the 2006/2007 Budget presentation, Police and Fire Pension costs are reflected with those departments. This presentation is consistent with Governmental Accounting Standards.

Village Contribution Rates

	<u>Rates</u>	<u>Effective Rates</u>	
	<u>IMRF</u>	<u>Police</u>	<u>Fire</u>
2002	3.54%	21.52%	29.09%
2003	3.22%	19.25%	27.28%
2004	6.79%	18.87%	29.05%
2005	8.06%	19.85%	32.58%
2006	9.21%	21.82%	31.17%
2007	8.79%	22.32%	29.61%
2008	8.54%	26.11%	34.688%
2009	8.69%	26.55%	34.158%
2010	9.56%	29.52%	35.723%
2011	10.52%	33.33%	39.515%
2012	11.57%	not	available
2013	12.73%	not	available

Since the Village will continue to levy separately for FICA and IMRF, an accounting of levies and associated expenses will continue.

FICA & IMRF
RESTRICTED FUND BALANCE ANALYSIS

	<u>FICA</u>		<u>IMRF</u>	
	FY 11/12	FY 12/13	FY 11/12	FY 12/13
	2010	2011	2010	2011
	<u>Levy</u>	<u>Levy</u>	<u>Levy</u>	<u>Levy</u>
Beginning Fund Balance	201,925	194,460	476,770	467,387
Tax Levy	400,667	412,007	411,736	423,506
Personal Property Replacement Tax	<u>0</u>	<u>0</u>	<u>18,000</u>	<u>18,000</u>
TOTAL REVENUE	602,592	606,467	906,506	908,893
 EXPENDITURES				
Administrative	85,900	88,237	117,345	132,639
Police	96,764	98,090	60,426	67,209
Fire	33,091	36,548	5,901	6,620
Health	38,216	39,759	52,554	60,132
Recreation & Parks	77,254	82,990	97,131	111,154
Public Works	30,183	31,406	41,509	47,502
Community Development	25,083	25,864	34,494	39,122
Economic Development & Planning	<u>21,641</u>	<u>22,503</u>	<u>29,759</u>	<u>34,037</u>
TOTAL EXPENDITURES	408,132	425,397	439,119	498,415
Ending Fund Balance	194,460	181,070	467,387	410,478

It is anticipated that for 2012 the FICA and IMRF levies can remain level. Separate Police and Fire Pension levies will be determined by actuary.

**Village of Park Forest
2012/2013 Budget**

**POLICE PENSION
SUMMARY**

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	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Property Taxes	985,811	1,004,951	1,004,951	1,025,050	2%
Personal Property Replacement Tax	14,000	14,000	14,000	14,000	0%
Contributions	307,714	328,098	328,098	334,660	2%
Interest & Dividends	216,032	300,000	340,000	240,000	-20%
Unrealized Gain/Loss	1,083,335	250,000	250,000	500,000	100%
Short/Long Term Gain	<u>98,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL REVENUE	2,705,492	1,897,049	1,937,049	2,113,710	11%
EXPENDITURES					
<u>Employee Support</u>					
Retirement Benefits	1,405,262	1,462,600	1,462,600	1,556,478	6%
Training Expense	4,309	5,975	5,975	5,975	0%
Contribution Refund	33,764	0	0	0	0%
Professional Services	<u>27,290</u>	<u>50,000</u>	<u>50,000</u>	<u>60,000</u>	20%
TOTAL EXPENDITURES	<u>1,470,625</u>	<u>1,518,575</u>	<u>1,518,575</u>	<u>1,622,453</u>	7%
<u>Beginning Fund Balance</u>			18,236,362	18,654,836	
<u>Ending Fund Balance</u>			18,654,836	19,146,093	

**Village of Park Forest
2012/2013 Budget**

**FIRE PENSION
SUMMARY**

22

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Property Taxes	714,151	732,073	732,073	692,914	-5%
Personal Property Replacement Tax	8,000	8,000	8,000	8,000	0%
Contributions	176,476	185,478	185,478	189,188	2%
Interest & Dividends	251,061	100,000	100,000	80,000	-20%
Unrealized Gain/Loss	441,463	250,000	250,000	250,000	0%
Short/Long Term Gain/Loss	<u>24,563</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	0%
TOTAL REVENUE	1,615,714	1,305,551	1,305,551	1,250,102	-4%
EXPENDITURES					
<u>Employee Support</u>					
Retirement Benefits	743,226	772,179	772,679	845,844	10%
Training Expense	3,676	5,775	5,775	5,775	0%
Professional Services	<u>55,933</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	0%
TOTAL EXPENDITURES	<u>802,835</u>	<u>847,954</u>	<u>848,454</u>	<u>921,619</u>	9%
<u>Beginning Fund Balance</u>			9,869,775	10,326,872	
<u>Ending Fund Balance</u>			10,326,872	10,655,355	

**Village of Park Forest
2012/2013 Budget**

BOND RETIREMENT

The Bond Retirement Fund is used to service all General Fund-related debt. The other debt of the Village is serviced within the appropriate originating fund. Because Park Forest is a "Home Rule" community, the Village is not subject to a legal debt limit.

The following schedule shows the debt restructuring and payments that have affected debt service. Total General Obligation Debt and Loan Agreements for the last seven fiscal years has been as follows:

<u>Fiscal Year Ended:</u>	2005	15,465,200	
	2006	15,064,500	
	2007	29,932,526	
	2008	28,731,682	
	2009	27,536,078	
	2010	26,079,468	
	2011	25,133,542	
	2012	23,494,115	est.
	2013	28,105,417	est.

The 2012 outstanding estimated debt relates to the following funds:

General Fund	\$	2,783,451
TIF		7,349,864
Aqua		218,230
Water		13,099,782
Sewer		42,788
		<u>42,788</u>
		\$ 23,494,115

In 2007, the Village incurred \$15,358,126 in debt related to the new water plant. This debt is an IEPA loan with a 2.5% interest rate. This lower rate will save the Village \$5,000,000 over the life of the loan. The closeout package was completed in Fiscal 2011, bringing the revised total loan amount to \$15,945,517.

With the golf course closure in 2007 and the pending sale of land, this debt was absorbed into the General Fund. When the sale of Hidden Meadows occurs, the Golf Fund's previous share of debt will be paid through proceeds. During 2011, the IEPA approved two low interest loans funding \$3.3 million for watermain infrastructure improvements and \$1.3 million in sewer system improvements. At this writing, the debt service schedule is not known but the debt service will be funded through an additional \$3 per month water main infrastructure replacement fee and existing sewer fees. Orchard Drive reconstruction will not require borrowing as previously thought due to the CN settlement received in Fiscal 2010.

The chart below shows debt service over the past two years and projected Fiscal Year 2012/2013 debt service:

	<u>FY 10/11</u> <u>Debt Service</u>	<u>FY 11/12</u> <u>Debt Service</u>	<u>FY 12/13</u> <u>Debt Service</u>	<u>Percent Change</u> <u>From Prior Year</u>
General Fund	318,494	321,723	326,477 *	1%
TIF Debt Service	997,739	1,015,896	1,053,587 *	4%
Aqua Center Fund	33,959	33,206	40,143 *	21%
Water Fund	1,074,117	1,116,874	1,317,894	18%
Sewer Fund	<u>48,072</u>	<u>45,996</u>	<u>120,194</u>	<u>161%</u>
TOTAL	2,472,381	2,533,695	2,858,295	13%

* The following Debt Service was levied for these funds in December 2011. Funds levied in 2011 will be received in 2012.

General Fund	\$ 287,429
TIF	318,010
Aqua Center Fund	<u>40,679</u>
	\$ 646,118

Series 1997A & 1997B Bonds Refinanced with 2008A & 2008B Bonds:

In early Fiscal 2009 the favorable interest rate environment allowed for savings with the 1997A and 1997B bonds by refinancing them. These bonds were originally issued for TIF, Water and Aqua Center purposes and were at rates that ranged from 5% to 6.85%. Refinancing saved the Village \$240,000 over the remaining nine years of debt. Refinancing also allowed for the acceleration of debt payment in the TIF Fund more closely matching the remaining life of the TIF.

Series 2001 Bonds Restructured with 2008A Bonds:

When the 2001 Bonds were issued, the proceeds were used to refinance \$3.7 million of TIF debt and \$3.3 million for a new fire station. At the time, the goal was to extend the combined debt to minimize the impact on property taxes. This was accomplished and property taxes were not impacted. The debt was extended until 2025. The Downtown TIF ends November 2020. The Village restructured the TIF portion of this debt thus paying it off quicker. Prior to this restructuring \$1,877,925 would remain in debt service payments in 2020 when the TIF expired. After restructuring, only \$266,481 will remain.

Pending Public Works Projects

There are five Public Works projects that are either approved for grant funding or a low interest loan and are in various stages of engineering and construction. All of these projects will begin to take place in 2011 and require added funding. The Village Board approved a \$3 per month infrastructure replacement fee effective July 2008. This fee will allow the Village to repay the water system improvement debt. The Village has been awarded an IEPA loan which has an extremely favorable interest rate. This loan will fund the water and sewer projects.

	<u>Grant Sharing*</u>	<u>Total Cost</u>	<u>Village Share</u>
Orchard Drive Reconstruction	(70/30)	\$9,685,205	\$3,135,617
CN Contribution			<u>(2,450,000)</u>
Balance Needed for Orchard Drive			\$685,617
Thorn Creek Bridge	(80/20)	1,285,840	257,168
Lakewood/Indianwood Reconstruction	(70/30)	1,090,000	358,500
North Street Reconstruction	(90/10)	345,000	93,000
Total Funding needed			\$1,394,285

Based on the use of CN funds and available Motor Fuel Tax dollars, no borrowing will be needed.

The water system improvements, sanitary sewer rehab and excess flow facility rehab projects have been funded by a 1.25% IEPA loan.

* Grand Sharing is based on eligible costs. Not all project costs are eligible for sharing.

DEBT SERVICE REQUIREMENTS

FISCAL YEAR ENDING 2012 TOTAL DEBT

Fiscal Year Ending June 30	Requirements		
	Principal	Interest	Totals
2013	1,768,299	828,695	2,596,994
2014	1,730,615	764,194	2,494,809
2015	1,814,498	701,117	2,515,615
2016	1,888,856	630,870	2,519,725
2017	2,003,700	552,008	2,555,709
2018	2,094,044	467,983	2,562,027
2019	2,099,900	384,167	2,484,067
2020	2,211,280	296,720	2,508,000
2021	1,173,198	230,786	1,403,984
2022	1,215,668	193,526	1,409,193
2023	1,268,702	153,931	1,422,634
2024	1,322,317	111,687	1,434,003
2025	1,376,525	67,229	1,443,754
2026	1,011,342	31,881	1,043,223
2027	515,172	6,440	521,612
2028	-	-	-
2029	-	-	-
2030	-	-	-
2031	-	-	-
2032	-	-	-
	23,494,115	5,421,234	28,915,349

Series	Principal	Interest	Total
1993 Series	121,103	5,066	126,169
1999 Series	965,000	343,034	1,308,034
2001 Series	4,410,000	1,564,272	5,974,272
2008A Series	4,680,000	926,834	5,606,834
2008B Series	695,000	78,300	773,300
2007 IEPA Loan	12,623,012	2,503,728	15,126,740
2011 IEPA Loan-Water*	0	0	0
2011 IEPA Loan-Sewer*	0	0	0
	23,494,115	5,421,234	28,915,349

* Proceeds received in FY2011 and FY2012 however debt service estimated to begin in FY2013 upon project closeout.

**VILLAGE OF PARK FOREST
HISTORY AND ANALYSIS
OF DEBT SERVICE**

<u>ISSUE</u>	<u>AMOUNT</u>	<u>FUND(S)</u>	<u>AMOUNT BY FUND</u>	<u>PURPOSE</u>
SERIES 1993 **	\$1,454,100	31-GLTD 70-SEWER 31-GLTD (50-Golf)	\$71,977.95 \$513,588.12 \$868,533.93	"acquire land, construct improvements to existing golf and recreational facilities, construct additions and improvements to the Municipality's sewer system and undertake engineering for street and road improvements"
SERIES 1999 **	\$1,640,000	36-TIF	\$1,640,000.00	"To partially finance downtown redevelopment projects"
SERIES 2001	\$5,095,000	31-GLTD 36-TIF	\$3,023,524.00 \$2,071,476.00	This series refinanced 1994A TIF bonds & issued new debt to undertake a public capital improvement project in and for the Village including but not limited to the acquisition, construction and installation of public street, water and sewer improvements and improvements to the public safety building of the Village. The original debt issuance was \$7,005,000. This series was restructured in 2008 with a portion of the TIF debt being refinanced with the 2008A series.
SERIES 2008A	\$5,925,000	36-TIF	\$5,925,000.00	This series refinanced the TIF Portion of 1997A & 1997B bonds and a portion of the 2001 series.
SERIES 2008B	\$930,000	53-AQUA 60-WATER	\$292,020.00 \$637,980.00	This series refinanced the Aqua and Water portion of 1997A & 1997B bonds.
IEPA Loan 2007	\$15,945,517	60-WATER	\$15,945,516.73	New Water Treatment Plant. Construction completed June 1, 2007. Debt service on this 2.5% loan extends 1/1/08 through 6/1/27.
IEPA Loan 2011	\$4,611,302	60-WATER 70-SEWER	\$3,299,546 \$1,311,756	Fund replacement of 2.18 miles of water lines and Excess Flow Facility Rehab and Sanitary Sewer Rehab. Water Debt service funded thru additional \$3 per month fee charged to each utility billing customer. IEPA loan at 1.25% interest rate expected to be closed out in early Fiscal 2013.

** Floating interest rate obligations. Bond Ordinance indicates for Series 1993-7% and for Series 1999-8%. These amounts are reflected in debt schedules. Actual annual average interest to-date is 1.43%.

**Village of Park Forest
2012/2013 Budget**

**BOND
RETIREMENT
31**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Property Tax	321,354	319,462	319,462	287,429	-10%
Personal Property Replacement Tax	18,000	18,000	18,000	18,000	0%
Interest Income	<u>435</u>	<u>600</u>	<u>200</u>	<u>200</u>	-67%
TOTAL REVENUE	<u>339,789</u>	<u>338,062</u>	<u>337,662</u>	<u>305,629</u>	-10%
EXPENDITURES					
Professional Services	356	300	356	356	19%
Debt Service	154,618	169,795	169,795	187,543	10%
Interest Expense	<u>150,192</u>	<u>151,928</u>	<u>151,928</u>	<u>138,934</u>	-9%
TOTAL EXPENDITURES	<u>305,166</u>	<u>322,023</u>	<u>322,079</u>	<u>326,833</u>	1%
<u>Beginning Fund Balance</u>			407,444	423,027	
<u>Ending Fund Balance</u>			423,027	401,823	

**VILLAGE OF PARK FOREST
DEBT SERVICE PROJECTED**

	<u>Alloc.</u>	<u>FYE 13</u>	<u>FYE 14</u>	<u>FYE 15</u>	<u>FYE 16</u>	<u>FYE 17</u>	<u>FYE 18</u>	<u>FYE 19</u>	<u>FYE 20</u>	<u>FYE 21</u>	<u>FYE 22</u>	<u>FYE 23</u>	<u>FYE 24</u>	<u>FYE 25</u>	<u>FYE 26</u>	<u>FYE 27</u>	<u>FYE 28</u>	<u>FYE 29</u>	<u>FYE 30</u>	<u>FYE 31</u>	<u>FYE 32</u>	<u>TOTAL</u>
BOND RETIREMENT FUND 31																						
Principal Payment																						
1993	0 0495	6,016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,016
1993 (Golf)	0 5973	72,299	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	72,299
2001	0 4648	109,228	120,848	134,792	148,736	165,004	181,272	199,864	218,456	239,372	260,288	283,528	309,092	334,656	0	0	0	0	0	0	0	2,705,136
A/C 31-01-00-57-0000		187,543	120,848	134,792	148,736	165,004	181,272	199,864	218,456	239,372	260,288	283,528	309,092	334,656	0	0	0	0	0	0	0	2,783,451
Interest Expense																						
1993	0 0495	158	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	158
1993 (Golf)	0 5973	1,833	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,833
2001	0 4648	136,943	130,989	124,578	117,665	109,937	101,322	91,743	81,126	69,452	56,710	42,418	26,417	9,036	0	0	0	0	0	0	0	1,098,336
A/C 31-01-00-57-0100		138,934	130,989	124,578	117,665	109,937	101,322	91,743	81,126	69,452	56,710	42,418	26,417	9,036	0	0	0	0	0	0	0	1,100,327
TOTAL BOND RETIREMENT FUND 31																						
1993	0 6468	80,306	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80,306
2001	0 4648	246,171	251,837	259,370	266,401	274,941	282,594	291,607	299,582	308,824	316,998	325,946	335,509	343,692	0	0	0	0	0	0	0	3,803,472
PRINCIPAL AND INTEREST (31)		326,477	251,837	259,370	266,401	274,941	282,594	291,607	299,582	308,824	316,998	325,946	335,509	343,692	0	0	0	0	0	0	0	3,883,778
TIF - DEBT SERVICE 36																						
Principal Payment																						
1999	1 0000	90,000	100,000	110,000	115,000	125,000	135,000	145,000	145,000	0	0	0	0	0	0	0	0	0	0	0	0	965,000
2001		125,772	139,152	155,208	171,264	189,996	208,728	230,136	251,544	40,628	39,712	46,472	50,908	55,344	0	0	0	0	0	0	0	1,704,864
2008A	1 0000	485,000	510,000	530,000	550,000	590,000	615,000	675,000	725,000	0	0	0	0	0	0	0	0	0	0	0	0	4,680,000
A/C 36-00-00-57-0000		700,772	749,152	795,208	836,264	904,996	958,728	1,050,136	1,121,544	40,628	39,712	46,472	50,908	55,344	0	0	0	0	0	0	0	7,349,864
Interest Expense																						
1999	1 0000	74,200	66,667	58,334	49,367	39,833	29,500	18,366	6,767	0	0	0	0	0	0	0	0	0	0	0	0	343,034
2001		83,030	76,174	68,792	60,832	51,934	42,013	30,984	18,759	11,308	9,260	6,992	4,363	1,494	0	0	0	0	0	0	0	465,936
2008A	1 0000	195,584	178,475	160,275	137,250	108,750	78,625	49,750	18,125	0	0	0	0	0	0	0	0	0	0	0	0	926,834
A/C 36-00-00-57-0100		352,815	321,316	287,401	247,449	200,517	150,138	99,100	43,651	11,308	9,260	6,992	4,363	1,494	0	0	0	0	0	0	0	1,735,805
TIF - DEBT SERVICE 36																						
1999	1 0000	164,200	166,667	168,334	164,367	164,833	164,500	163,366	151,767	0	0	0	0	0	0	0	0	0	0	0	0	1,308,034
2001		208,802	215,326	224,000	232,096	241,930	250,741	261,120	270,303	51,936	48,972	53,464	55,271	56,838	0	0	0	0	0	0	0	2,170,800
2008A	1 0000	680,584	688,475	690,275	687,250	698,750	693,625	724,750	743,125	0	0	0	0	0	0	0	0	0	0	0	0	5,606,834
PRINCIPAL AND INTEREST (36)		1,053,587	1,070,468	1,082,609	1,083,713	1,105,513	1,108,866	1,149,236	1,165,195	51,936	48,972	53,464	55,271	56,838	0	0	0	0	0	0	0	9,085,669
AQUA FUND 53																						
Principal Payment																						
2008B - A/C 53-00-00-22-0100	0 3140	32,970	34,540	36,110	36,110	39,250	39,250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	218,230
Interest Expense																						
2008B - A/C 53-11-33-57-0100	0 3140	7,173	6,054	4,840	3,576	2,208	736	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24,586
PRINCIPAL AND INTEREST (53)		40,143	40,594	40,950	39,686	41,458	39,986	0	0	0	0	0	0	0	0	0	0	0	0	0	0	242,816
WATER FUND 60																						
Principal Payment																						
IEPA Loan 2007 Final	1 0000	732,196	750,615	769,498	788,856	808,700	829,044	849,900	871,280	893,198	915,668	938,702	962,317	986,525	1,011,342	515,172	0	0	0	0	0	12,623,012
IEPA Loan 2011*	1 0000	146,181	148,014	149,870	151,749	153,652	155,579	157,530	159,505	161,505	163,530	165,581	167,657	169,759	171,888	174,043	176,225	178,435	180,673	182,938	185,232	3,299,546
2008B	0 6860	72,030	75,460	78,890	78,890	85,750	85,750	0	0	0	0	0	0	0	0	0	0	0	0	0	0	476,770
A/C 60-00-00-22-0100		950,407	974,089	998,258	1,019,495	1,048,102	1,070,373	1,007,429	1,030,785	1,054,703	1,079,198	1,104,283	1,129,973	1,156,284	1,183,230	689,215	176,225	178,435	180,673	182,938	185,232	16,399,328

**VILLAGE OF PARK FOREST
DEBT SERVICE PROJECTED**

	Alloc.	FYE 13	FYE 14	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	TOTAL
Interest Expense																						
IEPA Loan 2007	1 0000	311,028	292,608	273,726	254,368	234,523	214,179	193,324	171,943	150,025	127,556	104,521	80,907	56,698	31,881	6,440	0	0	0	0	0	2,503,727
IEPA Loan 2011*	1 0000	40,789	38,956	37,100	35,221	33,318	31,391	29,441	27,465	25,465	23,440	21,390	19,313	17,211	15,082	12,927	10,745	8,535	6,298	4,032	1,738	439,858
2008B	0 6860	15,671	13,227	10,573	7,812	4,823	1,608	0	0	0	0	0	0	0	0	0	0	0	0	0	0	53,714
A/C 60-19-00-57-0100		367,487	344,791	321,399	297,400	272,665	247,178	222,764	199,409	175,490	150,996	125,911	100,220	73,910	46,964	19,367	10,745	8,535	6,298	4,032	1,738	2,997,298
TOTAL WATER FUND 60																						
IEPA Loan 2007	1 0000	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	521,612	0	0	0	0	0	15,126,739
IEPA Loan 2011*	1 0000	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	186,970	3,739,404
2008B	0 6860	87,701	88,687	89,463	86,702	90,573	87,358	0	0	0	0	0	0	0	0	0	0	0	0	0	0	530,484
PRINCIPAL AND INTEREST (60)		1,317,894	1,318,881	1,319,657	1,316,895	1,320,767	1,317,551	1,230,194	1,230,194	1,230,194	1,230,194	1,230,194	1,230,194	1,230,194	1,230,194	708,582	186,970	186,970	186,970	186,970	186,970	19,396,627
SEWER FUND 70																						
Principal Payment																						
1993	0 3532	42,788	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	42,788
IEPA Loan 2011*	1 0000	58,115	58,844	59,582	60,329	61,085	61,851	62,627	63,412	64,207	65,012	65,828	66,653	67,489	68,335	69,192	70,060	70,938	71,828	72,728	73,640	1,311,756
A/C 70-00-00-22-0100		100,903	58,844	59,582	60,329	61,085	61,851	62,627	63,412	64,207	65,012	65,828	66,653	67,489	68,335	69,192	70,060	70,938	71,828	72,728	73,640	1,354,544
Interest Expense																						
1993	0 3532	3,075	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,075
IEPA Loan 2011*	1 0000	16,216	15,487	14,749	14,002	13,246	12,480	11,704	10,919	10,124	9,319	8,504	7,678	6,842	5,996	5,139	4,272	3,393	2,504	1,603	691	174,868
A/C 60-19-00-57-0100		19,291	15,487	14,749	14,002	13,246	12,480	11,704	10,919	10,124	9,319	8,504	7,678	6,842	5,996	5,139	4,272	3,393	2,504	1,603	691	177,943
TOTAL SEWER FUND 70																						
1993	0 3532	45,863	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45,863
IEPA Loan 2011*	1 0000	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	1,486,624
PRINCIPAL AND INTEREST (70)		120,194	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	74,331	1,532,487
ALL FUNDS																						
GRAND TOTAL - PRINCIPAL		1,972,595	1,937,473	2,023,950	2,100,934	2,218,438	2,311,474	2,320,056	2,434,197	1,398,910	1,444,210	1,500,111	1,556,627	1,613,773	1,251,565	758,407	246,285	249,373	252,500	255,666	258,872	28,105,417
GRAND TOTAL - INTEREST EXPENSE		885,700	818,637	752,966	680,093	598,572	511,854	425,312	335,104	266,375	226,284	183,824	138,678	91,282	52,960	24,506	15,016	11,928	8,801	5,635	2,429	6,035,959
GRAND TOTAL - DEBT SERVICE PAYMENTS		2,858,295	2,756,112	2,776,916	2,781,027	2,817,011	2,823,330	2,745,369	2,769,303	1,665,285	1,670,495	1,683,934	1,695,306	1,705,054	1,304,526	782,913	261,301	261,301	261,301	261,301	261,301	36,675,071

* Debt Service is estimated -- schedule has not been received

	28,105,417
IEPA Loan 2011 - Water	-3,299,546
IEPA Loan 2011 - Sewer	-1,311,756
Estimated Principal Balance at FYE2012	23,494,115
	6,035,959
IEPA Loan 2011 - Water	-439,858
IEPA Loan 2011 - Sewer	-174,868
Estimated Interest Balance at FYE2012	5,421,234

Village of Park Forest 2012/2013 Budget

TAX INCREMENT FINANCING (TIF) FUNDS

DownTown

The history of the central shopping center of Park Forest is the history of competitive economic development in Illinois. The Park Forest Plaza was one of the first regional malls in America. As such, it attracted attention and shoppers. It was one of the factors causing the demise of the downtown Chicago Heights shopping area. In its turn, the more attractive location of Lincoln Mall, at the intersection of I-57 and Route 30, contributed to the demise of the Park Forest Plaza. Another factor contributing to the Plaza's demise was an enormous mortgage debt placed on the property by the first owner who sold it, utilizing the mortgage proceeds elsewhere. The heavy debt made it impossible for the property to receive the appropriate level of maintenance and marketing from succeeding owners. Unfortunately, these developers "milked" the asset while contributing little to its survival.

In the mid-1980s, the Village facilitated the sale of the property to Cordish & Embry of Baltimore. The mortgage holder was persuaded to "write down" a large portion of the outstanding debt and the Village agreed, in June of 1986, to establish the area as a Tax Increment Financing (TIF) District.

To create a Tax Increment Financing District, the property tax assessment base is "frozen" at a certain point in time. Taxes received by the various taxing bodies continue to be received at the frozen rate. The municipal government can issue debt (bonds) based on increased revenues that are projected to be received from the property following planned improvements. The revenues from the bonds are used to fund certain legally allowable public infrastructure improvements. Following the public and private improvements, the property is reassessed. The difference between the frozen level and the new level is the "increment." The incremental property tax is captured and used to repay the debt incurred by the municipality. If the TIF District is healthy, it will repay its own debt through incremental taxes over the life of the TIF. If it is not healthy, the taxpayers of the Village will be obligated for the debt repayment.

The certified base equalized assessed valuation (EAV) of the Tax Increment Financing District, when it was established in 1986, was \$11,710,716.

The Cordish & Embry Company completed a major "face-lift" of the property but changing market conditions and the Plaza's distance from major traffic arterials

worked against its revival as a regional mall. Once again, the shopping center fell into a sad state of disrepair. In December 1993, the shopping center was again sold, this time to Erie Development, conducting business in Park Forest as Parkside Land Company. Parkside unveiled plans to rehabilitate the formerly regional mall into a scaled-down downtown. The Village contributed \$3.8 million to Parkside to help ensure the success of the rehabilitation project and to relocate Village Hall to the shopping center. Of the total financial incentive, \$1 million was earmarked to pay back taxes on the property.

Approximately \$1 million was used to purchase a vacant store to use as a new Village Hall, with the intent that the location, in the middle of DownTown, would contribute to a higher level of traffic for the commercial businesses. The balance was to cover operating losses and a mortgage write-off for the developer for a year.

By year-end 1994, it became obvious that no progress had been made towards implementing the redevelopment plan. It was soon learned that the developer had not paid the currently-due taxes on the shopping center. The Village sued the developer for failure to perform under the redevelopment agreement, failure to pay the taxes and code violations on the property, which, by then, were structural, not just cosmetic.

However, despite Cordish and Embry's failure to successfully turn around the Plaza and Parkside's failure to perform, by 1994, the equalized assessed value of the TIF District had grown to \$15,132,110. At that level, the property was producing incremental taxes.

During 1995, while the battles were underway in court, the Village received more bad news. One of the two anchor tenants in the shopping center, Sears Roebuck & Company, had been lured to a nearby regional mall. Their sales and property taxes had been included in the calculation of revenues that could be used to retire the TIF debt.

In late 1995, the Village purchased the back taxes on the shopping center. Based on the minor ownership position afforded by paying the taxes, the Village asked the courts to place the property in receivership. As a result of this court action, the owner offered to sell the shopping center to the Village for \$100,000 and the balance of the back taxes, \$764,331. The Village accepted the offer and quickly negotiated the purchase. In December 1995, the deal was consummated.

Meanwhile, the Village had concluded negotiations with Sears, Roebuck & Company regarding their departure and the damage it would do to the Village. Sears agreed to donate their land and buildings, valued at over \$6,000,000, to the Village. They, also, agreed to donate \$2.6 million to the Village to compensate for the "lost" sales taxes. The Sears settlement was used to fund the purchase of the shopping center. The balance of the Sears settlement was used to begin to operate a shopping center.

With the departure of Sears and the purchase of the shopping center, the Village became responsible for marketing, managing and maintaining the property. A description of the

Village's management operation and budget is found in the DownTown Park Forest section of the budget along with the funds to continue to operate the shopping center as a traditional, main street downtown.

With the closing of Sears the assessed value of the TIF District fell to \$9,435,507. In other words, the new EAV was below the base year value. This condition meant that incremental taxes were no longer being generated. Thus, the Tax Increment Financing District was no longer able to pay the debt service on the TIF bonds.

As of June 30, 1996, the TIF bonds had a total outstanding debt of \$10,098,566. The annual debt service payment for fiscal year 1996/1997 was \$954,472. Although there was a TIF fund balance of \$1,231,494 available with which to pay debt service, with the equalized assessed value of the property falling below the base year value, using the TIF fund balance of \$1,231,494 for debt service would have nearly depleted the fund balance in one year. And, the problem of an EAV that was lower than the frozen base would have remained unsolved. Thus, during fiscal year 1996/1997, the Village completed all but one step of the process to dissolve the old TIF and re-establish a new one.

During fiscal year 1997/1998, the Board of Trustees scheduled and held a Public Hearing on the proposed Tax Increment Financing District for DownTown. In order to minimize the impact of the new TIF on the school districts, the Village proposed removing the Thorncreek rental units from the TIF area. This allowed the school districts to recover base taxes lost from the Sears closing. The new TIF base value was \$3,598,133. The Board convened a Joint Review Board of all of the affected taxing bodies. The Joint Review Board met and voted, unanimously, to approve the establishment of a new TIF. The Board of Trustees adopted the three mandated ordinances: establishing a redevelopment area, establishing a redevelopment plan, adopting tax increment financing for the redevelopment area in accordance with the redevelopment plan. The old TIF was dissolved and the TIF bonds defeased. New TIF bonds were issued. The bonds were structured so that the first five years of debt service would be lower than the following annual debt service payments.

A map of the 1997 DownTown Park Forest Tax Increment Financing District is shown after the narrative.

To understand the TIF Fund, the TIF Fund Summary, the Bond Retirement section and the DownTown Fund should be reviewed.

Following is an analysis of TIF Fund activity which impacted EAV and/or tax increment:

- At the time the TIF was re-established in 1997, the base equalized assessed valuation (EAV) was established at \$3,598,133. Since that time, a number of parcels owned by the Village were designated as tax exempt. Some of the parcels

will, eventually, return to the tax rolls. Other parcels, such as the parking lots and new streets, may remain permanently tax-exempt.

- In fiscal year 1998/1999, the Village incurred new TIF debt of \$1,640,000 to continue the DownTown redevelopment. **In the tax levies adopted December 2003 through 2011, the entire debt service payment was abated on this new debt.** As noted in the “Bond Retirement” section of the Budget, the TIF debt of \$7,349,864 represents 31% of the Village’s total outstanding debt of \$23,494,115 at the end of Fiscal 2012.
- The TIF Fund did not generate increment in fiscal years 1997/1998, 1998/1999 and 1999/2000.
- In fiscal 2000/2001, the Village began to receive increment. Unfortunately, the increment was the result of higher-than-value assessments on two commercial properties in DownTown: the movie theatre building, which is Building #2, and Building #3.
- During 2000/2001, the sales of two properties and construction on those properties began to be reflected in the EAV. These were the CVS parcel and the Associated Ventures parcel (Victory Center). With the sale of those properties and increase in value of the TIF, \$100,000 of the tax levy for TIF debt service was abated in 2001.
- Since 2000, several things have occurred that affect the EAV. The EAV for the movie theatre building dropped from \$1,632,129 to \$130,089. U.S. Bank sold a parcel to the Post Office, which became tax-exempt, thus reducing EAV by \$141,946. Also, the Roger’s and Holland’s Building was sold to a not-for-profit agency, Aunt Martha’s, which filed for tax exempt status, reducing EAV by \$635,831. The EAV for Building #3, the Byus Building, has varied from \$125,385 to \$1,391,547. After three years of tax delinquency, Building #3 was acquired by the Village in January 2010.
- In July 2004, the Village reacquired Victoria Place. This property had become tax delinquent. Parcels had been encumbered with tax sales and any development had been stopped. The acquisition of this property cost \$742,049.50. The acquisition price came from the TIF Fund. During 2005, the Village owned the property; therefore, the property was tax exempt. This reduced the TIF EAV \$596,526. In November 2005, the Village Board approved a redevelopment agreement with Bigelow Development. In 2006, Bigelow began acquiring property. Proceeds from these sales replenished the TIF Fund. Legacy Square was completed in 2008. The 2007 EAV reflects full assessment for half of the 68 homes built in Legacy Square, with 2008 reflecting full assessment for most of the homes.

A summary of the history of the TIF equalized assessed (EAV) value is presented on the following page:

Tax Incremental Financing District DownTown Historic Equalized Assessed Value

A summary of the history of the TIF value is as follows:

	<u>1997 EAV</u>	<u>1998 EAV</u>	<u>1999 EAV</u>	<u>2000 EAV</u>	<u>2001 EAV</u>	<u>2002 EAV</u>	<u>2003 EAV</u>	<u>2004 EAV</u>	<u>2005 EAV</u>
U.S. Bank, vacant lot, Aunt Martha's Walgreens parcels	\$1,139,820	\$1,669,753	\$2,080,029	\$2,009,223	\$1,411,945	\$2,321,603	\$2,237,277	\$2,342,691	\$1,910,627
Legacy Square, Bldg. #3 & Movie Theatre Bldg. #2	1,797,965	523,581	2,580,832	2,018,022	1,118,013	1,373,784	1,391,802	1,513,237	554,888
CVS (formerly Osco)	–	–	–	1,372,682	1,564,501	1,617,105	1,611,144	1,686,769	1,787,985
First Midwest Bank (formerly Bank Calumet)	–	–	–	–	–	582,075	579,930	607,255	685,423
Associated Ventures (Victory Center)	–	–	–	217,995	227,494	2,883,409	2,644,280	2,399,687	3,272,562
Unidentified	–	–	–	131,277	307,725	665	(22,500)	–	(30,000)
Village owned property	660,348	exempt	exempt	exempt	exempt	exempt	exempt	exempt	exempt
	<u>\$3,598,133</u>	<u>\$2,193,334</u>	<u>\$4,660,861</u>	<u>\$5,749,199</u>	<u>\$4,629,678</u>	<u>\$8,778,641</u>	<u>\$8,441,933</u>	<u>\$8,549,639</u>	<u>\$8,181,485</u>
	<u>2006 EAV</u>	<u>2007 EAV</u>	<u>2008 EAV</u>	<u>2009 EAV</u>	<u>2010 EAV</u>				
U.S. Bank, vacant lot, Aunt Martha's Walgreens parcels	\$1,893,363	\$1,988,884	\$2,259,596	\$1,974,153	\$1,646,974				
Legacy Square, Bldg. #3 & Movie Theatre Bldg. #2	536,115	2,959,343	5,515,839	5,027,894	5,465,765				
CVS (formerly Osco)	1,772,016	1,861,219	1,835,363	2,076,605	2,033,411				
First Midwest Bank (formerly Bank Calumet)	649,569	571,001	598,040	445,157	435,897				
Associated Ventures (Victory Center)	2,993,847	2,882,509	2,750,859	2,087,509	1,660,814				
Unidentified	200	10,500	(234,786)	310,917	(377,745)				
Village owned property	exempt	exempt	exempt	exempt	exempt				
	<u>\$7,845,110</u>	<u>\$10,273,456</u>	<u>\$12,724,911</u>	<u>\$11,922,235</u>	<u>\$10,865,116</u>				

- In 2009 the tax rebate for the Legacy Square development began. 60% of property taxes generated for Legacy Square, less a \$98,697 base tax amount, are rebated to Bigelow Development. This rebate will extend up to ten years with a maximum \$1,000,000. It is anticipated that the final payment for the Legacy Square redevelopment agreement will occur in January 2013 for \$150,788.
- In 2009, EAV reflects a reduction in the assessment rate for commercial properties from 36% to 25%. This reduction was partially offset by an increase in the state equalization rate. In addition, a number of new Legacy Square homeowners protested their taxes.
- In 2010, EAV declined for the Movie Theater and Victory Center.
- In the tax levy adopted December 2002, \$250,000 of the tax levy for TIF debt was abated. In the tax levy adopted December 2003, \$325,000 of the levy for TIF debt was abated. For the 2004 and 2005 tax levy, \$350,000 of the TIF debt service was abated. In 2006 and 2007, \$450,000 of property taxes for debt service were abated. In 2008 \$505,845 was abated, and in 2009 \$500,000. In 2010 \$650,000 and in 2011 \$750,000 of property taxes were abated.

Estimated EAV

2010 EAV	\$10,865,116
Adjustments – Byus Building	<u>(1,362,603)</u>
Projected 2011 Adjusted EAV	9,502,513
Base Value TIF	<u>(3,598,133)</u>
Projected 2011 Incremental EAV	5,904,380
Tax Increment Generated @ 17.860	1,054,522
Tax adjustments *	(250,000)
Refunded to Associated Ventures per Redevelopment Agreement	<u>(198,925)</u>
Tax Incremental Net Revenue 2012	\$ 605,597

* Tax adjustments represent a combination of tax protests, tax delinquencies and 2010 reassessment.

Beginning with the 2001 tax levy, the Village has been able to abate a portion of the tax levy related to TIF debt service. In 2008 the Village refinanced a majority of the TIF debt saving interest and shortening the debt repayment schedule. The 2011 tax levy for debt service, which generates revenue for the 2012/2013 Budget, was:

<u>General Property Tax</u>		
Debt Service		\$1,068,010
Abatement		
1999 Debt	(167,200)	
Other **	<u>(582,800)</u>	<u>(750,000)</u>
Net Debt Levy		\$ 318,010

** “Other” represents a portion of TIF debt associated with the 2001 and the 2008A bonds issuances.

Over the remaining life of the TIF debt, annual TIF debt service fluctuates from \$1,053,587 to \$1,165,195. As the annual increment grows, it will be able to cover more of the annual debt service. The TIF expires November 10, 2020. The debt restructuring which occurred in 2008 reduced debt service payments from 2021 through 2025 by \$1,611,444. When the TIF expires, a balance of \$266,481 will remain in debt service payable. These funds should be reserved. In January 2001, the Village Board established, by resolution, a liability to the TIF fund for repayment of TIF eligible costs, should sufficient increment be made available. These costs total \$4,494,374. At the point when the increment exceeds debt service, the Village will have the opportunity to reimburse itself for TIF eligible costs incurred during redevelopment.

The TIF Budget no longer includes funds for assistance with TIF reporting and analysis. The reports mandated by the State Comptroller are now being prepared in-house.

One final point, as stated in the financial summary, the Village’s long-term financial health is tied to the success of the TIF district. Now that the Village is receiving increment, a discussion of return on investment can take place. As indicated in the DownTown section of the Budget, \$6,366,517 of Village Funds has been invested through June 30, 2011. **A net tax increment of \$605,597 represents a 10% return on investment.** For that reason, it is crucial to continue the Village’s dedication to the Master Plan and phased redevelopment of DownTown Park Forest.

The Village secured a \$930,062 CDBG grant to support demolition of the Marshall Fields building. The total costs were \$1,225,585. The remaining balance of \$295,523 was budgeted in the TIF Fund in 2011/2012.

On the following page is the DownTown TIF District map:

Norwood

In the 1980's the Norwood Square Shopping Center was badly in need of renovation. It was purchased by Dolan Associates who, with the assistance of the Village and several grant programs, demolished the existing center and constructed the center essentially as it appears today.

Norwood consists of 129,000 square feet of building. The anchor store was Dominicks Finer Foods. It occupied 51,300 square feet of the center. An Aldi Discount Foods occupied the next largest space with Walgreens Drugs and Liquor being the third anchor tenant. The balance of the 53,000 square feet was occupied by smaller tenants.

The Dominicks lease allowed for rent payments for 20 years. Three years into the lease Dominicks built a larger store on Route 30 and closed the Norwood location. The owner of Norwood could not move another grocer into the old Dominicks space, according to the lease, for the remaining term of the lease. Five years after Dominicks closed, Aldi and Walgreens closed.

In 1998, the owners of the shopping center sold Norwood to a religious organization. This organization not only failed to pay property taxes, it also failed to maintain the property. Norwood fell into a state of disrepair.

The Village repeatedly cited the owners for code violations. In August 2000, the Village sought ownership of the property through Cook County's No Cash Bid process. The Village also sought receivership of the property through civil court. On June 27, 2002, the Village was authorized to seek appointment of a receiver to correct conditions that failed to conform to minimum standards of health and safety. Location Finders Management, LLC was appointed as receiver of the property.

On February 6, 2003, the Village received an Amended Order Granting Issuance of a tax deed for all but two PIN's (property index numbers) of the Norwood parcel. On February 10, 2003, the Village recorded the deed to the property and ownership of the property transferred from Glorious Life to the Village. The former owner owed over \$5,000,000 in property taxes which will never be paid.

In order to encourage redevelopment, on December 12, 2005, the Village Board adopted the Tax Increment Redevelopment Plan and Redevelopment Project for the Norwood Square Redevelopment Project Area, thus establishing the TIF District.

The Norwood property met five of the thirteen TIF Act factors:

1. Code Violations
2. Environmental Remediation
3. Excessive Vacancies
4. Obsolescence
5. Deterioration

The established base Equalized Assessed Value for the Norwood TIF is \$469,344.

In early 2005 the Village obtained a grant from the Illinois Environmental Protection Agency (IEPA) to conduct a Brownfield remediation project. The initial grant was for \$120,000, and two additional grants were provided over the course of the project, for \$24,875 and \$14,000, bringing the total grant amount to \$158,875. One of the former tenants of the shopping center was a dry cleaning operation and, therefore, it was necessary to examine the property for evidence of soil contamination. One location was, in fact, found to be contaminated and the grant allowed for clean-up of this problem. In December 2007 the IEPA issued a letter of “no further remediation,” a prerequisite for sale of the property to any potential buyer.

Also in 2005 the Village contracted with Baum Realty Group, Inc. and NAI Hiffman Commercial Real Estate Services to identify a suitable developer and present a sales contract for the property. They marketed the property on two separate occasions, each time bringing several serious offers to the Village from high caliber and qualified developers interested in the purchase of the property. Their marketing effort in early 2007 identified Nassimi Realty Corporation as an interested buyer and throughout the remainder of the year the Village negotiated a Purchase and Sale Agreement, a First Amendment to the Purchase and Sale Agreement, and a Redevelopment Agreement with Nassimi Realty Corporation. The sale of Norwood to Nassimi Realty closed in March 2008.

Prior to an expected closing on the property in September 2007 it was discovered that in 1997 Dominick’s Finer Foods had been granted a Declaration of Use Restriction on the property that prohibited a grocery store greater than 15,000 square feet from occupying the shopping center at any time before December 31, 2011. This Declaration has now expired.

The basic terms of the sale of the property to Nassimi Realty included the requirement that within 90 days of the closing on the property, Nassimi would submit plans to obtain permits for Initial Improvements to the property, the cost of which would be approximately \$1,000,000. Initial Improvements include, but are not limited to, items

such as façade upgrades, parking lot resurfacing, new parking lot lighting, enhanced landscaping, and signage. Within six months of the issuance of permits for the Initial Improvements, construction was to begin and be completed within one year. The sales price of the property of \$400,000 minus brokerage commissions of \$125,000 allowed \$250,000 to be offered as an incentive to increase the cost of the Initial Improvements from \$750,000, as initially negotiated, to \$1,000,000. Nassimi originally estimated that over time they could spend an additional \$3 million to \$5 million for improvements necessary to lease the property. The \$250,000 is currently being held at Chicago Title.

The sale of the property to Nassimi Realty closed on March 6, 2008. Since that time Western Avenue was reconstructed and the economy took a negative turn impacting new retail development. Nassimi Realty has attempted to sell the property through auction. The pending sale fell through because all outstanding tax obligations were not revealed.

At this point in time, Village Staff and the Village Attorney are pursuing actions that are designed to regain title to the property in a manner that will enable us to petition the Cook County Assessor’s Office to extinguish all back taxes. These options include either the foreclosure of outstanding liens (non-payment of water bills) or declaration of the property as abandoned. We have begun initial discussions with Michael Marks, with Marcus & Millichap, regarding the marketability of the property.

A summary of the history of the TIF value is as follows:

**Tax Incremental Financing District
Norwood
Historic Equalized Assessed Value**

<u>2005 EAV</u>	<u>2006 EAV</u>	<u>2007 EAV</u>	<u>2008 EAV</u>	<u>2009 EAV</u>	<u>2010 EAV</u>
\$469,344	\$525,538	\$618,531	\$120,261	\$1,093,643	\$2,926,215

On the following page is the Norwood TIF District map:

**Village of Park Forest
2012/2013 Budget**

**TIF-DOWNTOWN FUND
SUMMARY
36-00-00**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Property Tax - Levy	448,636	378,704	378,704	318,010	-16%
- Increment	901,507	1,028,500	901,500	804,522	-22%
Increment Rebate - Victory Center	(158,949)	(180,000)	(198,925)	(198,925)	11%
- Legacy Square	(323,543)	(460,000)	(203,568)	0	-100%
Interest	<u>2,907</u>	<u>2,000</u>	<u>1,000</u>	<u>1,000</u>	-50%
TOTAL REVENUE	<u>870,558</u>	<u>769,204</u>	<u>878,711</u>	<u>924,607</u>	20%
EXPENDITURES					
Professional Services	99,439	11,000	10,000	10,000	-9%
Capital Projects	39,057	295,000	295,523	0	-100%
Debt Service	<u>927,513</u>	<u>1,015,896</u>	<u>1,015,896</u>	<u>1,053,586</u>	4%
TOTAL EXPENDITURES	<u>1,066,009</u>	<u>1,321,896</u>	<u>1,321,419</u>	<u>1,063,586</u>	-20%
<u>Beginning Fund Balance</u>			1,802,304	1,359,596	
<u>Ending Fund Balance</u>			1,359,596	1,220,617	

LEGACY SQUARE PURCHASE

Original Acquisition - July 2004	742,050
Gross Price:	
2005/06 Sales	(82,446)
2006/07 Sales	(530,010)
2007/08 Sales	(129,558)

**Village of Park Forest
2012/2013 Budget**

**TIF - NORWOOD FUND
SUMMARY
37-00-00**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Property Tax - Increment	6,345	0	0	0	0%
Interest	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
TOTAL REVENUE	<u>6,348</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
EXPENDITURES					
Property Tax - Increment Refund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<u>Beginning Fund Balance</u>			5,275	5,275	
<u>Ending Fund Balance</u>			5,275	5,275	

**Village of Park Forest
2012/2013 Budget**

**TIF - DOWNTOWN
DETAIL
36-00-00**

PROFESSIONAL SERVICES

530000 Financial Advisory 10,000

Total Professional Services 10,000

DEBT SERVICE

570000 Debt Service — Principle 700,772

570100 Interest Expense 352,814

1,053,586

Total Debt Service 1,053,586

TOTAL TAX INCREMENT FINANCING - DOWNTOWN FUND 1,063,586

**Village of Park Forest
2012/2013 Budget**

**TIF - NORWOOD
DETAIL
37-00-00**

PROFESSIONAL SERVICES

530000	TIF Report and analysis	<u>0</u>
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Total Professional Services	0
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TOTAL TAX INCREMENT FINANCING - NORWOOD FUND	0
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**Village of Park Forest
2012/2013 Budget**

VEHICLE SERVICES FUND

DEPARTMENT FUNCTION:

The Vehicle Services Fund was established to charge various departments the costs of maintenance, fuel and replacing vehicles. Funds are accumulated over a period of years to purchase the various departments' vehicles. Police and Fire vehicles are used exclusively within the departments for which they are purchased. Public Works and Recreation and Parks Department vehicles are utilized by several departments and/or enterprise funds. For that reason, the contribution to the vehicle services fund for those vehicles must be allocated to the various departments and/or enterprise funds. The Police and Fire Departments will continue to fund their vehicle service needs through budgeted amounts each year. Continuing analysis will ensure that contributions are sufficient to cover current expenses and provide adequate funds for future vehicle purchases.

ACCOMPLISHMENT OF 2011/2012 BUDGET OBJECTIVES:

1. Continue to provide a high level of vehicle and equipment maintenance.

All vehicles were serviced in house, where possible, or by local contractors. A regular vehicle replacement schedule has helped control maintenance costs.

2. Schedule vehicle replacement according to Five Year Capital Plan.

Vehicle replacement was scheduled using the Five Year Capital Plan as a guide.

3. Continue to analyze the fund to determine if all departments are funding their needs in an adequate and equitable manner.

The departments contributed according to their vehicle services expenditures and future capital purchase needs. The fund has sufficient cash reserves to service upcoming vehicle needs.

2012/2013 BUDGET OBJECTIVES:

1. Continue to provide a high level of vehicle and equipment maintenance.
2. Schedule vehicle replacement according to Five Year Capital Plan.

3. Continue to analyze the fund to determine if all departments are funding their needs in an adequate and equitable manner.

PERFORMANCE MEASURES

Vehicle Inventory consisted of the following vehicles as of April of each year:

	Vehicle Inventory*		
	2010	2011	2012
Administration	1	1	1
Police			
Vehicles	31	29	28
Seizures	4	7	4
Fire			
Vehicles	5	5	5
Ambulance	3	3	3
Engine	3	3	3
Recreation & Parks	12	12	11
Public Works			
Vehicles	28	27	28
Vactor	1	1	1
Community Development	4	3	3
DownTown	1	1	1
Total	93	92	88

*Vehicles are defined as titled and licensed.

**Village of Park Forest
2012/2013 Budget**

**VEHICLE SERVICES FUND
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
REVENUE					
Lease Payments					
Administration	8,500	7,000	7,000	7,140	2%
Community Development	7,000	7,000	7,000	7,000	0%
Police	240,000	251,160	251,160	256,183	2%
Fire	168,160	176,568	176,568	185,396	5%
Recreation and Parks	80,112	72,600	72,600	64,433	-11%
Aqua Center	1,438	1,000	1,000	888	-11%
Tennis & Health Club	2,070	1,440	1,440	1,278	-11%
Public Works	18,733	36,569	36,569	96,422	164%
Municipal Parking	5,815	8,175	8,175	8,992	10%
Motor Fuel Tax	117,436	51,066	64,678	0	-100%
Water	60,037	81,451	80,951	89,022	9%
Sewer	26,486	19,239	19,239	20,964	9%
Downtown	9,000	9,000	9,000	9,000	0%
Library	<u>2,888</u>	<u>2,888</u>	<u>2,888</u>	<u>2,888</u>	0%
Total Lease Payments	747,675	725,156	738,268	749,606	3%
Interest	1,615	1,000	600	600	-40%
Sale of Corporate Assets	21,334	0	14,760	0	0%
Miscellaneous	<u>35,785</u>	<u>0</u>	<u>34,988</u>	<u>2,500</u>	100%
TOTAL REVENUE	<u>806,409</u>	<u>726,156</u>	<u>788,616</u>	<u>752,706</u>	4%
Revenues Over (Under) Expenditures	(67,346)	(99,692)	(107,144)	(95,317)	
Major Capital Outlays			(247,500)	(510,000)	
Depreciation			<u>354,289</u>	<u>341,705</u>	
Cash Flow			(355)	(263,612)	
<u>Beginning Net Cash</u>			1,380,535	1,380,180	
<u>Ending Net Cash</u>			1,380,180	1,116,568	

**Village of Park Forest
2012/2013 Budget**

**VEHICLE SERVICES FUND
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
EXPENDITURES					
<u>Administration</u>					
Operating Supplies	2,073	2,000	2,000	2,000	0%
Maintenance	33	800	800	800	0%
Depreciation	4,199	4,200	4,200	4,200	0%
Capital Outlays	<u>99</u>	<u>100</u>	<u>100</u>	<u>100</u>	0%
Total Administration	6,404	7,100	7,100	7,100	0%
<u>Police</u>					
Operating Supplies	114,006	99,035	110,000	105,000	6%
Maintenance	62,192	69,625	58,000	61,183	-12%
Depreciation	91,335	88,344	88,344	75,976	-14%
Capital Outlays*	<u>6,169</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Police	273,702	257,004	256,344	242,159	-6%
<u>Fire</u>					
Personnel Services	12,980	14,000	14,000	14,000	0%
Employee Support	321	1,153	842	1,153	0%
Operating Supplies	25,040	26,400	27,550	29,400	11%
Maintenance	24,395	20,368	22,700	24,000	18%
Depreciation	132,225	127,827	127,827	122,487	-4%
Capital Outlays	<u>4,692</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Fire	199,653	189,748	192,919	191,040	1%
<u>Recreation and Parks</u>					
Personnel Services	22,176	15,616	15,616	12,981	-17%
Employee Support	3,737	2,817	2,817	2,256	-20%
Operating Supplies	24,905	22,500	24,000	24,000	7%
Maintenance	21,417	22,000	22,000	22,000	0%
Depreciation	22,545	20,702	20,702	17,395	-16%
Capital Outlays*	<u>135</u>	<u>8,000</u>	<u>8,100</u>	<u>0</u>	-100%
Total Recreation and Parks	94,915	91,635	93,235	78,632	-14%

**Village of Park Forest
2012/2013 Budget**

**VEHICLE SERVICES FUND
SUMMARY**

	FY 10/11 ACTUAL	FY 11/12 BUDGET	FY 11/12 ESTIMATE	FY 12/13 PROPOSED	PERCENT CHANGE
<u>Public Works</u>					
Personnel Services	27,524	25,002	26,059	25,956	4%
Employee Support	4,799	4,543	4,707	4,989	10%
Operating Supplies	94,827	83,600	110,691	110,500	32%
Maintenance	51,359	40,000	77,489	59,000	48%
Depreciation	111,753	113,216	113,216	121,647	7%
Capital Outlays*	<u>3,010</u>	<u>7,000</u>	<u>7,000</u>	<u>0</u>	-100%
Total Public Works	293,272	273,361	339,162	322,092	18%
<u>Community Development</u>					
Operating Supplies	3,230	2,000	3,200	3,200	60%
Maintenance	<u>2,579</u>	<u>5,000</u>	<u>3,800</u>	<u>3,800</u>	-24%
Total Community Development	5,809	7,000	7,000	7,000	0%
TOTAL EXPENDITURES	873,755	825,848	895,760	848,023	3%

***Capitalized Capital Outlays for FY 12/13 Proposed**

Police	
Three Squads	90,000
Fire	
Ambulance	210,000
Public Works	
Replace Pavement Saw	25,000
Replace 2 1/2 Ton Dump Truck	120,000
Replace 1 1/2 Ton Dump Truck	<u>65,000</u>
Total Capitalized Capital Outlays	510,000

**Village of Park Forest
2012/2013 Budget**

**VEHICLE SERVICES FUND
ADMINISTRATION
DETAIL
52-01-00**

OPERATING SUPPLIES

541000	Fuel	<u>2,000</u>
Total Operating Supplies		2,000

MAINTENANCE

550300	Routine Maintenance	<u>800</u>
Total Maintenance		800

CAPITAL OUTLAYS

560000	Capital Outlays	0
560200	Vehicle (registration)	100
560700	Depreciation	<u>4,200</u>
Total Capital Outlays		<u>4,300</u>

TOTAL ADMINISTRATION VEHICLE SERVICES **7,100**

**Village of Park Forest
2012/2013 Budget**

**VEHICLE SERVICES FUND
POLICE DEPARTMENT
DETAIL
52-07-00**

OPERATING SUPPLIES

541000	Fuel	<u>105,000</u>
Total Operating Supplies		105,000

MAINTENANCE

550300	Routine Maintenance (Oil/filter/lube, brakes, tune-ups, tires/balancing, headlights, batteries, belts, light bar repairs, washing, etc.)	<u>61,183</u>
Total Maintenance		61,183

CAPITAL OUTLAYS

560200	Three squads @ \$30,000 ea*	90,000	0
*Not included in income calculation			
560700	Depreciation	<u>75,976</u>	
Total Capital Outlays		<u>75,976</u>	

TOTAL POLICE DEPARTMENT VEHICLE SERVICES 242,159

**Village of Park Forest
2012/2013 Budget**

**VEHICLE SERVICES FUND
FIRE DEPARTMENT
DETAIL
52-08-00**

SALARIES

500100	Overtime Salaries Hire back Mechanic	<u>14,000</u>
Total Salaries		14,000

EMPLOYEE SUPPORT

520000	Travel State Mechanic Seminar	700
520300	Training State Mechanic Seminar	250
520610	FICA (Medicare Only)	<u>203</u>
Total Employee Support		1,153

OPERATING SUPPLIES

540800	Cleaning Supplies (Degreaser, soap, truck wash)	500
541000	Fuel/Oil (Firefighting, Emergency Medical Service, Prevention, Education, Investigation, and Administrative purposes)	28,000
541400	Paint/Hardware/Small Tools (Special tool needs, repairs, replacement)	<u>900</u>
Total Operating Supplies		29,400

MAINTENANCE

550100	Contractual/Equipment Maintenance		
	Tires	3,600	
	Engine Repairs	5,147	
	Shared Ambulance Program	500	
	Ambulance Repairs	4,125	
	Auto Repairs	<u>3,128</u>	
			16,500
550250	Reserve Ambulance Expense		
	General Vehicle Repairs/Maintenance	<u>1,000</u>	
			1,000
550300	Equipment Maintenance and Repair		
	General Vehicle Repairs	3,275	
	Repair Parts	<u>3,225</u>	
			<u>6,500</u>
	Total Maintenance		24,000

CAPITAL OUTLAYS

560000	Capital Outlays - New Ambulance*	<u>210,000</u>	
	*Not included in income calculation		0
560700	Depreciation		<u>122,487</u>
	Total Capital Outlays		<u>122,487</u>

TOTAL FIRE DEPARTMENT VEHICLE SERVICES **191,040**

**Village of Park Forest
2012/2013 Budget**

**VEHICLE SERVICES FUND
RECREATION and PARKS DEPARTMENT
DETAIL
52-11-00**

PERSONNEL SERVICES

500000	Regular Salaries	10,714
500100	Overtime Salaries	200
500200	Temporary/Part-time	<u>2,067</u>
Total Personnel Services		12,981

EMPLOYEE SUPPORT

520610	FICA	993
520620	IMRF	<u>1,263</u>
Total Employee Support		2,256

OPERATING SUPPLIES

540000	Equipment repair parts and supplies	4,000
541000	Fuel and Oil for vehicles	<u>20,000</u>
Total Operating Supplies		24,000

MAINTENANCE

550300	Contractual maintenance, reconditioning and repairs to vehicles	<u>22,000</u>
Total Maintenance		22,000

CAPITAL OUTLAYS

560000	Capital Outlay	0
560700	Depreciation	<u>17,395</u>
Total Capital Outlays		<u>17,395</u>

TOTAL RECREATION and PARKS DEPARTMENT VEHICLE SERVICES		78,632
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**Village of Park Forest
2012/2013 Budget**

**VEHICLE SERVICES FUND
PUBLIC WORKS
DETAIL
52-17-00**

PERSONNEL SERVICES

500000	Regular Salaries	24,981
500100	Overtime Salaries	975
500200	Temporary/Part-time	<u>0</u>
Total Personnel Services		25,956

EMPLOYEE SUPPORT

520610	FICA	1,986
520620	IMRF	<u>3,003</u>
Total Employee Support		4,989

OPERATING SUPPLIES

540000	Other Operating Supplies (Vehicle maintenance supplies)	6,500
540800	Cleaning Supplies/Paper Products (Solvents, cleaning supplies, shop towels)	1,000
540900	Uniforms/Protective Clothing	0
541000	Fuel/Oil (Public Works portion of gasoline and diesel fuel purchases, motor oil, grease, hydraulic fluid)	100,000
541400	Paint/Hardware/Small Tools (Misc. tools and hardware)	<u>3,000</u>
Total Operating Supplies		110,500

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Tool repairs)	1,000
550100	Contractual Equipment Maintenance - Vehicle (Contractual vehicle and equipment repair)	35,000
550200	Equipment Maintenance and Repair - Other (Fuel pump and tool repair parts)	3,000
550300	Equipment Maintenance and Repair - Vehicle (Vehicle and equipment repair parts)	<u>20,000</u>
Total Maintenance		59,000

CAPITAL OUTLAYS

560000			
	Replace pavement saw *	25,000	
	Replace 2-1/2 Ton Dump Truck #628 *	120,000	
	Replace 1-1/2 Ton Dump Truck #651*	<u>65,000</u>	
		210,000	
			0

* Not included in income calculation

560700	Depreciation	<u>121,647</u>
Total Capital Outlays		<u>121,647</u>

TOTAL PUBLIC WORKS DEPARTMENT VEHICLE SERVICES	322,092
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**Village of Park Forest
2012/2013 Budget**

**VEHICLE SERVICES FUND
COMMUNITY DEVELOPMENT
DETAIL
52-20-00**

OPERATING SUPPLIES

541000	Fuel	<u>3,200</u>
Total Operating Supplies		3,200

MAINTENANCE

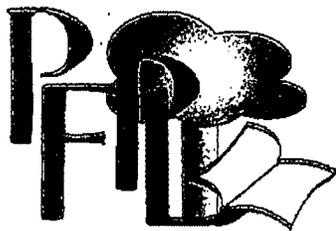
550300	Routine Maintenance	<u>3,800</u>
Total Maintenance		3,800

CAPITAL OUTLAYS

560700	Depreciation	<u>0</u>
Total Capital Outlays		0

TOTAL COMMUNITY DEVELOPMENT VEHICLE SERVICES **7,000**

TOTAL VEHICLE SERVICES **848,023**



*The Park Forest Public Library is committed to opening doors
to a world of information, education, and recreation
and is dedicated to being a vital part of the community.*

Park Forest Public Library
400 Lakewood Blvd.
Park Forest, IL 60466-1684
708-748-3731
708-748-8829 (Fax)
www.pfpl.org

April 4, 2012

Mr. John Ostenburg, Village President
Village of Park Forest
350 Victory Dr.
Park Forest, IL 60466

Subject: FY 2012-2013 Park Forest Public Library Budget

Dear President Ostenburg:

Enclosed please find the Park Forest Public Library budget request for FY 2012-2013.

Following the Library renovations, we were able to realize many of the efficiencies provided by a more open layout, and a more cost-effective operation is reflected in the Library's operating expenses. Due to efficiencies and fiscal prudence, the Library has increased the Library's unassigned fund balance by \$141,321 in the fiscal year ending June 30, 2011. Also, \$47,778 is included in the Library budget to cover the annual fee that the Library pays to the Village for accounting and audit services as well as over \$10,000 to cover the salaries and associated cost of the Village personnel who provide maintenance and repair to the Library facility.

The renovations presented a new set of opportunities for the Library to continually provide a better facility while continuing to provide community services and develop new collections. Currently, we are working with a firm specializing in Library design, LFI (Library Furniture International) on further Library improvements. The Library Board and staff strive to make the Library a community resource that serves the diversity of the community's residents and helps the residents discover sympathies and interests that unite them. We are proud of our mission statement: "The Park Forest Library is committed to opening doors to a world of information, education, and recreation, and is dedicated to being a vital part of the community." We are working to open doors on many levels throughout the community.

The Library Board will use the funds from the \$0.02 maintenance levy for necessary repairs, replacement and maintenance in various parts of the Library including roof, HVAC, concrete, flooring and fans. As we are able, we will continue to replace equipment and furnishings that have been in place for more than twenty years and provide general cleaning of the building, including interior and exterior windows and carpet maintenance. With improved wiring, we will be better able to provide technology services and improve the equipment in place.

This is a most appropriate time to remind you of the Library Board's ongoing efforts to supplement its modest annual tax income with donations. The continuous book sales offered in the Library's lobby have earned \$3,867 this calendar year. These funds were used to supplement the materials budgets and also help fund programs.

Our computer network will continue to be expanded and new equipment added. The Library is a WIFI hotspot and additional Internet stations have been added for use by the public. The Library continues to offer free digital literacy classes during days, evenings and weekends. In addition, we now offer patrons access to e-books and e-readers, digital magazines and growing number of online databases. Computers to access the Library's On-Line Patron Access Catalog have been placed strategically throughout the Library. Older computers are continually upgraded and/or replaced, and additional hardware and software is purchased to meet the needs of Library users.

The Library has been pursuing grant opportunities to extend our funds even further. The Library Board conducted its Annual Budget Public Hearing on April 3, 2012. Passage and approval of the FY2012-2013 budget occurred on the same day.

If there are any questions, please call Barbara Byrne Osuch or me. The Library plays an integral part in the life of Park Forest and is a heavily used Village resource. The Library continues to serve over 9,000 patrons per month with an additional 7,500 patrons accessing the website remotely for information and research sources. We appreciate your continued support of the Library's important services to the community and invite you to browse the Library services at our web site www.pfpl.org.

Sincerely,



Penny Shnay, President
Board of Trustees

PS/bbo

Enclosures: FY 2012-2013 Library Budget

cc: Park Forest Public Library Board Trustees

Tom Mick, Village Manager
Mary Dankowski, Village Finance Director
Barbara Byrne Osuch, Library Director

**PARK FOREST PUBLIC LIBRARY
2012-2013 BUDGET**

MISSION STATEMENT OF THE LIBRARY

The Park Forest Public Library is committed to opening doors to a world of information, education, and recreation, and is dedicated to being a vital part of the community.

VISION STATEMENT

The Park Forest Public Library will be a welcoming place for people of all ages. The Library will meet the needs of a diverse population by providing services and by working in partnership with patrons and community organizations. The Board of Trustees and the staff will work together to serve the public and to respond to the changing nature of Library services.

PROPOSAL FOR THE USE OF GARDEN HOUSE FUNDS

PARK FOREST PUBLIC LIBRARY

FY 2012-2013

**Special Library Services to Park Forest Senior Citizens:
A Proposal for the Use of Garden House Funds**

Goal:

To continue to identify and serve, through special Library programs and services, the educational, informational, and recreational needs of older residents of our community.

Objectives:

(1) To provide, in the senior residences, programs that will entertain, enlighten, and stimulate the audience.

(2) To provide monthly programs at the Library (with free transportation) that will accomplish objective (1) as well as a second objective of making the audience more familiar with the Library itself and with its resources and facilities.

(3) To supplement both series of programs with printed and other materials specially selected to complement the themes of the programs. These materials may be borrowed by those who attend the program.

(4) To add to the Library's collection materials designed for the special needs of senior citizens. Large print books are particularly important in this respect, because they allow senior citizens with failing eyesight to continue to read. The demand for this collection continues to grow.

(5) To upgrade the deposit collections at Garden House, Victory Center and Juniper Towers by the addition of new large print book titles.

Evaluation of Current Program:

At the center of the Library's program for senior citizens are the Library sponsored film programs and the large print deposit collections.

The Library sponsored film program has two components. The first is the regularly scheduled showing of films between September and May in the Village's three senior citizen facilities, Juniper Towers, Garden House and Victory Center. The second component of the film program is a once a month visit by senior citizens to the Library for a film travelogue in the Library's meeting room. The monthly visit to the Library for the film program attracts residents from throughout the Village. Until construction is completed, the monthly programs are being held at the Rich Township center. We appreciate their cooperation which allows the Library to continue hosting these programs during the renovation.

Using Garden House funds, the Library pays Rich Township Senior Transportation for their service to any senior citizen coming to the Library program that day. All of the senior film programs include a selection of books relating to the topic of the program. Large print titles are included whenever possible. The Library does not look on its film programs as ends in themselves, but sees them as a means of promoting the use of the Library. For this reason, we are very pleased that the people who attend the Library's monthly senior visit usually stay for refreshments and take time to browse for some books following the program.

The Library also maintains deposit collections of large print books in Garden House, Victory Center and Juniper Towers for those who are not able to come to the Library. The collections, which offer a wide variety of subjects and authors, are changed each month. This is an extremely popular service as demand for large print books continues to grow as offerings become more extensive and offer greater variety for readers.

The cost to the Library for these special programs continues to mount. While staff are careful to use only free programming materials, other components are not free. These include staff hours, book materials and refreshments.

The average cost of a large print book is \$34.00. We currently purchase approximately 340 large print books each year at a cost of over \$11,560 to the Library. The \$34.00 cost does not include the cost to the Library to process and catalog each book (\$6.75 per book). The demand for additional large print titles continues to increase and the Library is doing its best to meet this demand.

As an additional activity not funded by this project, the Library also provides Library service to home-bound patrons. While the home-bound program is not limited to senior citizens, they do comprise the majority of users. One of our staff members is in touch with each patron and selects and delivers books for them in accordance with their expressed interests every two weeks. Because a number of our home-bound clients have developed eye problems, large print books do play a major part in this service. The number of home-bound patrons has continued to increase significantly each year.

The Library's commitment to the senior citizens of the community is reflected in our continuing to provide senior services at an increasing cost to the Library. Our projected costs for FY 2012-2013 are \$21,548 which does not include the \$2,295 processing and cataloging costs for the large print material obtained. We again request \$10,000 from the Garden House funds, the same amount requested since 1994 to continue to provide service at the current necessary level. The residents of Garden House, Victory Center and Juniper Towers depend on the Library to meet their reading needs, both educational and recreational. They look forward to the programs and the book deposits

Senior Program Budget Request, 2012-2013

Garden House Funds

Clerical Services, 12 hours week	\$ 7,270	(031500-500200)
Supervisor, 1-1/2 hours week	1,768	(031500-500000)
Travel	300	(031500-520000)
Annual Holiday Program	200	(031500-591200)
Refreshments	400	(031500-540400)
* Large Print Books	11,560	(031500-563000)
Printing	50	(031500-590800)
Total Cost to Library	\$ 21,548	
Garden House Funds Requested	\$ 10,000	

* Processing and catalog costs of \$2,295 not included.

Library Staff

Librarians and Managers

Barbara Byrne-Osuch Library Director	1
Sharon O'Leary Youth Services Manager	1
Renee Wick-Brink Patron Services Manager	1
Mary VanSwol Adult Services Coordinator	1

Administrative Staff

Mitchell Cox Network Administrator	1
Mark Krahn Administrative Assistant	
George Manno Building and Public Information Coordinator	1
Paul Silic Network Administrator	
Grayson Stamm IT Assistant	
Millie Robles IT Assistant	

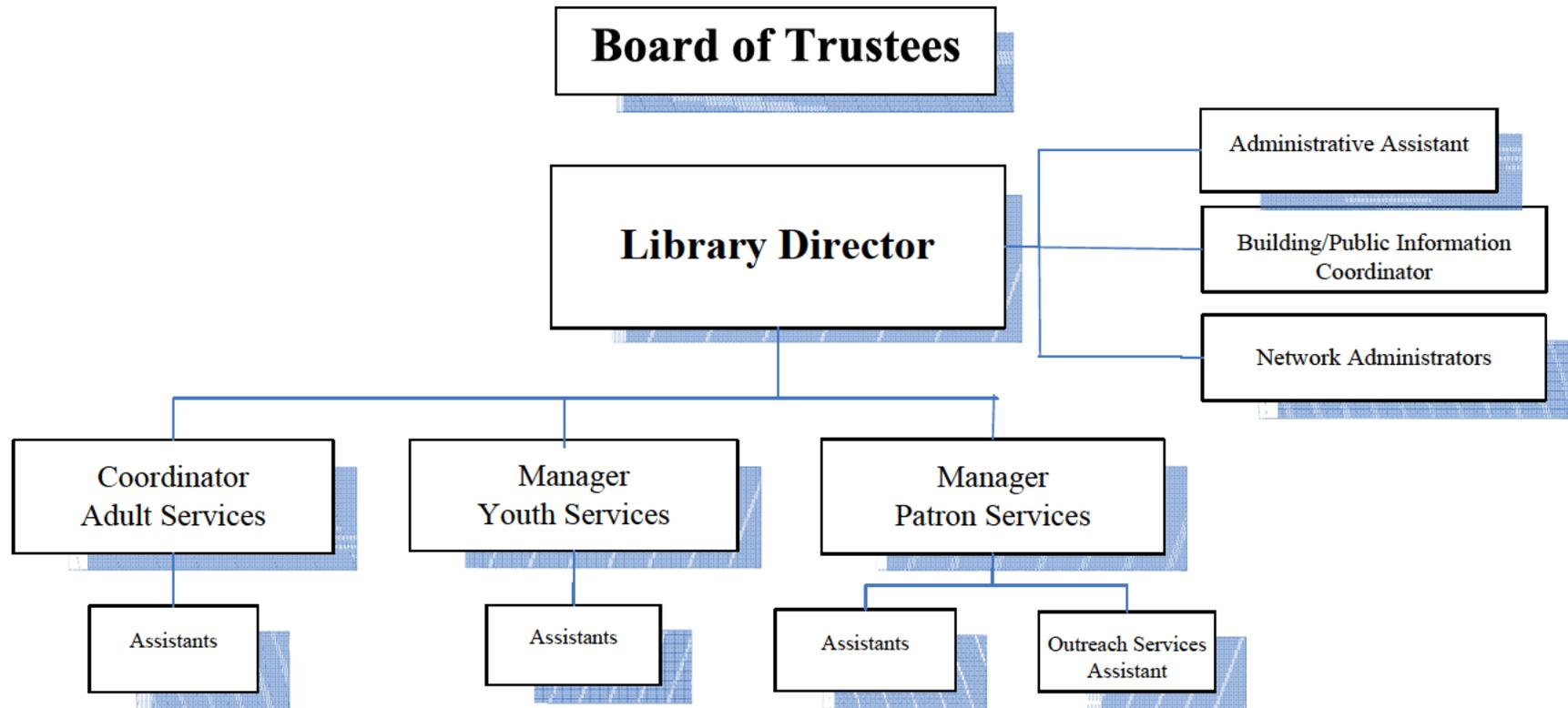
Assistant Staff

Mickey Callahan Assistant
Nancy Dannels Assistant
Thomas Falkenthal Assistant
Patricia Gilbert Assistant
Julie Gurganus Assistant
Ted Gwozdz Assistant
Katherine Henderson Assistant
Alison Holt Assistant
Erin Hovis Assistant
Greg Hunt Assistant
Loretta Knight Assistant
Anthony Ocanas Assistant
Jennifer Oosterbaan Assistant
Rita Savare Assistant
Ashley Schlaudraff Assistant
Nekita Smart Assistant
Larissa Smith Assistant
Ashley Swartwout Assistant
Jasmine Swinea Assistant
Jessica Valandingham Assistant
Eric Vonza Assistant
Francesca Wessely Assistant
Joshua Williams Assistant
Fatima Yamout Assistant

CURRENT TOTAL

23.48

Park Forest Public Library Organizational Chart



PARK FOREST PUBLIC LIBRARY

Income Projections
FY2012-2013

<u>Account #</u>	<u>Name</u>	<u>Actual 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Proposed Budget 2012-2013</u>
A. OPERATING BUDGET				
031500-400100	Property Tax	1,486,771	\$1,495,748	\$1,609,171
031500-400600	State Payments	18,080	\$18,080	\$18,080
031500-410000	Federal Grants	0	\$0	\$0
031500-410100	State Grants	24,009	\$24,635	\$24,635
031500-420000	Transfer From Other Funds	10,000	\$10,000	\$10,000
031500-440430	Library Impact Fees	0	\$0	\$0
031500-451400	Professional Services	0	\$0	\$0
031500-452500	Library Use Fee	133,703	\$138,673	\$141,544
031500-452710	Lost Materials	1,199	\$1,500	\$1,500
031500-454000	Printing/Copying	13,890	\$12,000	\$12,000
031500-454100	Handling Charge	481	\$1,000	\$1,000
031500-454700	Miscellaneous Income	55	\$100	\$100
031500-454800	Computer Use Charge	0	\$0	\$0
031500-460100	Library Book Sale	3,837	\$8,000	\$8,000
031500-480200	Library Fines	16,700	\$28,000	\$28,000
031500-490000	Interest Income	428	\$0	\$0
031500-491000	IRMA	0	\$0	\$0
031500-523100	Insurance Settlement	0	\$0	\$0
	OPERATING BUDGET TOTAL:	1,709,153	\$1,737,736	\$1,854,030
*B. IMRF - RETIREMENT BENEFITS				
031500-400101	IMRF Property Tax	62,400	\$63,240	\$63,240
	IMRF Total	62,400	\$63,240	\$63,240
*C. FICA - RETIREMENT BENEFITS				
031500-400102	Property Tax	63,353	\$64,260	\$64,260
	FICA Total	63,353	\$64,260	\$64,260
*D. AUDIT SERVICES				
031500-400103	Property Tax	5,286	\$5,249	\$5,249
	Audit Services Total	5,286	\$5,249	\$5,249
*E. IRMA - LIABILITY INSURANCE				
031500-400104	Property Tax	85,787	\$43,444	\$92,073
	IRMA Liability Insurance Total	85,787	\$43,444	\$92,073
*F. IRMA - WORKMEN'S COMPENSATION				
031500-400105	Property Tax	0	\$43,444	\$0
	IRMA Workmen's Total	0	\$43,444	\$0
*G. UNEMPLOYMENT INSURANCE				
031500-400106	Property Tax	0	\$0	\$0
	Unemployment Insurance Total	0	\$0	\$0
*H. BUILDING AND MAINTENANCE				
031500-400107	Property Tax Bldg./Maint.	73,956	\$41,042	\$70,000
031500-410000	Federal Grants	0	\$0	\$0
	Building Project Total	73,956	\$41,042	\$70,000
	Other Levies Total	290,782	\$260,679	\$294,822
	GRAND TOTAL	1,999,935	\$1,998,415	\$2,148,852

Note: Operating

Budget Total: \$1,854,030
Other Levies Totals: \$294,822
GRAND TOTAL: \$2,148,852

* Separate Levies

** Olympia Fields current contract payment and 5 Non-Resident card fees

Park Forest Public Library

Expenditures

FY 2012-2013

<u>Account No.</u>	<u>Name</u>	Actual <u>2010-2011</u>	Budget <u>2011-2012</u>	Estimated Expenditures <u>2011-2012</u>	Proposed Budget <u>2012-2013</u>
OPERATING BUDGET					
Salaries and Wages					
031500-500000	Regular Salaries	355,927	229,707	336,684	229,717
031500-500100	Overtime Salaries	11,150	23,353	4,682	1,000
031500-500200	Temporary/Part-Time	<u>309,278</u>	<u>445,145</u>	<u>393,649</u>	<u>490,044</u>
	Total	676,355	698,205	735,015	720,761 *
* Includes \$10,000 for village staff					
Insurance					
031500-510000	Life Insurance Premium	0	1,213	0	1,213
031500-510100	Health Insurance Premium	<u>35,751</u>	<u>63,845</u>	<u>75,571</u>	<u>63,845</u>
031500-510300	IRMA Premium		*		
	Total	35,751	65,058	75,571	65,058
Employee Support					
031500-520000	Other Travel	628	2,000	675	2,000
031500-520100	Car/Mileage Allowance	1786	1,654	1,509	1,654
031500-520200	Dues/Subscriptions	2339	2,000	4,011	2,000
031500-520300	Training Expense	185	2,000	221	2,000
031500-520400	Books and Pamphlets	<u>20</u>	<u>1,500</u>	<u>2,594</u>	<u>1,500</u>
031500-520500	Unemployment Benefits		*		
	Total	4,958	9,154	9,010	9,154
Professional Services					
031500-530000	Other Professional Services	13,296	35,000	20,131	35,000
031500-530100	Legal Services	0	4,000	8,998	4,000
031500-531400	Computer Programming Services	<u>17,316</u>	<u>24,000</u>	<u>6,096</u>	<u>24,000</u>
	Total	30,612	63,000	35,225	63,000
Operating Supplies					
031500-540000	Other Operating Supplies	6,443	2,141	3,279	2,141
031500-540100	Computer Supplies	7,041	6,000	1,766	6,000
031500-540200	Printing/Copying Supplies	1,392	9,750	374	9,750
031500-540300	Stationery Forms	0	2,000	0	2,000
031500-540400	Meeting Expense	2,346	4,000	4,632	4,000
031500-540800	Cleaning Supplies/Paper Products	3,139	3,500	2,613	3,500
031500-541100	Public Information/Educational	0	0	0	0
031500-541200	Plants and Fertilizer	2,672	4,800	514	4,800
031500-541400	Paint/Hardware/Tools	349	1,216	0	1,216

031500-542000	Library Childrens Materials	0	0	0	0
031500-542500	Other Library Materials	0	0	0	0
031500-542600	Library Processing Supplies	17,003	25,000	12,770	25,000
031500-542700	Library Operating Supplies	<u>13,535</u>	<u>15,000</u>	<u>20,079</u>	<u>15,000</u>
	Total	53,920	73,407	46,027	73,407
Maintenance					
031500-550000	Contractual Equipment	33,718	40,000	38,685	65,027
031500-550200	Equipment Maintenance	10,698	55,000	5,306	55,000
031500-550400	Contractual Building	43,365	43,603	27,312	43,603
031500-550500	Contractual Grounds/ Maintenance	<u>16,250</u>	<u>3,647</u>	<u>5,349</u>	<u>3,647</u>
	Total	104,031	142,250	76,652	167,277
Capital Outlays					
031500-560000	Other Capital Outlays	428,531	120,178	50,715	65,000
031500-560100	Office Equipment	5,783	5,513	3,593	5,513
031500-561400	Contractual Facility Development	0	0	0	0
031500-563000	Library Books (Adult)	76,774	70,283	79,142	70,283
031500-563100	Library Books (Rental)	26	0	0	0
031500-563200	Library Reference Materials	44,139	42,588	53,266	42,588
031500-563300	Library Childrens Books	44,332	49,272	34,392	49,272
031500-563400	Library Periodicals	23,690	24,445	23,014	24,445
031500-563500	Library A-V Materials	36,467	37,670	32,378	37,670
031500-563600	Library Book Binding		0	0	0
031500-563700	Family Technology Center	<u>432</u>	<u>500</u>	<u>0</u>	<u>500</u>
	Total	660,174	350,449	276,500	295,271
Transfer to Other Funds					
031500-580000	Transfer to Other Funds	331	331	327	331
031500-581000	Indirect Cost to General Fund	<u>45,476</u>	<u>46,386</u>	<u>46,387</u>	<u>47,778</u>
	Total	45,807	46,717	46,714	48,109
Miscellaneous Expenditures					
031500-590100	Postage	5,228	14,000	1,183	14,000
031500-590300	Telecommunication Expenses	289	3,000	202	3,000
031500-590800	Printing/Reproduction/Graphics	300	2,200	1,101	2,200
031500-590900	Advertising	50	250	735	250
031500-591000	Legal Notices	161	67	105	67
031500-591200	Other Special Events	<u>7,459</u>	<u>11,000</u>	<u>10,058</u>	<u>11,000</u>
	Total	13,487	30,517	13,384	30,517
Leases and Rentals					
031500-600400	Vehicle Rental-Interfund	2,888	2,888	2,475	2,888
031500-600500	Other Equipment Rentals	<u>9,327</u>	<u>11,000</u>	<u>6,965</u>	<u>11,000</u>
	Total	12,215	13,888	9,440	13,888

Utilities					
031500-610000	Telephone/Telegraph	13,914	11,000	12,132	11,000
031500-610600	Public Utility Services	<u>1,455</u>	<u>8,000</u>	<u>2,916</u>	<u>8,000</u>
	Total	15,369	19,000	15,048	19,000
	OPERATING BUDGET TOTAL	1,652,679	1,511,645	1,338,586	1,505,442
*IMRF - RETIREMENT BENEFITS					
031500-520620	IMRF Retirement Benefits	<u>62,031</u>	<u>63,240</u>	<u>70,116</u>	<u>63,240</u>
	IMRF Total	62,031	63,240	70,116	63,240
*FICA - RETIREMENT BENEFITS					
031500-520610	FICA Retirement Benefits	<u>51,000</u>	<u>64,260</u>	<u>55,685</u>	<u>64,260</u>
	FICA Total	51,000	64,260	55,685	64,260
*AUDIT SERVICE					
031500-530300	Audit Service	<u>3,965</u>	<u>5,249</u>	<u>5,249</u>	<u>5,407</u>
	Audit Total	3,965	5,249	5,249	5,407
*IRMA LIABILITY					
031500-510300	IRMA Liability Premium	57,357	66,887	71,901	66,887
	IRMA Decuctible	<u>0</u>	<u>70,000</u>	<u>7</u>	<u>50,000</u>
	IRMA Total	57,357	136,887	71,908	116,887
*UNEMPLOYMENT BENEFITS					
031500-520500	Unemployment Benefits	<u>3,209</u>	<u>3,110</u>	<u>2,594</u>	<u>3,110</u>
	Unemployment Total	3,209	3,110	2,594	3,110
*BUILDING AND MAINTENANCE PROJECT					
031200-560400	Contractual Facility Development	<u>19,481</u>	41,042	39,871	41,042
	Building and Maintenance Total	19,481	41,042	39,871	41,042
	Other Levies Total	197,043	313,788	245,423	293,946
	 GRAND TOTAL	 1,849,722	 1,825,433	 1,584,009	 1,799,388

<u>GRADE</u>	<u>POSITION</u>	<u>POSITION</u>	<u>PAY RANGE</u>
1	Office Assistant I Community Service Officer	General Maintenance Worker Building Custodian	29,409 - 38,727
2	Office Assistant II	Home Health Aide	30,881 – 40,662
4	Accounting Technician I	Office Assistant III	34,045 – 44,831
5	Police Records Clerk		35,749 – 47,072
7	Payroll Specialist Parks Maintenance Worker I Utility Billing Technician Housing Case Worker Police Facility Maintenance Worker Licensed Practical Nurse	Administrative Assistant I Accounts Payable Technician Fiscal Assistant Senior Records Clerk Housing Inspector	39,411 – 51,898
8	Public Works Maintenance Worker Parks Maintenance Worker II	Recreation Supervisor I Staff Accountant	41,383 – 54,494
9	Administrative Assistant II IT Technician I	Water Plant Operator I	43,450 – 57,217
10	Water Plant Operator II Building Maintenance Specialist Engineering Technician	Executive Assistant Utility Billing Supervisor	45,625 – 60,077
12	Community Relations Coordinator Registered Nurse Records Supervisor Code Enforcement Officer	Facility Supervisor Facility/Program Supervisor Accounting Supervisor	49,332 – 64,961
14	Tennis and Health Club Manager Public Works Crew Chief Assistant Chief Water Plant Operator	Parks Crew Chief Housing Program Manager	54,390 – 71,621
17	Parks Superintendent Public Works Superintendent Chief Water Plant Operator Director of Personnel/Asst to Village Mgr Director of Communications/Asst to Village Mgr	Assistant Finance Director Assistant Director of Economic Development Assistant Village Engineer Nursing Supervisor	62,344 – 82,097
19	Police Commander	IT Administrator	68,736 – 90,512
20	Fire Captain		72,172 – 95,037
21	Deputy Chief of Police	Deputy Chief of Fire	75,780 – 99,789
22	Director of Public Health		79,180 – 104,265
23	Director of Recreation and Parks Director of Community Development	Director of Economic Development & Planning	83,139 – 109,479
24	Deputy Village Manager/Finance Director Director of Public Works/Village Engineer	Chief of Police Fire Chief	87,296 – 114,952

VILLAGE OF PARK FOREST, ILLINOIS									
1-Jul-12									
	STEPS								
	1	2	3	4	5	6	7	8	9
GRADE									
2% increase									
1	29,409	30,439	31,506	32,607	33,748	34,929	36,151	37,417	38,727
2	30,881	31,960	33,080	34,236	35,436	36,675	37,959	39,286	40,662
3	32,424	33,557	34,734	35,950	37,208	38,509	39,858	41,253	42,697
4	34,045	35,236	36,470	37,746	39,067	40,434	41,851	43,314	44,831
5	35,749	36,997	38,295	39,633	41,021	42,458	43,943	45,480	47,072
6	37,535	38,849	40,207	41,614	43,072	44,580	46,141	47,755	49,424
7	39,411	40,791	42,220	43,697	45,225	46,808	48,446	50,142	51,898
8	41,383	42,830	44,330	45,882	47,487	49,149	50,870	52,649	54,494
9	43,450	44,972	46,547	48,176	49,862	51,606	53,413	55,284	57,217
10	45,625	47,221	48,871	50,583	52,356	54,186	56,084	58,047	60,077
11	47,904	49,581	51,316	53,113	54,972	56,897	58,887	60,949	63,082
12	49,332	51,059	52,846	54,695	56,609	58,592	60,644	62,766	64,961
13	51,800	53,613	55,489	57,430	59,441	61,521	63,676	65,904	68,210
14	54,390	56,292	58,263	60,301	62,413	64,598	66,858	69,199	71,621
15	57,109	59,107	61,177	63,317	65,535	67,827	70,075	72,659	75,201
16	59,966	62,064	64,236	66,483	68,810	71,218	73,710	76,293	78,962
17	62,344	64,527	66,787	69,123	71,542	74,047	76,638	79,321	82,097
18	65,463	67,752	70,125	72,579	75,121	77,748	80,471	83,287	86,201
19	68,736	71,143	73,632	76,208	78,876	81,636	84,493	87,451	90,512
20	72,172	74,698	77,312	80,019	82,820	85,718	88,719	91,824	95,037
21	75,780	78,435	81,179	84,018	86,961	90,004	93,155	96,416	99,789
22	79,180	81,951	84,820	87,788	90,863	94,041	97,334	100,740	104,265
23	83,139	86,048	89,061	92,177	95,403	98,743	102,199	105,775	109,479
24	87,296	90,351	93,515	96,787	100,174	103,680	107,309	111,064	114,952

POLICE PAY SCHEDULE / PLAN FISCAL 2012/2013

	A	B	C	D	E	F	G	H
Position	Prob.	Completion of Probation	Over 24 Months	Over 36 Months	Over 48 Months	Over 60 Months	Over 96 Months	Over 240 Months
Patrol Officer	\$50,686	\$54,786	\$59,435	\$62,979	\$67,626	\$71,779	\$74,648	\$76,887

	A	B	C
Position	0-48 Months	49-95 Months	Over 96 Months
Corporal	\$78,637	\$81,783	\$85,053
Combined Service	Over 240 Months	Over 240 Months	Over 240 Months
	\$80,995	\$84,237	\$87,604

ANNOTATIONS

1. The amounts set forth above represent the annual salary for a full fiscal year of 2080 hours of work including paid holidays, paid vacation and paid sick leave. Any additional compensation for work in excess of 2080 hours is paid at the regular hourly rate or in accordance with the provisions of Section 8.2, "Overtime Pay," and Section 8.6, "Training Time."

2. Horizontal movement on the pay schedule is not automatic but subject to satisfactory work performance based upon performance evaluation.

3. Horizontal movement shall occur each fiscal year based upon length of service subject, however, to satisfactory work performance based upon evaluation. Only one step increase shall be permitted in any fiscal year, provided that an officer who completes his/her probation period may receive two step increments within a single fiscal year.

FIRE PAY SCHEDULE / PLAN FISCAL 2012/2013

Firefighter/Paramedic Pay Schedule

	A Probation	B over 12 months	C over 24 months	D over 36 months	E over 48 months	F over 96 months
040	51,300	56,769	61,366	66,129	70,856	74,265

Lieutenant/Paramedic Pay Schedule

	A 0-12 months	B 13-24 months	C 25 + months
039	82,138	85,254	88,487

**Village of Park Forest
Annual Budget
2012/2013**

GLOSSARY OF TERMS

3CMA	Metropolitan Managers Association, City/County Communications and Marketing Association
AARP	American Association of Retired Persons
ACCOUNT	A term used to identify an individual asset, liability, expenditure control, revenue control or fund balance.
ACCOUNTING SYSTEM	The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.
ACCRUAL BASIS OF ACCOUNTING	Method of accounting that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows.
ACIP	Advisory Committee on Immunization Practices
ACTIVITY	The smallest unit of budgetary accountability and control which encompasses specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the Village is responsible.
ADA	Americans with Disabilities Act
AIA	American Institute of Architects
AICPA	American Institute of Certified Public Accountants
ALECS	Automated Law Enforcement Communications System
ALERTS	Areawide Law Enforcement Radio Terminal System
ALS	Advanced Life Support

APA	American Planning Association
APHA	American Public Health Association
APWA	American Public Works Association
ARRA	American Recovery and Reinvestment Act of 2009
ASSETS	Property owned by a government which has a monetary value.
ASSESSED VALUATION	A valuation set upon real estate or other property by the County Assessor as a basis for levying taxes.
ATEP	Aggressive Traffic Enforcement Program
ATVM	Assistant to the Village Manager
AWWA	American Water Works Association
BLS	Basic Life Support
BOCA	Building Officials Code Administrators
BOND	A written promise, generally under seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.
BONDED DEBT	That portion of indebtedness represented by outstanding bonds.
BUDGET	A one year financial document embodying an estimate of proposed revenue and expenditures for the year. The Village is required by State Statute to approve a budget, and the approved budget sets the legal spending limits of the Village. It is the primary means by which most of the expenditures and service levels of the Village are controlled.
BUDGET AMENDMENT	A legal procedure utilized by the Village staff and Village Board to revise the budget.
BUDGET DOCUMENT	The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the Village Board.

BUDGET MESSAGE	A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.
BUDGET ORDINANCE	The official enactment, by the Village Board to legally authorize Village staff to obligate and expend resources.
BUDGETARY CONTROL	The control of management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
CABO	Council of American Building Officials
CAC	LaRabida Child Advocacy Center
CAD	In a police context CAD refers to a Computer Aided Dispatch.
CAD	In an engineering context, CAD refers to Computer Aided Design.
CAFHA	Chicago Area Fair Housing Alliance
CAM	Common Area Maintenance
CAPITAL ASSETS	Assets of \$10,000 value or more and having a useful life of more than one year. Capital assets are also called fixed assets.
CAPITAL BUDGET	A plan of proposed capital outlays and the means of financing them for the current fiscal period.
CAPITAL OUTLAY	Expenditures which result in the acquisition of, or addition to, fixed assets.
CAPITAL PROJECTS FUND	A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.
CART	Combined Agency Response Team
CCHA	Cook County Housing Authority
CCTRP	Cook County Tax Reactivation Project

CDBG	Community Development Block Grant
CDBG-IKE	CDBG - Disaster Recovery Public Infrastructure Program
CDC	Center for Disease Control
CEDA	Community & Economic Development Association of Cook County
CERT	Community Emergency Response Team
CFH	Crime Free Housing Ordinance
CHART OF ACCOUNTS	The classification system used by the Village to organize the accounting for various funds.
CHR	Commission on Human Relations
CMAP	Chicago Metropolitan Agency for Planning
CMS	Central Management Service
CN	Canadian National Railway Company
COMMISSARY EXPENSES	Consumable items used by Village departments. Examples include office supplies, replacement parts for equipment, and gasoline.
CONTINGENCY	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.
CONTRACTUAL SERVICES	Services rendered to Village departments and agencies by private firms, individuals, or other government agencies. Examples include utilities, insurance, and professional services.
CPI	Consumer Price Index
CPR	Cardio-pulmonary Resuscitation
CRD	Community Relations Director
CSO	Community Services Officer

DEA	Drug Enforcement Agency
DEBT SERVICE FUND	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.
DEBT SERVICE REQUIREMENTS	The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full and on schedule.
DEFICIT	(1) The excess of an entity's liabilities over its assets (See Fund Balance). (2) The excess of expenditures or expenses over revenues during a single accounting period.
DEPARTMENT	A major administrative organizational unit of the Village which indicates overall management responsibility for one or more activities.
DEPRECIATION	(1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or the physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. NOTE: The cost of such asset prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense.
DHS	Department of Homeland Security
DISBURSEMENT	Payments for goods and services in cash or by check.
DPW	Department of Public Works
EAB	Emerald Ash Borer
EAP	Employee Assistance Program
EAV	Equalized Assessed Valuation
EDAG	Economic Development Advisory Group
EEOC	Equal Employment Opportunities Commission

EJ&E	Elgin, Joliet & Eastern
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
ENTERPRISE FUND	A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises -- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. Examples of enterprise funds are those for utilities.
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERT	Emergency Response Team
ESDA	Emergency Services Disaster Agency A disaster preparedness organization whose disaster plan has been state certified and can be utilized by Village departments to mitigate natural or technological disasters.
ESTIMATED REVENUE	The amount of projected revenue to be collected during the fiscal year. The revenue budgeted is the amount approved by the Village Board.
EXPENDITURES	If the accounts are kept on the accrual basis, this term designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt not reported as a liability of the fund from which retired, and capital outlays. If they are kept on the cash basis, the term covers only actual disbursement for these purposes.

EXPENSES	Charges incurred, whether paid or unpaid, for operation, maintenance and interest, and other charges which are presumed to benefit the current fiscal period.
FAE	Fire Apparatus Engineer
FATS	Firearms Training System
FBI	Federal Bureau of Investigation
FD	Fire Department
FDSOA	Fire Department Safety Officers Association
FEMA	Federal Emergency Management Agency
FHIP	Fair Housing Initiatives Program
FICA	Federally Insured Contributions Act (Social Security and Medicare)
FIDUCIARY FUNDS	Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs.
FISCAL YEAR	A twelve-month period of time to which the annual budget applies and at the end of which a municipality determines its financial position and results of operations. The Village of Park Forest has specified July 1 to June 30 as its fiscal year.
FIXED ASSETS	Assets of a long-term character in which the intent is to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.
FMLA	Family Medical Leave Act
FTE	Full Time Equivalent
FTO	Field Training Officer
FULL FAITH & CREDIT	A pledge of the general taxing power of the government to repay debt obligations (typically used in reference to general obligation bonds).

FUND	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other financial resources, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
FUND ACCOUNTS	All accounts necessary to set forth the financial operations and financial conditions of a fund.
FUND BALANCE	The excess of a fund's assets over its liabilities and reserves.
GENERAL FUND	The fund that is available for any legal authorized purposes and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. NOTE: The General Fund is used to finance the ordinary operations of a government unit.
GASB	Governmental Accounting Standards Board
GENERAL OBLIGATION BONDS	Bonds for whose payments are backed by the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those from taxes and other general revenues.
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GLTD	General Long-term Debt
GOAL	A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.
GOVERNMENTAL FUNDS	Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

GPS	Global Positioning System
GRANT	A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function, but it is sometimes also for general purposes.
GSU	Governors State University
HAS	Homecare Accounting Solutions
HATS	Health Access to Technology for Seniors
HazMat	Hazardous Materials
HCP	Housing Choice Partners
HH-CAHPS	Home Health Consumer Assessment of Health Providers and Systems
HHA	Home Health Aide or Home Health Agency
HIDTA	High Intensity Drug Trafficking Area
HIPPA	Health Insurance Privacy Protection Act
HOME	Largest Federal Block Grant to State and local governments designed exclusively to create affordable housing for low-income households
Home Care SOS	Home Care Software On Line Solution
HPV	Human Papillomavirus
HQS	Housing Quality Standards
HUD	Federal Department of Housing and Urban Development
I & I	Inflow and Infiltration
IAFC	International Association of Fire Chiefs
IAHA	Illinois Association of Housing Authorities

IAMMA	Illinois Association of Municipal Management Assistants
ICARE	Illinois Comprehensive Automated Immunization Registry Exchange
ICC	International Code Council
ICHIEFS	International Chiefs
ICMA	International City Managers Association
ICOP	Digital Video Recording System Installed in Police Vehicles
ICSC	International Council of Shopping Centers
IDLH	Immediately Dangerous to Life and Health
IDNR/PARC	Illinois Department of Natural Resources/Park and Recreational Facility Construction
IDOT	Illinois Department of Transportation
IDPH	Illinois Department of Public Health
IEPA	Illinois Environmental Protection Agency
IFCA	Illinois Fire Chiefs Association
IFFA	Illinois Fire Fighters Association
IFIA	Illinois Fire Inspectors Association
ILCMA	Illinois City Managers Association
ILDCEO	Illinois Department of Commerce & Economic Opportunity
ILEAS	Illinois Emergency Alarm System Mobile Field Force
ILLETS	Illinois Law Enforcement Training School
IMAP	IRMA Management Assessment Program

IMHRA	Illinois Municipal Human Relations Association, Inc.
IML	Illinois Municipal League
IMRF	Illinois Municipal Retirement Fund A retirement fund covering Illinois municipal employees.
INCOME	This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of an enterprise's activities. As indicated elsewhere, the excess of the TOTAL revenues over the TOTAL expenses of the enterprise for a particular accounting period is called "net income."
INTERFUND TRANSFERS	Amounts transferred from one fund to another fund.
IPELRA	Illinois Public Employee Labor Relations Association
IRMA	Intergovernmental Risk Management Agency A municipal insurance pool established to fund liability and workers compensation insurance.
ISAWWA	Illinois Section American Water Works Association
ISFSI	International Society of Fire Service Instructors
ISO	Insurance Services Office
ITEP	Illinois Transportation and Enhancement Program
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
J.U.L.I.E.	Joint Utility Locating Information for Excavators
LAN 53	Local Area Network 53, group comprised of Social Service Providers concerned about families, children in Bloom, Bremen Rich and Thornton Townships
LEADS	Law Enforcement Agencies Data System
LIVESCAN	Inkless Fingerprinting System-Linked Directly to Bureau of Investigation - Joliet

MABAS	Mutual Aid Box Alarm System
MainTrac	Maintenance Tracking Software
MAJOR FUNDS	Governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report. The general fund is always a major fund. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds for the same item.
MBE	Minority Business Expo
MDT	Mobile Data Terminal Computers utilized in law enforcement vehicles for data retrieval.
MFT	Motor Fuel Tax
MHI & PC	Minority Health Information and Prevention Center
MIS	Management Information Systems
MMW	Morbidity and Mortality Weekly
MODIFIED ACCRUAL BASIS OF ACCOUNTING	Basis of accounting used in conjunction with the current financial resources measurement focus that modifies the accrual basis of accounting in two important ways; 1) revenues are not recognized until they are measurable and available, and 2) expenditures are recognized in the period in which governments in general normally liquidate the related liability rather than when that liability is first incurred (if earlier).
MSI	Municipal Software Incorporated
MTF	Park Forest Mediation Task Force
MVNA	Motor Vehicle Non-Traffic Accident
NAFI	National Association of Fire Investigators

NAPWDA	North American Police Work Dog Association
NAHRO	National Association of Human Rights Workers Organization
NCBI	National Coalition Building Institute
NDTA	National Downtown Association
NEMRT	North East Multi-Regional Training
NFP	Not for Profit
NFPA	National Fire Protection Association
NFPA 1710	Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments
NFR	No Further Remediation
NIMS	National Incident Management System
NIPC	Northeastern Illinois Planning Commission
NPDES	National Pollution Discharge Elimination System
NPELRA	National Public Employee Labor Relations Association
NSP 1	Neighborhood Stabilization Program 1
OASIS	Outcome and Assessment Information Set
OBQI	Outcome Based Quality Improvement
OPERATING BUDGET	The portion of the budget that pertains to daily operations that provide the basic government services.
ORDINANCE	A formal legislative enactment by the governing board of a municipality.
OSHA	Occupational Safety Hazards Act
OSLAD	Open Space Land Acquisition and Development Grant

OT	Occupational Therapy
PAAC	Police Athletic Activities Center
PAG	Professional Advisory Group
PBIS	Positive Behavioral Interventions & Supports
PEG	Public Education and Governmental Access Programming
PERSONNEL SERVICES	Costs related to compensating Village employees, including salaries, wages and benefits.
PFHD	Park Forest Health Department
PFNC	Park Forest Nurses Club
PFPD	Park Forest Police Department
PHA	Public Housing Authority
PHADA	Public Housing Authorities Directors Association
PHTLS	Pre-Hospital Trauma Life Support
POC	Paid On Call
PPE	Personal Protective Equipment
PPRT	Personal Property Replacement Tax
PROPERTY TAX	Property taxes are levied on real property according to the property's valuation and the tax rate.
PROPRIETARY FUNDS	Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.
PSAP	Public Safety Answering Point
PT	Physical Therapy
RecTrac	Recreation and Parks Tracking Software

REDCC	Regional Economic Development Coordinating Council A regional organization designed to enhance the business climate by attracting new businesses and retaining existing businesses.
RFP	Request for Proposals
RFQ	Request for Qualifications
RESERVE	An account used to indicate that a portion of a fund balance is restricted for a specific purpose.
RETAINED EARNINGS	An equity account reflecting the accumulated earnings of the Village's enterprise funds.
REVENUES	Funds that the government receives as income.
SAFER	Staffing for Adequate Fire and Emergency Response
SANE	Advocate South Suburban Hospital Sexual Assault Nurse Examiner
SCADA	Supervisory Control and Data Acquisition Computerized system of monitoring water flow and levels at the water plant.
SMART	Suburban Major Accident Reconstruction Team
SNL	Saturday Nite Live, a Senior High School age Open Gym operated by PAAC
SPECIAL REVENUE FUNDS	A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
SSACOP	South Suburban Association of Chief's of Police
SSCHIPS	South Suburban Center for Health Information and Prevention Services
SSERT	South Suburban Emergency Response Team A multi-jurisdictional law enforcement group specially trained in hostage situations.
SSHC	South Suburban Housing Coalition

SSMCTF	South Suburban Major Crimes Task Force
SSMMA	South Suburban Mayors and Managers Association
SSSRA	South Suburban Special Recreation Association
SSWWA	South Suburban Water Works Association
ST	Speech/Language Therapy
STAND UP	Special Tactical and Neighborhood Deployment Unit of Policing
STDB	Site To Do Business Online
SWAT	Special Weapons and Tactics
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.
TAX LEVY	The total amount to be raised by general property taxes for operating and debt service purposes specified in the Tax Levy Ordinance.
TAX LEVY ORDINANCE	An ordinance by means of which taxes are levied
TCBSD	Thorn Creek Basin Sanitary District
TCSP	Transportation/Community & System Preservation
TIF	Tax Incremental Financing A process by which the equalized assessed value of a property is frozen, improvements made and the additional taxes generated as a result of the increased assessment captured and utilized to repay eligible project costs.
TOD	Transit Oriented Development
ULI	Urban Land Institute

UPS	Uninterrupted Power Source This piece of equipment provides a battery backup for computer equipment.
USEPA	United States Environmental Protection Agency
VFC	Vaccine For Children
WATER & SEWER FUNDS	Funds established to account for operations of the water and sewer system. Both are operated in a manner similar to private business enterprises where the intent is cost recovery.
WIC	Women/Infants/Children Federally subsidized nutrition program for new mothers and children under the age of five.